IncludeAbility

Disability Access and Inclusion Health Check

The IncludeAbility Access and Inclusion Health Check is a tool designed to assist workplaces to determine how inclusive and accessible they are.

This Health Check guide is modelled on a number of Australian and international access and inclusion assessment tools[1] and covers the following areas:

1. disability inclusion policies and programs

2. workplace culture and leadership

3. recruitment processes

4. access to the built environment

5. accessible and inclusive information and communications technology (ICT)

6. retention and promotion processes (including training and upskilling)

7. the collection and use of workforce data

The Access and Inclusion Health Check takes approximately 30 - 60 minutes and should be completed by, or with, appropriate senior leaders.

This Health Check is designed to be completed annually. It will identify areas that workplaces are doing well in, and areas that may need improvement. By completing the Health Check annually organisations can compare against their benchmark and measure how far they have come in making their workplace more accessible and inclusive.

The Health Check may also give organisations ideas on how to make their workplace more accessible and inclusive.

The IncludeAbility team are available to assist you to complete this tool with your organisation.

Visit IncludeAbility website or contact IncludeAbility team includeability@humanrights.gov.au for more information.

Australian Human Rights Commission
www.humanrights.gov.au

Disability/inclusion policies and programs

1. Does your organisation have policies, programs or plans which include or focus on people with a disability? For example (tick all that apply):

Disability Action Plan or Accessibility Action Plan

Diversity strategy

Disability employment strategy

Reasonable workplace adjustment processes

Flexible working hours

Work from home arrangements

Equal employment opportunity policy

Job customisation

Return to work policy

Disability awareness training

Disability Employee Network

Executive disability champions

Disability mentoring

Affirmative action policy for applicants with disability

Targeted employment pathways, i.e. graduate programs, internship, cadetship

Other

2. Has your organisation used any of the following government services?

Disability Employment Services

Employment Assistance Fund

Disability Employment Services (DES) Wage Subsidy Scheme

School leaver Employment Scheme

Supported Wage System

3. What else could your organisation do to improve the implementation of diversity and inclusion policies and programs?

Workplace culture and leadership

1. Does your organisation currently:

a) have policies and procedures relating to the diversity, access and inclusion of its employees, which include specific reference to people with disability?   Yes   No

b) provide regular opportunities for employees to undertake disability awareness training?   Yes   No

If yes, how often, and to whom, is the training provided?
What is the nature of this training?

c) consult with employees with disability on matters relating to their employment and the workplace?   Yes   No

If yes, who consults with employees with disability and how often do consultations occur?

d) have designated senior leaders responsible for championing disability rights in the workplace?   Yes   No

If yes, how is the designated senior leader selected?

e) celebrate and communicate updates and progress on accessibility and inclusion initiatives publicly?   Yes   No

f) have membership of any disability networks or organisations that specialise in access and inclusion in the workplace?   Yes   No

2. What else could your organisation do in terms of culture and leadership to support the inclusion of people with disability?

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To learn more, and for further information, please refer to our:

- eLearn module on *Building a culture of accessibility and inclusion*
  https://includeability.gov.au/building-a-culture-of-accessibility-and-inclusion/#/

- IncludeAbility guide on *Establishing a Disability Employee Network*
  https://includeability.gov.au/resources-employers/establishing-disability-employee-network

Recruitment processes

Job descriptions

1. Does your organisation have policies or practices in place for people with disability to:

a) redesign or customise jobs to suit their needs?	Yes	No
b) provide work experience to people with disability as a way of supporting them to be job ready?	Yes	No
c) offer targeted employment pathways such as graduate programs, internships, cadetships to people with disability to increase their knowledge, skills and experience to obtain ongoing employment?	Yes	No

To learn more, and for further information, please refer to our IncludeAbility guide on *Customising a job for a person with disability.*

https://includeability.gov.au/resources-employers/customising-job-person-disability

