**All Abilities JobMatch**

## **Employer Commencement and Health Check**

## **Contact Details**

|  |
| --- |
| Inclusion Consultants work with employers to understand and strengthen workplace systems, practices, culture and strategies to improve inclusion and accessibility.  Inclusion Consultants are sourced through QDeNgage an initiative of Queenslanders with Disability Network. Contact details are as follows:  Queenslanders with Disability Network   * Email: qdn@qdn.org.au * Phone: 1300 363 783 |

## **Employer Information**

|  |  |
| --- | --- |
| **Organisation Name:** |  |
| **Key Contact Person:** |  |
| **Nominated Inclusion Champion:** |  |
| **Location:** |  |
| **Phone Number:** |  |
| **Email:** |  |

Why is your organisation interested in being part of this project?

What do you hope to achieve by participating in the project?

How do you think an Inclusion Consultant could add value to your business?

## **Graduate Internship Details (if known)**

|  |  |
| --- | --- |
| **Description of Role:** |  |
| **Physical Location:** |  |
| **Supervisor Name:** |  |
| **Phone Number:** |  |
| **Email:** |  |

# **Access and Inclusion Health Check**

**The All Abilities JobMatch - Access and Inclusion Health Check** is a tool designed to assist workplaces to determine how inclusive and accessible they are.

It is heavily based on the [IncludeAbility](https://includeability.gov.au/) Access and Inclusion Health Check developed by the Australian Human Rights Commission (AHRC) and QDN thanks the AHRC for their kind permission to use it.

This Health Check guide is modelled on a number of Australian and international assessment tools[[1]](#footnote-2) and covers the following areas:

1. workplace culture and leadership
2. disability inclusion policies and programs
3. the collection and use of workforce data
4. recruitment and onboarding processes
5. retention and promotion processes (including training and upskilling)

The following areas are also included, although they are out of scope for the All Abilities JobMatch project.

* access to the built environment
* accessible and inclusive information and communications technology (ICT).

**The Access and Inclusion Health Check takes approximately 30 - 60 minutes and should be completed by, or with, appropriate senior leaders.**

**This self-assessment helps you find out what your organisation is doing well and what needs improvement. It also supports conversations with Inclusion Consultants.**

This Health Check is designed to be completed annually. It will identify areas that you are doing well in, and areas that may need improvement. By completing the Health Check annually you can compare against their benchmark and measure how far you 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.

# **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?

# **Disability/inclusion policies and programs**

1. Does your organisation have policies, programs or plans which include or focus on people with 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

☐ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What else could your organisation do to improve the implementation of diversity and inclusion policies and programs?

1. Are there any key documents you would like to share that may assist Inclusion Consultant work with your organisation? (consider what type of data such as policies and procedures, onboarding, reasonable adjustment policy).  Yes  No

Additional comment

|  |
| --- |
|  |

# **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
8. Other (please specify)

1. 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?

# **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

Graphic - Blue line

## 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

Graphic - Blue line

## Interviewing and selection processes

3. Does your organisation ensure:

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

Graphic - Blue line

## Affirmative recruitment measures

4. Has your organisation ever:

1. targeted particular vacancies to people with disability?  Yes  No
2. offered guaranteed interviews to people with disability   
   who meet the basic requirements for a job?  Yes  No
3. used a third party, like a Disability Employment Service,   
   to identify candidates with disability?   Yes  No

Graphic - Blue line

## Induction procedures

5. Does your organisation:

1. encourage people to identify any disabilities in a safe and   
   supportive way?  Yes  No
2. ask all incoming employees if they require any reasonable   
   adjustments and have these been implemented?  Yes  No
3. have safeguards in place to ensure the privacy and   
   confidentiality of employees who have identified as   
   having a disability?  Yes  No
4. design Personal Emergency Evacuation Plans (PEEPs) for   
   people with disability?  Yes  No
5. provide all new employees with a buddy or a point of   
   contact who can assist with onboarding or explaining  Yes  No  
   processes and procedures in the workplace.

6. What else could your organisation do to improve the accessibility and inclusivity of your organisation’s recruitment practices?

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# **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?

# Graphic - Blue line**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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# **Accessible and inclusive information technology and communications**

1**.** Is your organisation aware of compliance requirements regarding web content and other available assistive technologies for use in the workplace?  Yes  No  Some

2. 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 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>

**Your Health Check summary**

Having now completed the Health Check, on a scale of 1 – 5, how well do you consider:

| **Capability Area** | **Not very well**  **(1)** | **(2)** | **(3)** | **(4)** | **Very well**  **(5)** | **Rationale for rating** |
| --- | --- | --- | --- | --- | --- | --- |
| **Leadership and Culture** |  |  |  |  |  |  |
| Your organisation’s culture and leadership frameworks support the inclusion of people with disability? |  |  |  |  |  |  |
| Your policies, programs or plans concerning diversity and inclusion include or focus on people with disability? |  |  |  |  |  |  |
| **Listening and Learning** |  |  |  |  |  |  |
| Your organisation seeks expertise from people with disability both within, and outside of the organisation |  |  |  |  |  |  |
| **Human Resource Procedures and Practices** |  |  |  |  |  |  |
| Your organisation’s recruitment processes are accessible and inclusive? |  |  |  |  |  |  |
| Your organisation takes a proactive approach to the retention, promotion and career development of employees with disability? |  |  |  |  |  |  |
| **Physical Access and ICT systems (note these are not supported by Inclusion Consultants)** |  |  |  |  |  |  |
| Your organisation’s buildings and workspaces are physically accessible? |  |  |  |  |  |  |
| Your organisation’s ICT systems are accessible and inclusive? |  |  |  |  |  |  |



This Health Check is based heavily on 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>. [↑](#footnote-ref-2)