



Australian Government

**Job Access**

Driving disability employment

# JobAccess

Workplace Adjustments and the  
Employment Assistance Fund





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# Acknowledgement of Country

In the spirit of reconciliation, we acknowledge the Traditional Custodians of Country throughout Australia and their connections to land, sea and community.

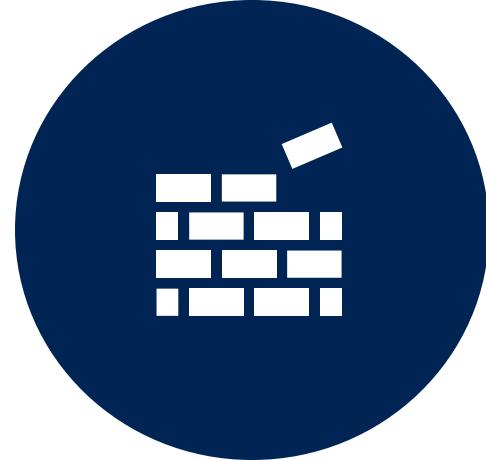
We pay our respect to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.



# JobAccess: we're here to help



Expert advice on disability  
employment matters



Workplace adjustments  
and modifications



Employer engagement  
services

1800 464 800

[www.jobaccess.gov.au](http://www.jobaccess.gov.au)

# What are workplace adjustments?

Any administrative, environmental or procedural changes that enable people with disability to have equitable employment opportunity and work effectively and comfortably.



Image: a person using an assistive device to type.

# What do you know about workplace adjustments?



**60%**  
of respondents haven't  
heard of workplace  
adjustments.



**50%**  
of people with disability aren't  
aware of workplace  
adjustments.



**2 in 5**  
of respondents see  
workplace adjustments as  
something that is easy.

*Source: Understanding workplace attitudes toward disability, JobAccess survey. October 2023*

# Cost and ease of making workplace adjustments



**40%**

estimate the cost of workplace adjustments to be significant.



**30%**

agree that talking about workplace adjustments with an employee is outside their comfort zone.



**57%**

are unsure or do not know how to arrange workplace adjustments for an employee with disability.

*Source: Understanding workplace attitudes toward disability, JobAccess survey. October 2023*

# How do workplace adjustments benefit people with disability



Source: *Understanding workplace attitudes toward disability, JobAccess survey. October 2023*

# How JobAccess can support you with workplace adjustments

JobAccess offers **free expert, holistic and tailored advice** on workplace adjustments to employers and people with disability from the first point of contact.

# Making workplace adjustments can...



Increase work performance



Increase staff retention



Increase staff capabilities



Improve access to buildings and rooms



Become part of everyday work practices

# Workplace adjustments can be made to the...

- Physical environment
- Recruitment process
- Job design process
- Training and development



Image: a person in office space smiling

# Employment Assistance Fund (EAF)

Provides **financial assistance** to purchase a range of work-related modifications and services to meet the access requirements of the employees with disability.

# How JobAccess facilitates workplace adjustments

Expert, confidential advice on adjustments

Advice service @ 1800 464 800

Independent workplace assessments conducted by

National panel of assessors

Financial assistance for workplace adjustments through

Employment Assistance Fund



Image: Person using a machine with support from another person

# EAF also provides funding for...

- **Auslan interpreting** for work-related tasks, including job interviews and meetings
- **Disability awareness, Deafness awareness and Mental Health awareness trainings** aimed at increasing confidence and reducing stigma
- Access to **specialist services** for one-to-one individualised support



Image: person in Hi Vis jumper outside leaning against a ute.

# EAF application: process

An employer can apply online @ [www.jobaccess.gov.au](http://www.jobaccess.gov.au).

JobAccess reviews the application, informs employer of the outcome and whether a workplace assessment is required.

If required, a **free workplace assessment** is conducted to identify any barriers and recommend changes in the workplace.

Employer purchases the modifications and costs are reimbursed by JobAccess.

# Case study 1

**Occupation:** Doctor working in a large public hospital working 3 days a week

**Disability:** Ehlers Danlos Syndrome and Postural Orthostatic Tachycardia syndrome

**Functional Impacts at work:** Reduced mobility, muscular fatigue, reduced cognitive endurance & pain

Worksite Assessment completed with recommendations to the physical environment at work and equipment which included;

- Removal of overhead cupboards in 2 clinical consulting rooms so height adjustable desks could be used underneath them
- 2 electric height adjustable desks
- 2 ergonomic chairs with the neck and arm support she needed as at times she had to wear a neck brace
- 2 footrests
- Surgeon's stool
- 3 pairs of custom-made dynamic movement orthotic leggings and 2 cooling vests

# Case study 2

**Occupation:** Reception and Customer Service Officer for a small business, full time

**Disability:** Retinal damage which resulted in significant vision loss

**Functional impacts at work:** difficulty accessing screen-based information, accessing print text, note taking, using corded headphones and pouring a hot drink

Worksite Assessment completed with recommendations to the physical environment at work and equipment which included;

- Mono wireless headset with a boom microphone
- Fusion Magnifier/Reader,
- 10 hours of assistive tech training an
- OrCam Read
- Portable video magnifier
- Extra large monitor
- Explore 12 with a stand
- Liquid level indicator

# The impact of workplace adjustments

(13 weeks post implementation)



**91%**

of employees remained with the same employer after receiving EAF support.



**91%**

of employees indicated productivity increased due to adjustments received.



**100%**

of employers reported EAF achieved desired outcomes post implementation.

*Source: 13-week EAF surveys Q1 2023-24. Diagram: employer feedback on the EAF under images of two heads, two mechanical wheels and a rising bar graph.*

# The impact of workplace adjustments

(2 years post implementation)



**96%**

of respondents remained employed 2 years after receiving the EAF funding.



**94%**

of respondents said the adjustments received through EAF improved their productivity at work.



**17%**

of respondents received a promotion in a two-year period.



**98%**

of respondents said the work adds value to their life

*Source: JobAccess Survey Report: Impact of Workplace adjustments, two years on. Diagram: employee feedback on the EAF under images of suitcase, abacus, rising bar graph, hands with plus symbols.*

# Workplace Adjustment Passport

A free resource to support employees with disability across their career journey. Which:

- Records and carries adjustments across roles and managers
- Supports timely, effective implementation
- Includes links to policies, templates & guides
- Is customisable for different needs



Image: person smiling at another person

# Get in touch

**Call:** 1800 464 800

**Visit:** [www.jobaccess.gov.au](http://www.jobaccess.gov.au)

**Share a vacancy:** [jobs-ndrc@genu.org.au](mailto:jobs-ndrc@genu.org.au)

**Follow:** JobAccess on LinkedIn

**Join the conversation:** #EmploytheirAbility