Accessible Workspaces Checklist

- [ ] **Accessible Entrances:** Ensure ramps, wide doorways, and automatic doors are available for wheelchair users.

- [ ] **Elevators:** Provide elevators with braille buttons and audio announcements for easy access to different floors.

- [ ] **Accessible Restrooms:** Offer wheelchair-accessible restrooms with grab bars and appropriate signage.

- [ ] **Clear Paths:** Keep walkways and corridors clear of obstructions and wide enough for wheelchair users.

- [ ] **Signage:** Use large, high-contrast fonts, tactile surfaces, and braille for signs throughout the workplace.

- [ ] **Lighting:** Ensure well-lit spaces with adjustable lighting to accommodate individuals experiencing vision impairments or light sensitivities.

- [ ] **Ergonomic Furniture:** Provide adjustable chairs, desks, and workstations to accommodate various physical needs.

- [ ] **Assistive Technology:** Offer screen readers, magnification software, and other assistive devices to support employees experiencing disabilities.

- [ ] **Flexible Work Arrangements:** Allow for remote work, flexible hours, or modified job duties when needed.

- [ ] **Emergency Preparedness:** Implement evacuation plans that consider the needs of employees experiencing disabilities, including accessible exits and designated safe areas.

- [ ] **Inclusive Communication:** Encourage the use of plain language and provide information in multiple formats (e.g., digital, print, large print, braille, or audio).

- [ ] **Sensitivity Training:** Conduct regular training sessions to raise awareness about accessibility and promote an inclusive workplace culture.

- [ ] **Feedback Mechanisms:** Establish channels for employees to provide feedback on accessibility issues and suggest improvements.