IncludeAbility title and logo banner

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 assessment tools[[1]](#endnote-1) and covers the following areas:

* disability inclusion policies and programs
* workplace culture and leadership
* recruitment processes
* access to the built environment
* accessible and inclusive information and communications technology (ICT)
* retention and promotion processes (including training and upskilling)
* 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](http://www.includeability.gov.au) or contact IncludeAbility team [includeability@humanrights.gov.au](mailto:includeability@humanrights.gov.au) for more information.

# 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. 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

1. 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:
2. have policies and procedures relating to the diversity, access   
   and inclusion of its employees, which include specific reference   
   to people with disability?  Yes  No
3. 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?

1. 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?

1. have designated senior leaders responsible for championing   
   disability rights in the workplace?  Yes  No

If yes, how is the designated senior leader selected?

1. celebrate and communicate updates and progress on   
   accessibility and inclusion initiatives publicly?  Yes  No
2. have membership of any disability networks or organisations   
   that specialise in access and inclusion in the workplace?  Yes  No
3. What else could your organisation do in terms of culture and leadership to support the inclusion of people with disability?

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:
2. redesign or customise jobs to suit their needs?  Yes  No
3. provide work experience to people with disability as a way   
   of supporting them to be job ready?  Yes  No
4. 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

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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

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

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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

1. Does your organisation ensure:
2. its online recruitment assessments are accessible?  Yes  No
3. all applicants are provided with the opportunity to request   
   reasonable adjustments to the interview and selection process?  Yes  No
4. all interview panellists have undertaken disability awareness   
   training?  Yes  No

## Affirmative recruitment measures

1. Has your organisation ever:
2. targeted particular vacancies to people with disability?  Yes  No
3. 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
4. used a third party, like a Disability Employment Service,   
   to identify candidates with disability?  Yes  No

## Induction procedures

1. Does your organisation:
2. encourage people to identify any disabilities in a safe and   
   supportive way?  Yes  No
3. ask all incoming employees if they require any reasonable   
   adjustments and have these been implemented?  Yes  No
4. have safeguards in place to ensure the privacy and   
   confidentiality of employees who have identified as   
   having a disability?  Yes  No
5. design Personal Emergency Evacuation Plans (PEEPs) for   
   people with disability?  Yes  No
6. 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
7. What else could your organisation do to improve the accessibility   
   and inclusivity of your organisation’s recruitment practices?

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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:
2. buildings and workspaces are close to public transport?  Yes  No
3. designated mobility parking is near its buildings or   
   workspaces?  Yes  No
4. 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
5. unisex accessible bathroom/s are available for all employees?  Yes  No
6. height adjustable desks and chairs are available if needed  Yes  No
7. hearing loops in large rooms or reception areas are available   
   if needed?  Yes  No
8. clearly marked facilities and emergency exits?  Yes  No
9. occupational health and safety concerns with the needs of   
   employees with disability?  Yes  No
10. the needs of actual or potential employees with disability is   
    specifically considered in designing new buildings and   
    workspaces?  Yes  No
11. periodic access or accessibility audits are undertaken?  Yes  No
12. What else could your organisation do to improve access to the   
    built environment for people with disability?

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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:

1. digital accessibility of electronic documents?  Yes  No
2. accessibility of ICT systems, including corporate services such   
   as room booking and human resources systems?  Yes  No
3. 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/*](https://www.w3.org/WAI/standards-guidelines/wcag/)

1. it provides assistive technologies such as screen readers,   
   screen magnifiers or voice recognition software to employees   
   who require this?  Yes  No
2. communications are provided in alternate formats, such as   
   Easy Read or accessible word versions.  Yes  No
3. What else could your organisation do to improve the accessibility   
   of ICT systems or digital platforms?

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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:
2. to increase the disability confidence and competence of   
   your employees (including your managers)?  Yes  No
3. to provide equitable access to training and upskilling   
   opportunities to all employees?  Yes  No
4. to ensure training programs (particularly digital or   
   e-learning modules) are accessible for employees who   
   use assistive technology (for example, screen readers)?  Yes  No
5. to ensure employees with disability are equally   
   represented in senior leadership roles?  Yes  No
6. to ensure employees with disability enjoy career   
   progression at a rate similar to employees without   
   disability?  Yes  No
7. Do managers actively discuss professional development, training   
   opportunities and performance expectations of their employees   
   with disability?  Yes  No
8. 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).

1. 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:

1. Type of disability  Yes  No
2. Workplace adjustments  Yes  No
3. Age  Yes  No
4. Gender  Yes  No
5. Cultural diversity  Yes  No
6. Career progression  Yes  No
7. Workplace satisfaction  Yes  No

1. Other (please specify)
2. 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

1. 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? |  |  |  |  |  |

Information icon

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](https://www.includeability.gov.au/)

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>. [↑](#endnote-ref-1)