

## **IMPLICATIONS OF WORKING WITH DISABLED PEOPLE: MODULE 4 OF TOPIC 2**

### **REASONABLE ACCOMODATION IN THE WORKPLACE**

Employees with disabilities can be accommodated within the workplace in the following ways:

- Can be offered thorough explanation of application forms
- Literally show the disabled applicant which duties are they expected to perform
- Instead of the candidates writing psychometric tests, the employer can do interviews asking the applicants more detailed questions or for the candidates to actually show their skills in correlation with the job they have applied for
- Make suitable changes to policies; tests or any material used in training the employees to learn how to do their work.
- Should the applicant's disability not be visible, the employer can ask for proper documentation of the disability from a professional such as a physician.
- The employer has the right to have access to this type of information as there might be a need to make exceptions or provision for the disabled employee.
- Should the employee have more than one type of impairment, the employer should only be well informed on the impairment that may need the employer to make provisions for.

## **JOB RESTRUCTURING**

- Refers to reasonable accommodation which enables employees with disabilities to perform their job more effectively.
- It also involves exchange of duties among employees. E.g. a recently handicapped employee that used to guide tours being shifted to the clerical duties because she/ he cannot walk anymore.

## **ACQUISITION OR MODIFICATION OF EQUIPMENT**

- The changes made to the working environment in order to accommodate individuals with impairments and also assist in making it easier to perform their duties.
- The environment in which disabled people work must have facilities that can accommodate the disabled. Such as wheelchair ramps; designated restrooms; lowering of certain objects etc.
- These physical changes to the organisation are only made when there is a need to accommodate an employee with disabilities working at that particular organisation.

## **WORK STATION PLACEMENT**

- Should the organisation have a new employee with disabilities it normally takes time for the employer to find a suitable place for the employee to perform his or her duties to their best.
- In most instances some employees occupy different positions until there is an appropriate position within the organisation for them.
- For instance, a handicapped employee working as a receptionist within an office that does not have a photocopier

machine so she/ he is moved to the copy room of which is more accommodating in terms of having the necessary equipment that the employee needs and has other accommodating facilities for them to use such as restrooms; wheelchair ramp or the copy room is down the stairs.

### **SUPERVISING DISABLED INDIVIDUALS**

- The type of work that a disabled employee does and their individual strength determines the level and the amount of assistance or coaching they may need from their seniors.
- Sometimes employees with disabilities take longer periods than employees without any disabilities to learn how to perform their day to day tasks.
- But, should proper training be provided for employees with intellectual disabilities they tend to perform their tasks as efficiently as any other employee doing the same tasks.
- It is advisory for employers to give feedback on the performance of disabled employees; try to break down tasks into smaller parts to ensure understanding; always be available for consultation; familiarise co- workers with the employee's disability etc.

### **ACTIVITY**

- REFER TO PAGE 109 AND COMPLETE THE SUMMATIVE ASSESSMENT.***