

Disability Access and Inclusion Health Check

Employer Information

Organisation Name:	
Key Contact Person:	
Location:	
Phone Number:	
Email:	
Nominated Inclusion Champion (if applicable):	

Inclusion Consultant Contact Details

QDN's 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 (QDN).

Contact details:

Queenslanders with Disability Network

Email: qdn@qdn.org.au **Phone:** 1300 363 783

About the Disability Access and Inclusion Health Check

The Disability Access and Inclusion Health Check (or “Health Check”) was co-designed with people with disability to help employers and businesses recognise their strengths and uncover opportunities to strengthen disability inclusion in the workplace.

The Health Check is a comprehensive tool that can be used to support you and your Inclusion Consultant to identify priorities, set achievable goals, develop a simple action plan, and identify helpful resources.

Your Inclusion Consultant will tailor their recommendations and advice based on your business’ resources, capacity and interests.

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

You can complete the Health Check before or during your first meeting with your Inclusion Consultant. Tick the ‘Tell Me More’ box if you would like your Inclusion Consultant to provide more information about a particular area.

We recognise that disability inclusion is a journey, and we expect most businesses will tick ‘No’ or ‘Unsure’ to many of the questions in this Health Check. QDN’s Inclusion Consultants are available and committed to working alongside you to build on and support your disability inclusion journey, no matter your starting point.

The Health Check is heavily based on the [IncludeAbility Access and Inclusion Health Check](#) developed by the Australian Human Rights Commission (AHRC). QDN thanks the AHRC for their kind permission to use it.

This Health Check guide is modelled on several Australian and international assessment tools 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)**
- 6. access to the built environment**
- 7. accessible and inclusive information technology and communications**

QDN Inclusion Consultants can provide general advice based on their lived experience of disability during the Health Check. However, it is beyond their scope to perform a full audit of these areas:

- built environment accessibility
- information and communications technology (ICT) accessibility

Part 1: Workplace Culture and Leadership

Does your organisation currently:

1. have policies relating to the diversity, access and inclusion of its employees, which include specific reference to people with disability?
2. have procedures relating to the diversity, access and inclusion of its employees, which include specific reference to people with disability?
3. provide regular opportunities for employees to undertake disability awareness training?

☐ Yes ☐ No ☐ Unsure ☐ Tell me more

☐ Yes ☐ No ☐ Unsure ☐ Tell me more

☐ Yes ☐ No ☐ Unsure ☐ Tell me more

If yes, how often, and to whom, is the training provided?
List the training that is offered?

4. consult with employees with disability on matters relating to their employment and the workplace?

☐ Yes ☐ No ☐ Unsure ☐ Tell me more

If yes, who consults with employees with disability and how often do consultations occur?

5. have designated senior leaders responsible for championing disability rights in the workplace?

☐ Yes ☐ No ☐ Unsure ☐ Tell me more

If yes, how is the designated senior leader selected?

6. celebrate and communicate updates and progress on accessibility and inclusion initiatives publicly?

☐ Yes ☐ No ☐ Unsure ☐ Tell me more

7. have membership of any disability networks or organisations that specialise in access and inclusion in the workplace?

☐ Yes ☐ No ☐ Unsure ☐ Tell me more

If Yes, name of disability network or organisations you work with:

Part 2: 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 and Inclusion Statement
- ☐ Diversity and Inclusion Strategy
- ☐ Disability Employment Strategy
- ☐ 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 _____

2. 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 _____

3. Are there any key documents you would like to share that may assist the Inclusion Consultant work with your organisation? (consider documents such as policies and procedures, onboarding, reasonable adjustment policy).

☐ Yes ☐ No ☐ Unsure

Additional comment

Part 3: Collection of Workforce Data

1. Does your organisation collect data on its workforce diversity?

☐ Yes ☐ No ☐ Unsure ☐ Tell me more

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

Other (please specify)

If yes, how does your organisation collect data on workforce diversity?

2. Approximately how many people who identify as having a disability do you employ? ☐ Unsure

Is this data collected anonymously or is it identified?

(Note: 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).

2. Does your organisation collect and analyse data on the employment journey of its employees with disability?

☐ Yes ☐ No ☐ Unsure ☐ Tell me more

3. Does your organisation have an established and accessible feedback and complaints procedure?

☐ Yes ☐ No ☐ Unsure ☐ Tell me more

If yes, does your organisation collect and analyse the above complaints data?

☐ Yes ☐ No ☐ Unsure ☐ Tell me more

Part 4: Recruitment Processes

Job descriptions

1. Does your organisation have policies or practices in place for people with disability to:
 - 1.1. redesign or customise jobs to suit their needs? ☐ Yes ☐ No ☐ Unsure ☐ Tell me more
 - 1.2. provide work experience to people with disability as a way of supporting them to be job ready? ☐ Yes ☐ No ☐ Unsure ☐ Tell me more
 - 1.3. 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 ☐ Unsure ☐ Tell me more
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Job advertisements and application processes

2. Does your organisation encourage people with disability to apply for jobs by:
 - 2.1. including a clear commitment to equal employment opportunities and/or diversity in job advertisements, which mentions people with disability? ☐ Yes ☐ No ☐ Unsure ☐ Tell me more

