

Workplace Adjustment (WPA) Process

The WPA process prevents, reduces or removes obstacles you might face at work. Adjustments can be requested to help with obstacles relating to mental health and physical or non-physical requirements.

You can request a WPA if you have a disability or suffer from a difficulty or disadvantage in your workplace.

Common adjustments include:

- assistive technology – such as software or hardware (for example, speech recognition software or large computer screens)
- ergonomics – such as chairs and desks
- non-physical adjustments – such as work patterns

How to request a Workplace Adjustment

Basic equipment such as wrist rests, foot rests, monitor risers and laptop stands are considered 'low risk' and can be ordered by filling out the WPA self-service equipment form. Line managers that want to make reasonable adjustments for an employee should fill out a Tailored Adjustments Request Form.

There is also a Tailored Adjustments Agreement Form to provide a record of the adjustments agreed on between line managers and employees.

Additional resources

If you or your staff require additional support when using software, you may find it useful to explore the accessibility features built-in to Windows 10. These will allow you to alter the size and appearance of text, change the screen colour and use the Narrator function.