



ACCESS AT A GLANCE

Checklist and Assessment

Before you go checklist:

- Tape Measure
- Assessment sheet and The 'tradies' and renovators guide to good access (Pages 2—10)

To give to business:

- A4 Access at a Glance Poster
- A4 Access at a Glance Sticker Poster
- Creating Inclusive Communities Business Toolkit
- Missed Business Guide
- Hearing & Assistance Dog Etiquette Guide (Pages 11-12)
- Accessible Business Toolkit Guide (Pages 13-14)


To show business:

- Stickers: Disability Aware, Accessibility Stickers Issued, Other Icons Available for Promotion
- Signage Templates


Date:	
Business Name :	
Key Contact:	
Street Address:	
Postal Address:	
Phone:	Mobile:
Email:	
Website:	

STICKER	REQUIREMENT	YES	Pending	NO
	<p style="text-align: center;">Disability Aware</p> <ul style="list-style-type: none"> Awareness workshop or training has taken place for all staff If no, is this something you would consider doing and would like us to follow up with you? 			
<p>Notes:</p>				
	<p style="text-align: center;">Assistance, Hearing and Guide Dog Friendly</p> <ul style="list-style-type: none"> All customer facing staff are aware that assistance dogs are legally allowed on premises <p style="text-align: center;">Refer to the Etiquette fact sheets for full details (Pages 11-12)</p>	YES	Pending	NO
<p>Notes:</p>				
	<p style="text-align: center;">Auslan Available</p> <ul style="list-style-type: none"> Staff can use Auslan with customers (this could be basic, intermediate or advanced skill level) and/or An Auslan interpreter is available or can be organised on request 	YES	Pending	NO
<p>Notes:</p>				
	<p style="text-align: center;">Captions Available</p> <ul style="list-style-type: none"> Captions are available on request or at designated times 	YES	Pending	NO
<p>Notes:</p>				

 <p>Text to Speech Available</p>	<p style="text-align: center;">Text to Speech Available</p> <ul style="list-style-type: none"> Devices, such as computer or tablet, have text to speech enabled and/or screen reading software. 	<p style="text-align: center;">YES</p>	<p style="text-align: center;">Pending</p>	<p style="text-align: center;">NO</p>
<p>Refer to Accessible Businesses Toolkit page to activate</p>				
<p>Notes:</p>				
 <p>Braille Available</p>	<p style="text-align: center;">Braille Available</p> <ul style="list-style-type: none"> Key written materials and signage such as menus, books, &/or intake forms are available in braille 	<p style="text-align: center;">YES</p>	<p style="text-align: center;">Pending</p>	<p style="text-align: center;">NO</p>
<p>Notes:</p>				
 <p>Large Print</p>	<p style="text-align: center;">Large Print</p> <ul style="list-style-type: none"> Written materials such as menus, books, or signage are available in font size 16 or higher Adequate Lighting 	<p style="text-align: center;">YES</p>	<p style="text-align: center;">Pending</p>	<p style="text-align: center;">NO</p>
<p>Notes:</p>				
 <p>Sensory Friendly: Low Light and Sound</p>	<p style="text-align: center;">Sensory Friendly: Low Light and Sound</p> <ul style="list-style-type: none"> There is low light and sound within a space permanently or for designated periods of time 	<p style="text-align: center;">YES</p>	<p style="text-align: center;">Pending</p>	<p style="text-align: center;">NO</p>
<p>Notes:</p>				

	<h3>Picture Menu Available</h3>	YES	Pending	NO
<ul style="list-style-type: none"> • 1 in 10 menu items include a picture 				


Notes:

	<h3>Assistive Listening Systems</h3>	YES	Pending	NO
<ul style="list-style-type: none"> • Assistive Listening Systems for people with hearing aids are available such as hearing loop 				
<ul style="list-style-type: none"> • Staff know how to operate equipment 				


Notes:

	<h3>Accessible Toilet</h3>	YES	Pending	NO
<p>Purpose-built wheelchair accessible bathroom, with a clear pathway to access:</p>				
<ul style="list-style-type: none"> • Minimum door and aisle width of 850mm 				
<ul style="list-style-type: none"> • Maximum toilet height of 480mm width hand rails 				
<ul style="list-style-type: none"> • Minimum circulation space of 1600mm X 2000mm 				
<ul style="list-style-type: none"> • D Lever style handle 				


Notes:

 <p>Accessible Entrance</p>	Accessible Entrance	YES	Pending	NO
	<ul style="list-style-type: none"> • Flat entrance or permanent/portable ramp available • Ramp is at least 1000mm wide • Minimum door, aisle and lift width of 850mm 			
	For correct gradient refer to Tradie’s Guide to Good Access (Pages 7—10)			


Notes:

