

QLS DIVERSE ABILITIES NETWORK - ACCESSIBILITY GUIDE

How Accessible is Your Workplace?

With a view to raising awareness, below is a list of simple measures that may greatly assist people with diverse abilities who frequent or visit your workplace. This list is not fulsome, and is to be used as a guide only. If there are any accessibility factors not adequately considered, please contact the Diverse Abilities Network.

Item	Description
	Are accessible entrances/exits clearly visible, or otherwise clearly marked with signage? <i>With clear, legible signage in large font and high contrast lettering.</i>
	Is there a continual, accessible pathway to the venue without obstacles? <i>That is, without step, stairs, steep incline/decline, revolving door, escalator etc.</i>
	Do stairways have appropriately fitted handrails and slip-resistance or contrasting strips?
	Are lifts programmed with audio and visual cues for arrival, announcing each level?
	Are doors to reception and common areas wide, automated, or otherwise easily opened? Likewise, are counters at an appropriate height for wheelchair visitors?
	Are floor surfaces easy to navigate and traverse, without intricate patterns that skew depth perception?
	Is lighting suitably bright with rooms sufficiently illuminated and not dimly lit?
	Are there contrasting strips placed on glass doors/walls?
	Is there enough space for wheelchair users to pass/manoeuvre within rooms and hallways? <i>Allocated wheelchair zones can be small, restrictive and isolating.</i>
	Are workstations accessible, unobstructed, ergonomic and adjustable?
	Do phone systems allow voice commands rather than manual selection of numerical menu options, or otherwise divert to an operator when time lapses so that personal assistance can be provided to help navigate the caller to the correct destination?
	Can phone calls and teleconferences proceed via video to assist the hearing impaired? <i>Preference Microsoft Teams as it provides access to live, real-time captioning.</i>
	Are you able to provide written/visual materials prior to the meeting/event? <i>Provision of pre-recorded videos with captions, presentation slides, speaker notes and other documents ahead of time will support hearing and vision impaired attendees to engage with material.</i>
	If a seminar is recorded live to be made available after the session, are you able to arrange post-edit captions or a transcript?
	For event planning, were you specific about the format of the event so that participants with diverse abilities can adequately prepare? <i>For example: is it a seated, standing, desk, round-table, bar stool function format; are there visual materials; is catering provided; if so, is it delivered as a buffet, waited service, share platters including accessible finger food items etc?</i>
	Do seating arrangements allow all attendees to see the presenter clearly, with sound extending to the rear of the room? <i>Attendees may comprehend information easier by lip-reading and interpreting body language, or may otherwise rely on clear sound with little background noise.</i>
	Have you asked whether there is anything you can do to better support their attendance? <i>For example: carparking arrangements; accessibility adjustments; special seating requirements; provision for a carer or support companion to accompany; papers/presentations provided pre-event; enlarged text material; AUSLAN interpreter required; other?</i>
	Are restrooms clearly visible, signed and accessible?
	Is an impaired person able to evacuate the venue in a dignified way?

Acknowledgment of Country

We respectfully acknowledge the traditional owners of the lands from across Queensland, and pay respect to Elders past, present and emerging.