

Is Your Organisation Accessible?



WHY IS ACCESSIBILITY IMPORTANT?

1 in 5 Australians identify as having a disability. As people with disability participate more in our communities through volunteering, there are higher expectations for organisations to be accessible as we collectively raise our standards.

Accessibility no longer simply means having a wheelchair ramp to your door – contemporary forms of disability inclusion and accessibility are more encompassing.

What does it mean to be accessible?

This checklist will help you assess whether your organisation is accessible to all, including volunteers with disability. The checklist will help you to consider improvements to your work-space or be more prepared to make reasonable adjustments for your volunteers.

You may not be able to tick every box in the list below. However, having a greater awareness of these considerations will still benefit both you and your volunteers.

Understanding the accessibility features and limitations of your workplace will allow you to provide potential volunteers with key information and the confidence to make their own decisions.

Where you have a limitation, with open communication and a respectful relationship there is likely a way you and your volunteers can work around a barrier

Further help

For guidance on where to seek funding to upgrade your building or improve the accessibility, visit:

www.acedisability.org.au/resources-for-providers/funding-options.php
www.vic.gov.au/grants



Checklist

Accessible culture:

- Do you have a disability advisory group or a process for people to provide feedback and suggest improvements about making the organisation more accessible?
- Does your organisation have a Disability Action Plan (sometimes called an Accessibility Action Plan) which makes commitments to ongoing improvements for your volunteers with disability?
- Are all abilities valued and all people regarded equitably?
- Does your organisation promote diversity in its workforce, both paid and volunteer?
- Is your organisation open to disability awareness training?

Accessible communication:

- Have you asked your volunteers with disability what they need to best do their role?
- Are all meeting notes, documents and forms circulated with time to digest information and complete tasks?
- Do meetings allow time for people with processing or language difficulties to comment or ask questions?
- Is your organisation's internal and external communications and marketing inclusive and accessible for people with disability? Do e-mails with images have captions? Is Easy English available and used?
- Are policies and procedures, including emergency procedures, clear, transparent, written and available in different formats, i.e. Large print, Easy English

You can find resources to make your meetings and processes more accessible [here](#)

Accessible processes:

- Does your organisation encourage job applications from people with disability?
- Is your organisation willing to adjust or re-design the role according to workers' abilities?
- Are your processes and procedures flexible to adapt to people of diverse abilities?
- Is the organisation open to engaging with JobAccess to make reasonable adjustments to the workspace?
- Does your organisation have a commitment to accessibility and inclusion policies regarding disability inclusion?

Read more about making your organisation inclusive

Physical environment

Does your organisation have an accessible entrance, including ramps which meet legislated standards, doorbell at reachable height, smooth paving and tactile surfaces where appropriate?

- Are accessible parking bays nearby?
- Are automatic doors installed?
- Are doors wide enough to allow for mobility aids?
- Is signage intuitive and of appropriate size?
- Does a person with disability have access to an accessible bathroom i.e. enough turning space, grab rails beside and behind the toilet, and a reachable washbasin?
- Are all lift buttons large with braille and at a suitable level for wheelchair users?
- Are handrails present in all lifts and are announcements heard when lift doors are opening, closing or reaching levels?
- Are there opportunities for people to get up and move around frequently?
- Is your environment scent-free for the benefit of those with multiple chemical sensitivities?
- Can temperature controls i.e. heating and air conditioning, be used independently?
- Is a quiet/chill-out space available if required?

Assertive technology

Is a hearing loop or interpreter available if required?

Are you aware of assistive devices for people with low vision or vision impairment, such as screen magnifiers?

Would you support your volunteers with assistive technology that aid communication, for example assistive technologies for people with a speech impairment?

Is a support worker welcome to accompany the volunteer?

Upgrading your workspace

For guidance on where to seek funding to upgrade your building or improve the accessibility, visit:

www.acedisability.org.au/resources-for-providers/funding-options.php

www.vic.gov.au/grants