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| Workplace adjustment  Request form |
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Workplace adjustments enable employees and student placements with disability to safely and effectively perform the inherent requirements of their assigned job or position.

**For temporary illness or injury use the Health, Safety and Wellbeing process:** Interim workplace adjustments for employees and student placements who have an illness or injury which temporarily restricts their work capacity are covered by the Health, Safety and Wellbeing process. In this instance, speak to your manager/supervisor who can then contact the local Health, Safety and Wellbeing team for further advice.

To request an adjustment, complete this form. Advise us how you wish to interact: phone, email, or in person. [Email](mailto:studentplacements@dffh.vic.gov.au) the Student Placement Team at < [studentplacements@dffh.vic.gov.au](mailto:studentplacements@dffh.vic.gov.au) >

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| Date of request: |  |
| Name: |  |
| Position: |  |
| Unit, branch, division: |  |
| Location: |  |
| Telephone: |  |
| Email: |  |
| Manager/supervisor: |  |
| Explain workplace context: |  |
| Specify requested workplace adjustment/s: |  |

To receive this form in an accessible format phone 9096 2089 using the National Relay Service 13 36 77 if required, or [email](mailto:studentplacements@dffh.vic.gov.au) the Student Placement Team, [studentplacements@dffh.vic.gov.au](mailto:studentplacements@dffh.vic.gov.au)

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In this document, ‘Aboriginal’ refers to both Aboriginal and Torres Strait Islander people. ‘Indigenous’ or ‘Koori/Koorie’ is retained when part of the title of a report, program or quotation.