 <p>Stroller Friendly</p>	Stroller Friendly	YES	Pending	NO
	<ul style="list-style-type: none"> • Flat entrance, ramp available or 1 step (maximum) at entrance • Clear pathways and space to put a stroller 			

Notes:

 <p>Accessible Parking</p>	Accessible Parking	YES	Pending	NO
	<ul style="list-style-type: none"> • Designated accessible parking on site • Accessible pathway from the carpark to the entrance • Staff know where the accessible parking is located 			

Notes:

 <p>Accessible Outdoor Seating</p>	Accessible Outdoor Seating	YES	Pending	NO
	<ul style="list-style-type: none"> • Sheltered table and chairs available outdoors 			
	<ul style="list-style-type: none"> • Table height between 800—870mm 			
	<ul style="list-style-type: none"> • Accessible pathway to table • Customer service available outdoors 			

Notes:

Assistance, Hearing and Guide Dog Etiquette



Assistance, Hearing and Guide Dogs can be of any breed and offer different support needs for people (medical alert, mobility, hearing, vision and emotional support)

When an Assistance, Hearing and Guide Dog is in a harness, it is working with the person so that they can move around safely and independently.

Whether it is walking, sitting or sleeping, the dog should not be:

- **Patted - without asking and receiving permission**
- **Fed**
- **Distracted - talk to the person, not to the dog. Keeping pet dogs on leads in public places also helps Assistance Dogs to maintain their concentration.**

These may all cause the Assistance, Hearing and Guide Dog to lose concentration, and put the person at risk.

The Assistance, Hearing and Guide Dog user has been trained in the most appropriate techniques for working or correcting the dog so only provide assistance if requested by the user.

A person with a disability or mental health issue is entitled to be accompanied by an Assistance, Hearing and Guide Dog in public places and on public transport while they are genuinely using the animal for assistance.

People and their Assistance, Hearing and Guide Dog are legally* allowed to enter public places including:

- **Shops, supermarkets, café's and restaurants**
- **Pubs, clubs, hotels and motels**
- **Hospitals**
- **All types of public transport, including taxis.**
- **The only exception is sterile environments eg. Surgery theatres**

(Staff in charge of access to public places and transport are entitled to request reasonable proof and this can be in the form of certificate, paperwork and coloured vest)



***Disability Discrimination Act 1992 (Section 9)**

And NSW Companion Animals Act 1998 (Sections 14 & 59)

Accessible Businesses Toolkit

High Visibility Tape

To be used on the edge of stairs or surfaces to prevent tripping/falls

Cost \$6

Product Dimensions: 50mm wide X 18m roll

Available from:

<https://thinkworkplacesafety.com.au/shop-by-category/pedestrian-safety/indoor-use-non-reflective-tapes/cp2-cable-cover-plain.html#>



Door Bell

Can be used when no wheelchair accessible entrance is available

Bunnings have lots of options.

The cheapest is this one:

Arlec Wireless Door Chime

Cost: \$8.98

Available from:

https://www.bunnings.com.au/arlec-wireless-door-chime_p4062520



Braille Menu and Signs

Braille Menu

Cost: \$8.00 per page (includes a free copy)

Contact Vision Australia for a free quote on: 1300 84 74 66

Braille Signs

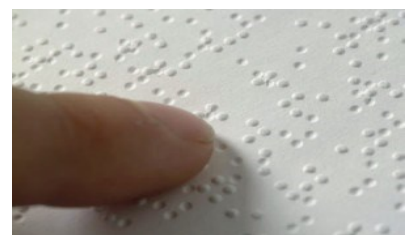
Cost: \$95—\$125

Cost for sign pictured = \$95

Contact: Border Lifting & Safety

Ph: 02 6056 1015

www.borderlifting.com.au



Accessible Businesses Toolkit

Text to Speech Available

Audio Menu

“Text to speech” software can be activated on a tablet/iPad for FREE.

1. Launch “Settings” and tap on “General”
2. Scroll down to “Accessibility” and tap on “Speak Selection”
3. Slide to “ON” and adjust the “Speaking Rate” slider to an appropriate setting.
4. Adjust speaking rate—see picture



Portable Ramps

Can be used when no wheelchair accessible entrance is available

Bunnings have two available.

Raven Ramp Threshold Safety Mats

Meets access and mobility gradient 1:8

Available in 25mm and 50mm thicknesses.

Cost: 25mm—\$41.46

50mm—\$93.83

Available from:

<https://www.bunnings.com.au/search/products?q=raven%20ramps&redirectFrom=Any>



Open Access Chat App

Developed specifically for people who are Deaf or hard of hearing, Open Access Chat helps you be part of the conversation.

Compatibility: Requires iOS 9.3 or later. Compatible with iPhone, iPad and iPod touch.

Speech Recognition button to convert your voice to text.

Learn Australian Sign Language

Cost: \$2.99

Available from: <https://itunes.apple.com/au/app/openaccess-chat/id1002272475>

