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## Employer Resource: Accessibility Check List

Introduction: This tool can help to identify and remove barriers, promote equity, and support a diverse workforce, creating a welcoming environment for employees of all abilities and backgrounds.

### Recruitment and Hiring

- ☐ Use inclusive language on job postings highlighting a commitment to accessibility.
- ☐ Provide accessible application formats (verbal, video)
- ☐ Offer flexible interviews extra time, alternate locations, remote options, and advanced questions.

### Employee Resources, Training and Awareness

- ☐ Provide educational resources: articles, webinars, courses, and accessibility links.
- ☐ Support an accessibility coordinator or group to host training and awareness activities.
- ☐ Engage specialists for industry specific seminars, workshops, and manuals.

### Accessible Communication Practices

- ☐ Offer large print, plain language, screen reader friendly accessible documents.
- ☐ Offer training in accessible written, audio and video communications and inclusive meeting formats.
- ☐ Provide ASL interpreters and live captions during meetings/events for full participation.

### Inclusive Workplaces

- ☐ Offer adjustable ergonomic workstations with accessible equipment: mouse, chair, keyboard, along with features that support sensory and cognitive needs like dimmable lights and noise reduction.
- ☐ Install accessible signs (braille, large print/high contrast) in all areas.
- ☐ Consult Accessibility Specialists for upgrades: bathrooms, automatic doors, ramps.

### Policy and Procedures

- ☐ Maintain a documented accessibility policy with clear guidelines on the accommodation request process, response time, notification procedures and confidentiality measures. Ensure this is clearly communicated and accessible to all employees.
- ☐ Review and refine accessibility policies annually, and update based on current legislation.
- ☐ Ensure future planning has accessibility concerns at the forefront.

### Emergency Preparedness

- ☐ Include accommodations for mobility, sensory, and cognitive needs in evacuation plans.
- ☐ Ensure emergency alert systems are equipped with both visual and auditory signals.
- ☐ Ensure accessible exits and muster stations; train staff and conduct emergency drills.

### Employee Feedback, Engagement and Future Commitments

- ☐ Provide confidential feedback opportunities, host sessions to discuss policy and new equipment.
- ☐ Celebrate Disability Awareness Month; empower employees to establish committees to provide support, awareness and allyship.
- ☐ Create a formalized Human Rights Department to ensure open discussion, provide guidance and training while ensuring the Canadian Disability Act is being followed.