

Assess the work environment

Empowered and confident: disabling the barriers

Self-audit checklist

The following is a general self-audit checklist that has been designed to assist you in exploring the accessibility of your work environment and identify where changes, no matter how small, can assist in disabling the barriers for all.

This checklist is not exhaustive but designed to provide guiding questions to draw attention to some of the more obvious access barriers. You should not undertake modifications without first speaking to an appropriate person e.g. Business Services contact.

Surroundings	Yes	No
Is there at least one accessible car space available at your location?		
Is the journey from the accessible carpark to the entrance accessible, e.g. pathway well lit, easy and safe to navigate?		
Can your location be accessed by public transport?		
Is the pathway to enter the building free from potential barriers e.g. signs, tree branches / foliage, furniture etc.?		
Is the pathway wide (1000mm in width and overhead clearance of 2000mm) and not slippery?		

Entrance	Yes	No
Are there steps to the building entrance, and if so: <ul style="list-style-type: none"> is there a ramp (that complies with building standards) in addition to steps is there an alternative accessible entrance are there handrails provided on both sides of the stairs / ramp? 		
Is the entrance door: <ul style="list-style-type: none"> able to be opened by automation or light wide enough for a person using a mobility aide e.g. wheelchair, walking frame (minimum clearance of 800mm) inclusive of lever or D lever style handles at an accessible height? 		
Is the entrance able to be differentiated from the surroundings e.g. contrast paint colour?		
Do all glass fronts have appropriate safety markings?		
Are there tactile ground surface indicators provided at the top and bottom of the stairs / ramp?		
Is any intercom, doorbell or entry system at an accessible height?		

Workplace environment	Yes	No
Are hallways and alike wide enough for a person using a mobility aide?		
Are day-to-day workplace items e.g. stationery, photocopier etc. able to be accessed by all, such as someone using a wheelchair?		

Workplace environment	Yes	No
Is all signage, internal and external, helpful to identify accessibility, in plain English and use high contrast colour? Is it not overhanging or protruding and likely to be a hazard?		
Do tables and desks allow adequate room for a wheelchair underneath (750-800mm from floor level)?		
Are floor surfaces smooth and slip resistant – carpets and mats are secure and not a trip hazard?		
Is an accessible toilet available that is clearly signed and free of clutter and trip hazards?		
Are amenities and other items accessible from a wheel chair or other mobility aide and have Braille/tactile signage features e.g. lift panels etc.?		
Is there consistent and sufficient lighting, ensuring no strobe/flickering lighting?		
Are meeting rooms and alike fitted with hearing induction loop or other amplifying device?		
Are kitchen facilities, vending machines, water fountains etc. at an accessible height?		

Emergencies	Yes	No
Are there visible and audible fire alarms and signage to direct to emergency exits?		
Are the emergency exits accessible?		
Is there an evacuation strategy in place to assist in the evacuation of those with a disability in the event of an emergency? Is it known?		
Is the pathway to the emergency assembly point accessible?		