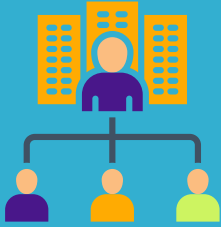


Workplace Accommodations: What Employers Need to Know

What is a Workplace Accommodation?



Any modification to the work environment or work tasks that supports individuals with limitations such as those with disabilities to perform their job duties effectively.

Common Workplace Accommodations



- Adjust task timelines to support the employee's working pace
- Clarify priorities and provide written instructions
- Reduce environmental distractions
- Provide structured check-ins
- Reallocate non-essential tasks
- Modify scheduling

Most accommodations are low-cost and operationally simple.

Key Legal Obligations for Employers

- **Duty to Accommodate:**
 - A legal obligation to make reasonable workplace changes to support employees, up to the point of undue hardship
- **Duty to Inquire:**
 - The obligation to recognize potential challenges and proactively explore support options with employees

Best Practices for Employers



- Understand your legal responsibilities
- Be flexible, maintain confidentiality, document everything
- Revisit accommodations regularly, needs can change
- Integrate conversations about accommodations into your management approach

Quick Self-Check



Ask yourself:

- Have I asked my employees what would help them complete work tasks?
- Am I noticing changes in performance, behaviour, or communication?
- Am I creating a safe space for the employee to share their needs?
- Am I regularly reviewing and adjusting accommodations as needed?

Learn More by Visiting www.braininjuryandreturntowork.ca