

Anywhere

Disability Access and Inclusion

Physical Workplace Accessibility Checklist

Checklist

Physical Workplace Accessibility

Adapting your workplace to ensure that it is physically accessible is an important step forward in becoming an inclusive employer. Whether you operate in hospitality, retail, events and festivals, accommodation, or tour operations, this checklist outlines key areas to consider when creating a physically accessible workplace for employees and visitors with disability. Accessibility is an ongoing process and it's important to regularly evaluate your workplace and incorporate feedback from employees with disability.

Carpark

Designated accessible parking spaces in close proximity to the entrance.

Walkways

Well-maintained walkways to entrances, wide enough for wheelchairs, with non-slip surfaces.

Ensure there are no tripping hazards (such as uneven floors or electrical cords).

Entrances and Exits

Ramp with appropriate slope or an accessible lift (if steps are present).

Doorway at least 850mm wide (Australian standard).

Doors are easily and independently openable by all users (i.e. not too heavy or difficult to open).

Door handles are at an easily accessible height.

Clear floor space within the entrance (free of clutter and obstacles).

Clearly marked accessible entrances.

Clearly marked and accessible emergency exits.

Consider an evacuation procedure for those who may require assistance.

Bathrooms

At least one accessible stall with grab bars and adequate turning space.

Sink at an accessible height.

Soap, towels, and hand dryer/dispenser within accessible reach.

Consider the installation of an emergency call button.

Stairs

Provide clear visual and tactile warnings at the top and bottom of stairs.

Consider equipping stairs with handrails on both sides and extending beyond the top and bottom steps.

Elevators

Automatic doors.

Lowered control panels with braille labelling.

Audible announcements for floor levels.

Meeting rooms and break out spaces

Clear pathways between tables (at least 850 mm wide for manoeuvrability).

Lowered counters or counter like options and accessible appliances (like microwaves).

Signage

All signage is clear, concise and use high contrasting colours.

Consider braille signage for key locations.

Workspaces

Workstations should be adjustable in height to accommodate different needs.

Offer ergonomic chairs with adjustable features.