

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 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



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



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?



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?



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?



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? |  |  |  |  |  |



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)