

Employer Accessibility Self-Assessment Checklist

This checklist is to help assess where your organisation is currently, to see where you can improve, and where you're already doing great work.

It is not mandatory to have everything listed in place, however this checklist will provide guidance around where you are up to as an organisation.

Employer name:

Date of assessment:

Are you aware of the number of people with disability currently employed in your organisation? If so, please indicate here:

Number of people with disability:

Policies & Programs

Does your company have general / specific policies / strategic plans that include or focus on people with disability:

| | | |
|-----|----|--------|
| Yes | No | Unsure |
|-----|----|--------|

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If yes, which policies are in place? Please select from the following:

| | |
|---|---|
| Equal Employment Opportunity (EEO) | Diversity |
| Accessibility Action Plan | Disclosure |
| Occupational Health and Safety | Reasonable Adjustment / flexible work arrangements |
| Return to work policy | Other |

Does your company have internal programs that include or focus on people with disability?

| | | |
|------------|-----------|---------------|
| Yes | No | Unsure |
|------------|-----------|---------------|

If yes, which programs are in place:

| | |
|-------------------------------------|---|
| Disability employee networks | Executive disability champions |
| Disability mentoring | Disability awareness training programs |
| Guaranteed Interview Scheme | Other |

Does your company communicate the availability of disability policies and or programs internally and / or externally:

| | | |
|------------|-----------|---------------|
| Yes | No | Unsure |
|------------|-----------|---------------|

If yes, which method of communication is used:

| | |
|----------------------------|-------------------|
| Internet / Intranet | Newsletter |
| Word of mouth | Other |

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Who would you consider 'owns' your company's commitment to the recruitment of candidates with disability:

| | |
|------------------------|--------------------------|
| CEO | Senior management |
| Human Resources | Diversity staff |
| Other | Unsure |

Processes & Procedures

Selection and recruitment

Job descriptions, design and re-design

"The description of jobs and the design and re-design of jobs are basic elements in determining equitable access to employment" ("Accessible Workplaces", Australian Local Government Association / ALGA, 1997).

| | Yes | No | Unsure |
|---|------------|-----------|---------------|
| Do you regularly analyse job descriptions to ensure inherent requirements or essential tasks are current and focus on what needs to be achieved rather than how it is achieved? | | | |
| As part of the job analysis process, are you open to job re-design or customised employment options for people with more significant levels of disability? | | | |



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|--|--|--|--|
| Are you open to targeting particular vacancies for people with disability or considering a 'guaranteed interview' approach for candidates with disability? | | | |
| Are you willing to provide work experience to people with disability as a way of trialling their suitability for ongoing employment? | | | |
| Have you considered offering traineeships and apprenticeships to people with disability as a way of increasing knowledge and skills to sustain ongoing employment? | | | |

Are you familiar with these Government funded support services and programs available to employers and people with disability:

| | |
|--|-----------------------------------|
| Disability Employment Services | Wage subsidies |
| Apprenticeship incentives | Work Experience Program |
| JobAccess Service | Employment Assistance Fund |
| National Disability Recruitment Coordinator | Supported Wage System |



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Advertising, interviewing and selection

“The manner in which an employer advertises for employees, the interview stage and actual decision making regarding new and promoted employees are central elements of fair employment practices” (“Accessible Workplaces”, ALGA, 1997).

Do you ensure all job advertising encourages people with disability to apply by:

| | Yes | No | Unsure |
|--|-----|----|--------|
| Including a clear commitment to equal employment opportunity and or diversity? | | | |
| Mentioning your reasonable adjustment policy? | | | |
| Inviting requests for alternative formatting of vacancy information (Braille, large print, email)? | | | |
| Specifically welcoming people with disability to apply? | | | |
| Email and TTY / telephone relay service in addition to the telephone? | | | |
| Ensuring all on-line job information is accessible to screen-reading technology? | | | |

Do you increase your chances of attracting candidates with disability by widening your job vacancy distribution to include disability organisations or specialist disability media:

| | | |
|-----|----|--------|
| Yes | No | Unsure |
|-----|----|--------|



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Have you established links with local Disability Employment Services that could assist you in broadening the talent pool for your job vacancies:

| | | |
|------------|-----------|---------------|
| Yes | No | Unsure |
|------------|-----------|---------------|

Are your job application forms and processes accessible by:

| | Yes | No | Unsure |
|---|------------|-----------|---------------|
| Removing any medical or disability based questions that are unrelated to the need for adjustments or support to meet inherent job requirements? | | | |
| Ensuring all online application functions are checked for accessibility and are compatible with screen reading software? | | | |
| Having job descriptions and selection criteria available in alternative formats on request? | | | |

