

## Fact sheet

# Reasonable adjustment for pregnancy

This fact sheet should be read in conjunction with the [Reasonable adjustments procedure](#)

## I am pregnant. Do I need to tell my manager/principal?

For many female employees, usual duties may be performed for the duration of their pregnancy. However, the experience of pregnancy varies from person to person.

Pregnant employees should provide sufficient details of their work role to their treating doctor to identify potential risks for their specific pregnancy.

If there are no potential risks identified by their treating doctor, the employee may choose to tell their manager, principal or supervisor in their own time (taking into consideration leave notice requirements under the [parental leave procedure](#)).

However, if their treating doctor identifies potential risks, a pregnant employee must discuss these potential risks with their manager, principal or supervisor and rehabilitation and return to work coordinator (RRTWC) as soon as possible for the wellbeing of the employee and their unborn child.

## What kinds of potential risks should I be aware of?

- **Physical:** standing or sitting for long periods of time, workstation ergonomics, manual handling, physically demanding or strenuous activities
- **Chemical:** some substances used or produced in schools or work units may be classified as potentially hazardous to pregnant employees. The safety data sheet for any substance the pregnant employee works with should be consulted to identify if there is a risk.
- **Biological:** pregnant employees may have elevated risks from certain biological agents and risk of exposure may increase if they are in contact with children. Diseases relevant to pregnancy are defined in Hazard Identification – Infectious Conditions Summary Table in the [Infection control guideline](#).
- **Other risks:** other risks may include psychiatric risks such as prenatal depression (as diagnosed by the treating physician).

Most risks can be managed through reasonable adjustments within the current workplace.

**Uncontrolled copy.** Refer to the Department of Education Policy and Procedure register at <http://ppr.qed.qld.gov.au/pp/reasonable-adjustments-procedure> to ensure you have the most current version of this document.

## I have identified a risk. What kinds of reasonable adjustments might be made?

When a risk is identified, the treating doctor should provide written advice regarding specific restrictions which the pregnant employee may require. The employee and their manager, principal or supervisor and RRTWC will work together to develop workplace solutions which address those specific restrictions. These may include:

- changes to how the work is performed (e.g. changes in work hours);
- changes to the workplace (e.g. sit/stand desk); or
- changes to the work environment (e.g. additional equipment ).

Refer to the [Reasonable adjustments procedure](#) for any further information or detail about this process.

## What happens if my school or work site cannot find adequate controls or solutions for the risks associated with my pregnancy?

If it is determined by the employee's treating doctor that the duties to be performed within the school or work site do not provide a safe working environment and/or the health and safety risks of the pregnant employee's substantive job cannot be adequately controlled, the manager, principal or supervisor is to contact Regional HR to discuss other options. These may include:

- temporary relocation into an identified suitable vacant position, or
- commencing leave at an earlier date in accordance with the employee's treating medical doctor's advice.

For further information, please contact your [Regional Injury Management Team](#)