

Accessibility checklist for employers

Use this checklist for ideas on how you might improve your organisation's workplace flexibility and accessibility.

As a starting point, you might consider implementing one or more of the following policies or programs:

	Equal employment opportunity and or diversity program
	Reasonable adjustment / flexible work arrangements
	Accessibility action plan
	Diversity and disclosure
	Return to work policy
	Disability awareness training programs
	Executive disability champions
	Disability mentoring
	Disability employee networks



Australian Government

JobAccess is the national hub for workplace and employment information for people with disability, employers and service providers.

1800 464 800

www.jobaccess.gov.au

You can also consider the following ideas that may help to make your organisation a more accessible workplace and an employer of choice for people with disability:

	How is the advertisement of vacancies and position descriptions structured by your organisation – do they welcome people with disability to apply, and is the advertisement accessible in online and printed media (such as braille or large print)?
	Widen your organisation's search for applicants by distributing vacancies to disability organisations or Inclusive Employment Australia providers.
	Provide work experience or offer traineeships or apprenticeships to people with disability as a way of increasing their knowledge and skills, and to access ongoing work.
	Change the format of an interview to allow for reasonable adjustments – such as access to premises, access to a support person or advocate, or organising an Auslan interpreter.
	Review the style, behaviour and technique of interview questions and assessment tasks to ensure they are inclusive of people with disability.
	Make it standard practice to discuss any reasonable adjustment once a job is offered to a person with disability.
	Provide training materials in accessible formats – such as subtitled videos, plain English text, in-house IT systems that are compatible with screen reading programs and other assistive technology.
	Arrange the purchase and installation of any workplace modifications, aids or assistive technology.
	Implement an emergency evacuation procedure that addresses the needs of people with disability.
	Check that: • your car park, entry and reception areas are easily accessible and free of hazards for people with disability • floor coverings are non-slip, firm and smooth for people using a wheelchair or walking frame • meeting rooms and break out facilities allow enough space for wheelchair users to operate without barriers and restrictions • doors are easily and independently opened by all users – such as not being heavy or difficult to open and that door handles are at an easily accessible height.