Is any psychometric or aptitude testing you use in the job selection process fair and equitable to job applicants with disability. For example do you:

| | Yes | No | Unsure |
|--|------------|-----------|---------------|
| Enquire about and cater for any additional support needs, for example, accessible venue / toilets, extra time or rest breaks, availability of information in oral as well as written form, support person / reader allowed, Auslan interpreter booked? | | | |



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|--|--|--|--|
| Ensure staff involved have received disability awareness training and understand the concept of 'reasonable adjustment'? | | | |
| Conduct pre-employment medicals as part of your recruitment process in a way that would be compliant with disability discrimination legislation? (if your organisation uses them). | | | |
| Consider that your organisation is free from stereotypical assumptions about disability? For example, a candidate who meets the selection criteria for the position under consideration would not have his / her application jeopardised by disclosing disability in the application process | | | |
| Consider if your staff would benefit from the regular availability of disability awareness training | | | |

Is your interview process as fair and equitable as possible to candidates with disability by:

| | Yes | No | Unsure |
|---|-----|----|--------|
| Enquiring about and catering for any additional support needs, for example, sufficient travel time, accessible venue / toilets, consideration for phone or Skype participation, support person / advocate invited to attend, Auslan interpreter booked? | | | |
| Ensuring interviewers ask questions that focus on the candidate's ability to meet inherent job requirements and use behavioural style questions to determine skills and aptitudes? | | | |



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When you offer a job to a person with disability, is it standard practice to discuss and document any reasonable adjustment needs they may have:

| | | |
|-----|----|--------|
| Yes | No | Unsure |
|-----|----|--------|

Advertising, interviewing and selection

“The Disability Discrimination Act 1992 requires an employer to adopt alterations or adjustment which will allow a person with disability to perform the inherent requirements of a job where the adoption of these changes does not impose an ‘unjustifiable hardship’. Expressed more simply this requirement is often called ‘reasonable accommodation’ or ‘reasonable adjustment’ (“Accessible Workplaces”, ALGA, 1997).

Do you know how reasonable adjustment for an employee who has disclosed disability is managed in your workplace?

| | | |
|-----|----|--------|
| Yes | No | Unsure |
|-----|----|--------|

Are you aware of the financial help available through the Australian Government’s Employment Assistance Fund to assist with reasonable adjustments and related workplace assessments?

| | | |
|-----|----|--------|
| Yes | No | Unsure |
|-----|----|--------|

Are you aware of your rights and responsibilities as an employer in relation to confidentiality and consent with regard to an employee who has disclosed disability?

| | | |
|-----|----|--------|
| Yes | No | Unsure |
|-----|----|--------|



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Induction & training

- “A number of issues in relation to inductions are important to attend to, including:
- Clarification of job duties and responsibilities
- Introduction to co-workers & supervisors
- Explanation of Equal Employment Opportunity policies and practices
- Identification of any reasonable accommodation or job re-design needs to ensure inherent requirements of the job are met
- Occupational Health and Safety issues are addresses.” (“Accessible Workplaces”, ALGA 1997).”

Do you have a comprehensive induction process for employees with disability that is fair and equitable by:

| | Yes | No | Unsure |
|--|-----|----|--------|
| Ensuring the workplace in general and training rooms in particular are physically accessible, for example buildings, parking and toilets? | | | |
| Providing training materials that are accessible. For example, subtitled videos, plain English text, available in alternative formats on the day or beforehand if requested, in-house IT systems are compatible with screen reading programs and other assistive technology? | | | |
| Arranging the purchase and installation of any special equipment, aids or assistive technology prior to commencement? | | | |
| Allowing support workers / external trainers / advocates and / or communication facilitators (Auslan interpreters, readers) to be involved if necessary? | | | |



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|--|--|--|--|
| Respecting privacy requests in reference to disability disclosure to co-workers and only divulging disability or reasonable adjustment information to co-workers with consent? | | | |
| Implementing a buddy system for orientation and Occupational Health and Safety purposes, for example fire evacuation and emergencies? | | | |

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

| | Yes | No | Unsure |
|---|-----|----|--------|
| Car park, entry and reception areas easily accessible and free of hazards for people with disability? | | | |
| Floor coverings non-slip, firm and smooth for people using a wheelchair or walking frame? | | | |
| Meeting rooms and break out facilities designed to allow enough space for wheelchair users to operate without barriers and restrictions? | | | |
| Doors 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? | | | |



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What to do next

Once you've completed the self-assessment, what's next? If there are parts of the checklist you're unsure about or you don't feel confident in, you aren't in it alone.

Employers can contact JobAccess on **1800 464 800**.



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