

Workplace Accommodation Activity

Prior to requesting workplace accommodations, it is important for you to reflect on your employment task(s) and identify barriers to your success. This activity provides a template for you to consider workplace barriers and accommodation and accessibility needs in order for you to perform your job or for you to have equal access to the workplace.

Activity

1. Think of your ideal job and reflect on the strengths you would bring to the job and your own accommodation and accessibility requirements (however they are defined)
2. Identify the job duties. A tool you may find helpful to complete this part of the task is the [National Occupation Classification](#) (NOC) system. The NOC is Canada's national system for describing occupations. You can search the NOC to find where an occupation is classified or to learn about its main duties, educational requirements or other useful information.
3. Consider how you can leverage your strengths to perform the duties
4. Identify what workplace barriers you may encounter or are encountering
5. Describe how you can leverage your strengths to manage workplace barriers, and what accessibility features, environmental modifications, and accommodations may be necessary for you to perform your job or for your to have equal access to the workplace

Job Task/Duty	Workplace Barrier(s)	Environmental Modification e.g. inadequate lighting, inaccessible space, noisy workspace, etc.	Aid/Service/Modification for Job Task*
Sample: Read, interpret and summarize policies	Archived records are paper based documents which I am required to read and summarize.	The physical space is inaccessible due to boxes and garbage bins in the pathway to my workspace.	<ul style="list-style-type: none"> • Keep pathways clear by removing boxes and put into storage, place garbage bins off the main pathway to allow my wheelchair to pass through • Reading the documents with assistive technology may assist with me with processing the volume of reading required for the job – especially as I can leverage my strength of processing through auditory information
Task 1			
Task 2			
Task 3			
Task 4			