



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?