

Job Access

Driving disability employment

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

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 Disability Employment Services 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.