

Accessibility checklist for a person who is Blind or Visually Impaired

Complete the following checklist to help identify how accessible your business or office is for a person with a visual disability. This can be used as a guide when planning changes to your office or if you are moving to new premises.

Does your workplace have:	Yes √	No X
Announcements to enhance visual displays		
Assistance animals welcome sticker at reception entry eg: guide or hearing dog welcome		
Audible information in all lifts		
Clear, large print building numbers in contrast to wall colour		
Clear, large print name tags on all employees		
Clock in waiting area with large numbers		
Colour contrasting doors or door frames/trims		
Effective lighting throughout business		
Employees available to read information to customers if required		
Handrails and contrasting edges on all steps		
Information and business cards in large print and Braille		
Large print books and magazines in waiting area		



Does your workplace or office have:	Yes √	No X
Large print, raised tactile and Braille signage		
Magnifying glass for “fine print” documents		
Raised tactile and Braille markings on all lift buttons		
Signage that people can not walk into eg: signage on the walls		
Tactile tiles prior to steps and ramps		