- 2.2. mentioning your reasonable adjustment policy in job advertisements? ☐ Yes ☐ No ☐ Unsure ☐ Tell me more
- 2.3. offering alternative formats for applications i.e. Braille, large print, email, live captioning, TTY? ☐ Yes ☐ No ☐ Unsure ☐ Tell me more
- 2.4. specifically encouraging people with disability to apply for advertised roles? ☐ Yes ☐ No ☐ Unsure ☐ Tell me more
- 2.5. ensuring all online job information and application processes are checked for accessibility and compatibility with screen reader technology prior to publication? ☐ Yes ☐ No ☐ Unsure ☐ Tell me more
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Interviewing and selection processes

3. Does your organisation ensure:
- 3.1. its online recruitment assessments are accessible? ☐ Yes ☐ No ☐ Unsure ☐ Tell me more
- 3.2. all applicants are provided with the opportunity to request reasonable adjustments to the interview and selection process? ☐ Yes ☐ No ☐ Unsure ☐ Tell me more
- 3.3. all interview panellists have undertaken disability awareness training? ☐ Yes ☐ No ☐ Unsure ☐ Tell me more

Affirmative recruitment measures

4. Has your organisation ever:

4.1. targeted particular vacancies to people with disability?

☐ Yes ☐ No ☐ Unsure ☐ Tell me more

4.2. offered guaranteed interviews to people with disability who meet the basic requirements for a job?

☐ Yes ☐ No ☐ Unsure ☐ Tell me more

4.3. used a third party, like a Disability Employment Service, to identify candidates with disability?

☐ Yes ☐ No ☐ Unsure ☐ Tell me more

Induction procedures

5. Does your organisation:

5.1. encourage people to identify any disabilities in a safe and supportive way?

☐ Yes ☐ No ☐ Unsure ☐ Tell me more

5.2. ask all incoming employees if they require any reasonable adjustments and have these been implemented?

☐ Yes ☐ No ☐ Unsure ☐ Tell me more

5.3. have safeguards in place to ensure the privacy and confidentiality of employees who have identified as having a disability?

☐ Yes ☐ No ☐ Unsure ☐ Tell me more

5.4. design Personal Emergency Evacuation Plans (PEEPs) for people with disability?

☐ Yes ☐ No ☐ Unsure ☐ Tell me more

5.5. 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 ☐ Unsure ☐ Tell me more

Part 5: Retention and Promotion Processes (Including Training and Upskilling)

1. Does your organisation have policies and practices:

1.1. to increase the disability confidence and competence of your employees (including your managers)?

☐ Yes ☐ No ☐ Unsure ☐ Tell me more

1.2. to provide equitable access to training and upskilling opportunities to all employees?

☐ Yes ☐ No ☐ Unsure ☐ Tell me more

1.3. to ensure training programs (particularly digital or e-learning modules) are accessible for employees who use assistive technology (for example, screen readers)?

☐ Yes ☐ No ☐ Unsure ☐ Tell me more

1.4. to ensure employees with disability are equally represented in senior leadership roles?

☐ Yes ☐ No ☐ Unsure ☐ Tell me more

1.5. to ensure employees with disability enjoy career progression at a rate similar to employees without disability?

☐ Yes ☐ No ☐ Unsure ☐ Tell me more

1.6. Do managers actively discuss professional development, training opportunities and performance expectations of their employees with disability?

☐ Yes ☐ No ☐ Unsure ☐ Tell me more

Part 6: Access to the Built Environment

1. Does your organisation have policies or practices to ensure:

- 1.1. buildings and workspaces are close to public transport? ☐ Yes ☐ No
- 1.2. designated mobility parking is near its buildings or workspaces? ☐ Yes ☐ No
- 1.3. 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 ☐ Unsure ☐ Tell me more
- 1.4. Unisex/all gender accessible bathroom/s are available for all employees? ☐ Yes ☐ No
- 1.5. height adjustable desks and chairs are available if needed ☐ Yes ☐ No ☐ Unsure ☐ Tell me more
- 1.6. hearing loops in large rooms or reception areas are available if needed? ☐ Yes ☐ No ☐ Unsure ☐ Tell me more
- 1.7. clearly marked facilities and emergency exits? ☐ Yes ☐ No ☐ Unsure ☐ Tell me more
- 1.8. occupational health and safety concerns with the needs of employees with disability? ☐ Yes ☐ No ☐ Unsure ☐ Tell me more

1.9. the needs of actual or potential employees with disability is specifically considered in designing new buildings and workspaces?

☐ Yes ☐ No ☐ Unsure ☐ Tell me more

1.10. periodic access or accessibility audits are undertaken?

☐ Yes ☐ No ☐ Unsure ☐ Tell me more

Part 7: 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 ☐ Unsure ☐ Tell me more

2. Does your organisation have policies or practices to ensure:

2.1. digital accessibility of electronic documents?

☐ Yes ☐ No ☐ Unsure ☐ Tell me more

2.2. accessibility of ICT systems, including corporate services such as room booking and human resources systems?

☐ Yes ☐ No ☐ Unsure ☐ Tell me more

2.3. compliance with latest Web Content Accessibility Guidelines?

☐ Yes ☐ No ☐ Unsure ☐ Tell me more

For further information about Web Content Accessibility Guidelines visit: <https://www.w3.org/WAI/standards-guidelines/wcag/>

2.4. it provides assistive technologies such as screen readers, screen magnifiers or voice recognition software to employees who require this?

☐ Yes ☐ No ☐ Unsure ☐ Tell me more

2.5. communications are provided in alternate formats, such as Easy Read or accessible word versions.

☐ Yes ☐ No ☐ Unsure ☐ Tell me more

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
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?						
Your organisation seeks expertise from people with disability both within, and outside of the organisation						
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?						

References

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>.