

Workplace Checklist for Employing a Person with a Disability

There is plenty to think about and consider at a strategic level when thinking about employing a person with a disability.

Consideration should be given to the following topics and the table below will assist you to successfully become an organisation of inclusion.

Has your workplace considered:	Yes √	No X
Policy		
Do you employees know how to offer support to customers that have a disability?		
Do you employees undertake Disability Inclusion training?		
Do you have an inclusion policy?		
Does the decision to employ a person with a disability form part of your strategic plan?		
Have you made a decision to employ a person with a disability?		
Is there an employee that can act as a champion for inclusion?		
What resources do you require to become inclusive?		
Employees have undertaken disability awareness training		



Has your workplace considered:	Yes √	No X
Website		
Is your website accessible ie: does it conform with the Web Content Accessible Guidelines (WCAG) 2.0		
On your website, is the language clear, easy to understand, easy to read, good sized text and use of images with text		
Are there clear and simple directions, including a map to your business?		
Does your website have an accessibility navigation menu?		
Is there useful and accurate information about the facilities including: accessible parking, step-free features, accessible toilets for customers, hearing loop, telephone queuing systems and how to recognise staff		
Signage		
Clear internal and external signage with universal symbols		
Colour contrast and large fonts for all signs		
Information signage are displayed at a height to be read by a person in a seated position		
Signage used to direct the public at night is illuminated		
Characters and symbols contrast with their background		

