

Employer Disability Access and Inclusion Health Check Form

Employer information

Organisation name:	
Key contact person:	
Location:	
Phone number:	
Email:	
Nominated inclusion champion:	

Inclusion Consultant 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 Disability Access and Inclusion Health Check

The **Employer Disability 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 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 a number of Australian and international assessment tools¹ 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 Inclusion Consultants.

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

The Disability 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 year-on-year change and measure how far you have come in making your workplace more accessible and inclusive.

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>.

The health check may also give organisations ideas on how to make their workplace more accessible and inclusive.

Workplace culture and leadership

Does your organisation currently:

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

☐ Yes ☐ No

☐ Yes ☐ No

If yes, how often, and to whom, is the training provided?
What is the nature of this training?

3. 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?

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

☐ Yes ☐ No

If yes, how is the designated senior leader selected?

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

☐ Yes ☐ No

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

☐ Yes ☐ No

6a. If Yes, name of disability network or organisations you work with:

7. 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 _____

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

4. 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?

☐ Anonymous ☐ 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).

3. 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) | |

4. 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

5. 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:
- 1.1. redesign or customise jobs to suit their needs? ☐ Yes ☐ No
 - 1.2. provide work experience to people with disability as a way of supporting them to be job ready? ☐ Yes ☐ No
 - 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

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
 - 2.2. mentioning your reasonable adjustment policy in job advertisements? ☐ Yes ☐ No
 - 2.3. offering alternative formats for applications i.e. Braille, large print, email, live captioning, TTY? ☐ Yes ☐ No
 - 2.4. specifically encouraging people with disability to apply for advertised roles? ☐ Yes ☐ No
 - 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

Interviewing and selection processes

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

Affirmative recruitment measures

4. Has your organisation ever:
- 4.1. targeted particular vacancies to people with disability? ☐ Yes ☐ No
- 4.2. offered guaranteed interviews to people with disability who meet the basic requirements for a job? ☐ Yes ☐ No
- 4.3. used a third party, like a Disability Employment Service, to identify candidates with disability? ☐ Yes ☐ No

Induction procedures

5. Does your organisation:
- 5.1. encourage people to identify any disabilities in a safe and supportive way? ☐ Yes ☐ No
- 5.2. ask all incoming employees if they require any reasonable adjustments and have these been implemented? ☐ Yes ☐ No
- 5.3. have safeguards in place to ensure the privacy and confidentiality of employees who have identified as having a disability? ☐ Yes ☐ No
- 5.4. design Personal Emergency Evacuation Plans (PEEPs) for people with disability? ☐ Yes ☐ No

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

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

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

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

☐ Yes ☐ No

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

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

☐ Yes ☐ No

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

☐ Yes ☐ No

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

☐ Yes ☐ No

2. What else could your organisation do to improve the retention, promotion and career development of employees with disability?

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 |
| 1.4. unisex accessible bathroom/s are available for all employees? | ☐ Yes ☐ No |
| 1.5. height adjustable desks and chairs are available if needed | ☐ Yes ☐ No |
| 1.6. hearing loops in large rooms or reception areas are available if needed? | ☐ Yes ☐ No |
| 1.7. clearly marked facilities and emergency exits? | ☐ Yes ☐ No |
| 1.8. occupational health and safety concerns with the needs of employees with disability? | ☐ Yes ☐ No |
| 1.9. the needs of actual or potential employees with disability are specifically considered in designing new buildings and workspaces? | ☐ Yes ☐ No |
| 1.10. periodic access or accessibility audits are undertaken? | ☐ Yes ☐ No |

2. What else could your organisation do to improve access to the built environment for people with disability?

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:
 - 2.1. digital accessibility of electronic documents? ☐ Yes ☐ No
 - 2.2. accessibility of ICT systems, including corporate services such as room booking and human resources systems? ☐ Yes ☐ No
 - 2.3. 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/>

 - 2.4. it provides assistive technologies such as screen readers, screen magnifiers or voice recognition software to employees who require this? ☐ Yes ☐ No
 - 2.5. communications are provided in alternate formats, such as Easy Read or accessible Word versions. ☐ Yes ☐ No
2. 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 IncludeAbility guides on:

- Creating accessible and inclusive communications guide
<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
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?						