Best Buddies Jobs Accessibility Checklist

Is your workplace accessible to people with physical and/or cognitive disabilities? Use this checklist to ensure that you are providing opportunities for all employees to be successful.

☐ Does your current parking area have designated parking spaces for people with disabilities that are close to the entrance of the building?

☐ Does your building and parking area have appropriate signage for people with visual, learning and cognitive disabilities including the use of symbols and graphics?

☐ Does your parking area have a pathway without abrupt level changes or steps that lead to the building entrance?

☐ If access ramps are present are they graded appropriately and equipped with handrails?

☐ Are the doors a minimum of 36 inches wide to allow access for people who use wheelchairs?

☐ Are the interior and exterior facility doors easily opened by everyone (not too heavy, easy to grasp handles, automatic option)?

☐ Are restrooms, water fountain/cooler, and break rooms accessible for all employees?

☐ Are elevators accessible to all people with disabilities (e.g. control panels lower than 54 inches from the floor with raised symbols or numbers on the control panels)?

☐ Is the HR/Manager’s office in an accessible location for all employees?

☐ Are your time-clock systems accessible for those who have visual or cognitive disabilities?

☐ Do you offer signage throughout the workspace allowing employees to access materials for daily usage (labels in storage rooms, graphics for hazardous chemicals etc.)?

☐ Are light switches accessible for people in wheelchairs or with other physical disabilities?

☐ Does the emergency warning system include both audio and visual alarms?

☐ Are your emergency and evacuation plans accessible to individuals with disabilities?

☐ Do you have staff designated to assist individuals with disabilities in an emergency situation?

☐ Is your online and in-person application process easily accessible for people with disabilities?

☐ Do you allow an interpreter or Employment Consultant (job-coach) in the interview as an accommodation?

☐ Have your managers and staff reviewed the Diversity & Inclusion etiquette training, and does everyone understand the goals of the Best Buddies Jobs program?