Job advertisements and application processes

2. Does your organisation encourage people with disability to apply for jobs by:

a) including a clear commitment to equal employment opportunities and/or diversity in job advertisements, which mentions people with disability?	Yes	No
b) mentioning your reasonable adjustment policy in job advertisements?	Yes	No
c) offering alternative formats for applications i.e. Braille, large print, email, live captioning, TTY?	Yes	No
d) specifically encouraging people with disability to apply for advertised roles?	Yes	No
e) ensuring all online job information and application processes are checked for accessibility and compatibility with screen reader technology prior to publication?	Yes	No

To learn more, and for further information, please refer to our IncludeAbility guide on *Attracting and recruiting people with disability to your organisation*

https://includeability.gov.au/resources-employers/attracting-and-recruiting-people-disability-your-organisation

Interviewing and selection processes

3. Does your organisation ensure:

a) its online recruitment assessments are accessible?	Yes	No
b) all applicants are provided with the opportunity to request reasonable adjustments to the interview and selection process?	Yes	No
c) all interview panellists have undertaken disability awareness training?	Yes	No

Affirmative recruitment measures

4. Has your organisation ever:

a) targeted particular vacancies to people with disability?	Yes	No
b) enabled a 'guaranteed interview' approach for applicants with disability who meet the minimum requirements of a position, such as the Australian Public Service's RecruitAbility scheme?	Yes	No
c) Used a third party, like a Disability Employment Service, to identify candidates with disability?	Yes	No

Induction procedures

5. Does your organisation:

a) encourage people to identify any disabilities in a safe and supportive way?   Yes   No

b) ask all incoming employees if they require any reasonable adjustments and have these been implemented?   Yes   No

c) have safeguards in place to ensure the privacy and confidentiality of employees who have identified as having a disability?   Yes   No

d) design Personal Emergency Evacuation Plans (PEEPs) for people with disability?   Yes   No

e) provide all new employees with a buddy or a point of contact who can assist with onboarding or explaining processes and procedures in the workplace.   Yes   No

6. What else could your organisation do to improve the accessibility and inclusivity of your organisation's recruitment practices?

To learn more, and for further information, please refer to our IncludeAbility guide on *Creating an accessible and inclusive induction.*

https://includeability.gov.au/resources-employers/creating-accessible-and-inclusive-induction

Access to the built environment

1. Does your organisation have policies or practices to ensure:

a) buildings and workspaces are close to public transport?   Yes   No

b) designated mobility parking is near its buildings or workspaces?   Yes   No

c) people with physical and sensory disabilities can access walkways, meeting rooms, common areas like the kitchen, ramps and lifts (provided it is safe to do so and they may use the relevant area as an aspect of their job)?   Yes   No

d) unisex accessible bathroom/s are available for all employees?   Yes   No

e) height adjustable desks and chairs are available if needed   Yes   No

f) hearing loops in large rooms or reception areas are available if needed?   Yes   No

g) clearly marked facilities and emergency exits?   Yes   No

h) occupational health and safety concerns with the needs of employees with disability?   Yes   No

i) the needs of actual or potential employees with disability is specifically considered in designing new buildings and workspaces?   Yes   No

j) periodic access or accessibility audits are undertaken?   Yes   No

2. What else could your organisation do to improve access to the built environment for people with disability?

To learn more, and for further information, please refer to our IncludeAbility guide on *Creating an accessible and inclusive induction.*

https://includeability.gov.au/resources-employers/creating-accessible-and-inclusive-induction

Accessible and inclusive information technology and communications

1. Does your organisation have policies or practices to ensure:

a) digital accessibility of electronic documents?   Yes   No

b) accessibility of ICT systems, including corporate services such as room booking and human resources systems?   Yes   No

c) compliance with Web Content Accessibility Guidelines 2.2?   Yes   No

For further information about Web Content Accessibility Guidelines visit: https://www.w3.org/WAI/standards-guidelines/wcag/

d) it provides assistive technologies such as screen readers, screen magnifiers or voice recognition software to employees who require this?   Yes   No

e) communications are provided in alternate formats, such as Easy Read or accessible word versions.   Yes   No

