

Workplace self-assessment – hard copy checklist

Preamble

This self-assessment checklist has been developed to assist local governments in assessing their workplace in regard to employing people with disability and developing an Outcome 7 section within your Disability Access and Inclusion Plan (DAIP). It is intended to help local governments identify areas they can strengthen in terms of physical access, effective management practices and developing an inclusive organisation culture.

The checklist is not a technical compliance checklist for assessing whether or not local governments comply with either discrimination law or building law.

While the self-assessment checklist will help to identify areas of possible access barriers, ticking the boxes will not necessarily mean that equitable access is being provided. Local governments are responsible for ensuring all buildings, facilities, programs and services meet the requirements of relevant laws and codes. Of particular relevance are the Commonwealth Disability Discrimination Act 1992 (DDA), the Building Code of Australia (BCA) and the Disability (Access to Premises – Buildings) Standards 2010 however there may be other laws and codes and it is the responsibility of the local government to identify these.

Accessible workplace – Physical accessibility

Name of council building:

Address:

Is the building accessible to public transport?

Yes No N/A

Is there an accessible parking bay(s) designated for people with disability?

Yes No N/A

If yes:

- Is the designated bay(s) clearly visible and appropriately signed?

Yes No N/A

Is there a continuous accessible path of travel from the main points of arrival (such as car park or street frontage) to the entrance of the building?

Yes No N/A

Is the path into the building wide enough for a person using a wheelchair or walking frame to pass by someone else?

Yes No N/A

Does the path have good overhead clearance with nothing hanging down that might be a hazard for people who are blind or vision impaired?

Yes No N/A

Is there a ramp into the building?

Yes No N/A

If yes:

- Does it have a gradual slope/incline and handrails?

Yes No N/A

- Does it have level landings at regular intervals to allow someone to rest?

Yes No N/A

- Are there tactile ground surface indicators at the top and bottom of the ramp on the landings?

Yes No N/A

Is the entrance door an automatic self-opening door?

Yes No N/A

Are work areas unobstructed so people can safely and freely move throughout the building?

Yes No N/A

Is the Council Chamber accessible? (eg door width, floor surface slip resistant, well-lit, non-glare lighting)

Yes No N/A

Is the floor surface slip resistant?

Yes No N/A

Is there stair access between floors?

Yes No N/A

If yes:

- Do the stairs have handrails on both sides?

Yes No N/A

- Do the stairs have colour-contrasting strips and tactile ground surface indicators at the top and bottom?

Yes No N/A

- Is there an alternative accessible route close to the stairs? (eg ramp or lift)

Yes No N/A

Are emergency exits clearly marked/visible and accessible?

Yes No N/A

Is there a unisex accessible toilet available?

Yes No N/A

Are staff lunch rooms accessible? (eg door width, floor surface slip resistant, well-lit, non-glare lighting)

Yes No N/A

Are staff showering facilities provided?

Yes No N/A

If yes:

- Is there a shower cubicle for people using wheelchairs?

Yes No N/A

Are noise levels in work areas/lunchrooms managed to a level normally acceptable to employees?

Yes No N/A

Are work areas well-lit, non-glare and is the lighting evenly spread?

Yes No N/A

Is office equipment (eg printers) accessible?

Yes No N/A

Are desks and chairs capable of being adjusted for height?

Yes No N/A

Accessible workplace – reasonable adjustments

Does your organisation undertake reasonable adjustments on a case-by-case basis?

Yes No N/A

Effective management practices – job design and flexibility

Does your organisation allow for flexible job design on a case-by-case basis? (eg how duties are allocated between positions)

Yes No N/A

Are your job descriptions: focused on objectives, based on minimum sufficient specifications, and written in inclusive language?

Yes No N/A

Does your organisation offer flexible working arrangements (eg flexible working hours, locations and ways for work to be carried out)?

Yes No N/A

Effective management practices – plans, policies and procedures

Does the Council's DAIP have an Outcome 7 section?

Yes No N/A

If yes:

- Are there explicit links between Workforce Plans and Outcome 7 strategies in the DAIP?

Yes No N/A

- Are there identified goals with timelines in the Outcome 7 strategy?

