



International
Labour
Organization

MAKING YOUR WORKPLACE ACCESSIBLE

For many people with disabilities, one of the barriers to participating in employment is lack of accessible buildings or accessible information and communication methods. Accessibility means ensuring that people with disabilities have access to the physical environment, transportation, information and communications and to other facilities.

Accessible workspace

- Provide **adequate space to manoeuvre** (E.g. appropriate door widths)
- **Adapt tools or equipment** for someone with a disability (E.g. seat height, distance of equipment)
- Ensure **paths are cleared** of obstacles
- Ensure work areas, access, and common areas are **clearly lit**
- **Ensure common areas are accessible** (e.g. bathrooms, hallways)
- Develop and implement a system so **if changes are made to the environment, persons with disabilities are consulted** and notified
- Ensure **adequate and suitable training on machinery or equipment**

Accessible Information

- Information accessibility means ensuring that people with disabilities have **access to information and communications**, open or provided to the public, on an equal basis with others
- Avoid the use of **background music or other noise** in a presentation
- Use large and clear print
- **Paper contrast should be high**, such as black on true white or black on yellow rather than printing documents on off-white paper
- Use simple language



Inclusion
makes business sense

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Fact Sheet