

Accessibility checklist for a person with Mental Illness

Complete the following checklist to help identify how accessible your business or office is for a person with mental illness. 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
Access to a time out room?		
Access to flexible working hours?		
Access to professional mentoring, coaching or on-the-job support		
Quiet room that can be blacked out?		
The ability of establishing goals, prompts, reminders and checklists to assist employees with time management and to stay on top of workloads		
The ability to allocate tasks to others to reduce the backlog after a period of absence		
The ability to reduce workloads or specific tasks		