Yes No N/A

- Are there performance measures in the Outcome 7 strategy?

Yes No N/A

- Is there assigned senior management responsibility for oversight of Outcome 7 deliverables across the organisation?

Yes No N/A

- Is there allocated budget for delivery of Outcome 7 matters and/or associated workforce plan initiatives?

Yes No N/A

Does your organisation collect and analyse employee data on disability?

Yes No N/A

Does the council have an up-to-date Equal Employment Opportunity (EEO) policy which includes references to disability?

- Yes No N/A

Do job descriptions make reference to EEO policies?

- Yes No N/A

Is compliance with EEO policies included as a standard performance requirement?

- Yes No N/A

Does your emergency plan/procedures include instructions for safe placement/evacuation of people with disability who may require assistance?

- Yes No N/A

Do employee performance review processes provide for discussion of disability support needs over time?

- Yes No N/A

Effective management practices – recruitment

Are job descriptions and advertisements optimised for readability/accessibility? (eg font type and layout)

- Yes No N/A

Is there a mechanism for providing information in alternative formats?

- Yes No N/A

Is there a relationship with relevant Disability Employment Service providers and local disability networks?

- Yes No N/A

Are interview panels trained in disability awareness issues and associated council policies?

Yes No N/A

Does your organisation use external employment agencies?

Yes No N/A

If yes:

- Are external employment agencies used by council trained in disability awareness and do they have a positive equitable approach to employment selection in relation to disability?

Yes No N/A

Does the job application decision process (both external agencies and internal processes) include mechanisms to prevent discrimination against an applicant with disability?

Yes No N/A

Effective management practices – support

Does your organisation have an Employee Assistance Program (EAP) or similar?

Yes No N/A

If yes:

- Are EAP service providers (or equivalent) trained in disability awareness and do they have the capability to deal with such issues?

Yes No N/A

Are there processes in place which can be activated to ensure appropriate case-by-case provision of support for employees?

Yes No N/A

Is there a formal trigger mechanism in place to ensure integration of employment of people with disability into the wider workforce planning process at times of review?

- Yes No N/A

Effective management practices – acquired disability

Does the organisation address acquired disability on a case-by-case basis?

- Yes No N/A

Inclusive organisation culture – values

My organisation has clearly articulated values of inclusion and embracing diversity.

- Strongly agree Agree Neutral
 Disagree Strongly disagree Unsure

My organisation puts policies into practice to ensure people with disability are included in the workplace.

- Strongly agree Agree Neutral
 Disagree Strongly disagree Unsure

Managers know it is important for the organisation to employ people with disability.

- Strongly agree Agree Neutral
 Disagree Strongly disagree Unsure

My organisation has plans to create and support diversity in the workplace.

- Strongly agree Agree Neutral
 Disagree Strongly disagree Unsure

Managers and staff in my organisation understand the range of disability that people can experience and the supports and adjustments that may be required.

- Strongly agree Agree Neutral
 Disagree Strongly disagree Unsure

My organisation recognises, supports and consults with people with disability, and has identified ways to address barriers to employment for people with disability.

- Strongly agree Agree Neutral
 Disagree Strongly disagree Unsure

There is no systematic favouritism in my organisation.

- Strongly agree Agree Neutral
 Disagree Strongly disagree Unsure

There is a high level of trust in my organisation.

- Strongly agree Agree Neutral
 Disagree Strongly disagree Unsure

Is there any particular aspects of your organisation that you think could be improved to make it easier for people with disability to obtain and maintain employment with your organisation?

- Yes No N/A

If yes:

- Please explain, provide as much detail as you can:

Culture – training and induction

Do employee induction programs include clear statements of the council's approach to disability in the workplace?

- Yes No N/A

Do induction programs for new elected members include information on the council's approach to disability in the council workforce and workforce planning?

- Yes No N/A

Is there a disability awareness training program in place for employees?

- Yes No N/A

Are there refresher modules available for previously trained staff?

- Yes No N/A

Is there specific manager/supervisor training in place that addresses management roles and responsibilities in relation to employees with disability?

- Yes No N/A