2. What else could your organisation do to improve the accessibility of ICT systems or digital platforms?

To learn more, and for further information, please refer to our IncludeAbility guides on:

- *Creating accessible and inclusive communications*

  https://includeability.gov.au/resources-employers/creating-accessible-and-inclusive-communications

- *Hosting accessible and inclusive in-person meetings and events*

  https://includeability.gov.au/resources-employers/hosting-accessible-and-inclusive-person-meetings-and-events

- *Hosting accessible and inclusive online meetings and events*

  https://includeability.gov.au/resources-employers/hosting-accessible-and-inclusive-online-meetings-and-events

Retention and promotion processes (including training and upskilling)

1. Does your organisation have policies and practices:

a) to increase the disability confidence and competence of your employees (including your managers)?   Yes   No

b) to provide equitable access to training and upskilling opportunities to all employees?   Yes   No

c) to ensure training programs (particularly digital or e-learning modules) are accessible for employees who use assistive technology (for example, screen readers)?   Yes   No

d) to ensure employees with disability are equally represented in senior leadership roles?   Yes   No

e) to ensure employees with disability enjoy career progression at a rate similar to employees without disability?   Yes   No

2. Do managers actively discuss professional development, training opportunities and performance expectations of their employees with disability?   Yes   No

3. What else could your organisation do to improve the retention, promotion and career development of employees with disability?

Collection of workforce data

1. Does your organisation collect data on its workforce diversity?   Yes   No

2. Does your organisation collect data on how many people with disability it employs?   Yes   No

If so, approximately how many people who identify as having a disability do you employ?

Is this data collected anonymously or is it identified?

(Note that many organisations who collect data in an anonymous way through annual staff surveys receive a higher response rate of staff identifying as having a disability compared with data which is formally registered against the employee's personnel details. Anonymous surveys can therefore provide an enhanced opportunity to better understand the needs of your workforce).

3. Does your organisation collect and analyse data on the employment journey of its employees with disability?   Yes   No

If yes, which of the below does your organisation also collect data on:

a) Type of disability   Yes   No

b) Workplace adjustments   Yes   No

c) Age   Yes   No

d) Gender   Yes   No

e) Cultural diversity   Yes   No

f) Career progression   Yes   No

g) Workplace satisfaction   Yes   No

h) Other (please specify)

4. Does your organisation have an established and accessible feedback and complaints procedure?   Yes   No

If yes, does your organisation collect and analyse the above complaints data?   Yes   No

5. What else could your organisation do to improve the collection of workforce data?

Your Health Check summary

Having now completed the Health Check, on a scale of 1 – 5, how well do you consider:

	Not very well (1)	(2)	(3)	(4)	Very well (5)
your policies, programs or plans concerning diversity and inclusion include or focus on people with disability?					
your organisation's culture and leadership frameworks support the inclusion of people with disability?					
your organisation's recruitment processes are accessible and inclusive?					
your organisation's buildings and workspaces are physically accessible?					
your organisation's ICT systems are accessible and inclusive?					
your organisation takes a proactive approach to the retention, promotion and career development of employees with disability?					

1   This Health Check has been developed and informed by the following accessibility checklists and assessment tools:

National Disability Recruitment Coordinator, *Accessibility Checklist* (2015) <https://www.afdo.org.au/wp-content/uploads/documents/dfo-toolkit/checklist-accessibility_employer_self-assessment.pdf>

Local Government Professionals WA, *Workplace self-assessment – hard copy checklist* (2015) <https://www.lgprofessionalswa.org.au/Documents/Lighthouse/Workplace_Self_Assessment_hardcopy_checklist_FINAL.pdf>

Disability Conference ACT Inclusion Council, *Manual Checklist* (2014) <http://actinclusion.com.au/wp-content/uploads/2014/12/7391_NICAN_DCC-Manual-FA-2.pdf>.

This Health Check is part of a suite of resources developed by the Australian Human Rights Commission as part of IncludeAbility to assist:

- employers provide meaningful job opportunities to people with disability
- people with disability navigate barriers to employment.

Further resources are available at **www.IncludeAbility.gov.au**.