



**Our accessibility icons and what they mean**



## Accessible building entry

The entrance to the workplace location is a clearly signposted accessible main entryway, at least 1000mm in width and free of steps, stairs, turnstiles, revolving doors or anything that might prevent independent use.

1. **Main Entrance - ramp access**
2. **Main Entrance - street level**
3. **Other Entrance - ramp access**
4. **Other Entrance - street level**



## Entry types

All entryways are accessible and can be opened easily and independently.

1. **Internal sliding doors**
2. **Mixed door types**
3. **1000mm door widths (minimum)**

### Internal sliding doors:

All internal doors are sliding and can be opened automatically by either a press button or sensor OR are manually light, have D shaped handles and are independently movable by people with varying strengths or mobility.

### Mixed door types:

Where different door types exist in the workplace (sliding, swing concertina etc), these are easily navigated through the inclusion of press button or sensor opening (ie aren't required to be pushed, pulled or held open).

### 1000mm door widths:

All doors are at least 1000mm wide to allow space for people using mobility devises such as wheelchairs and powerchairs.



## Continuous accessible path of travel

There is a clear, unobstructed and continuous path of travel to and within the workplace providing equitable and dignified access to all areas for all staff. The path of travel is free of steps, stairs, revolving doors, escalators, turnstiles or anything that might prevent it from being independently navigated.



## Work environment

1. Dedicated work area
2. Adjustable desk options
3. Adequate circulation space
4. Internal pathways
5. Hot-desk
6. Floors and walls

### Dedicated work area:

Employees have their own set day to day work space.

### Adjustable desk options:

Adjustable roll-under desks are available.

### Adequate circulation space:

There is a minimum of 1000mm between desks/work areas at all times, including during use.

### Internal pathways:

Internal passages and accessways have clear and adequate turning and passing space for people using a mobility device such as a wheelchair or powerchair.

### Hot-desk:

Employees work in a hot desk environment day-to-day and do not have a dedicated workspace.

### Floors and walls:

Floors and walls are well maintained, and are not slippery or reflective. There is adequate visual contrast between walls, floors, ceilings, doors and fittings. Floor to ceiling mirrors and/or glazing have contrasting markings of varying heights.



## Employee areas

All employee areas are clearly signposted and set up for independent access and use. This includes adequate circulation space of at least 1000mm between objects, access to employee areas via a continuous accessible path of travel, and independent use of key functionalities within each space.

- 1. Kitchen facilities**
- 2. Changing rooms**
- 3. Break room**
- 4. Locker area**
- 5. Meeting spaces**

### Kitchen facilities:

- Sink is accessible including roll under space for mobility device users and lever style tap handles to the side of the sink
- Direct access to cutlery and crockery
- Direct access to rubbish bins
- Seating, tables and benches are of varying heights and styles, including roll under space for mobility device users
- Microwave, fridge and other appliances can be easily accessed from a seated position

### Changing rooms:

- Seating, tables and benches are of varying heights and styles, including roll under space for mobility device users
- Accessible sink including roll under space for wheelchair or powerchair users and lever style tap handles to the side of the sink
- Access to use of mirror, clothing hooks and shelves from a seated position
- Circulation space of at least 1000mm between objects

### Break room:

- Seating, tables and benches are of varying heights and styles, including roll under space for mobility device users
- Direct access to rubbish bins
- Direct access to vending machines and vending machine controls/ buttons

## Locker area:

- Accessible lockers are clearly signposted
- Access to use of mirror, clothing hooks, shelves and benches from a seated position
- Accessible locker locks

## Meeting spaces:

- Seating, tables and benches are of varying heights and styles, including roll under space for mobility device users
- Independent access to necessary screens, computers and other technology



## Employee areas



## Wayfinding and signage

1. Beacon technology
2. Tactile Ground Surface Indicators
3. Iconography in signage

## Internal sliding doors:

GPS beacons are installed to provide audio messaging and assist with wayfinding, including to the locations of key areas such as work stations, meeting rooms and shared employee spaces.

## Mixed door types:

Truncated raised markers are installed on the ground to provide tactile information to assist people who are blind or have low vision with wayfinding and orientation.

## 1000mm door widths:

Signage is clear, legible, and displays relevant access symbols and iconography to assist with directions and wayfinding.



## Parents room

A designated space is available for parents including change table and bottle preparation facilities, private feeding spaces and adult and child-sized toilets.





## Accessible bathroom facilities

Accessible bathroom facilities should be convenient, easy to use and independently accessible. They are clearly signposted, accessed via a continuous path of accessible travel and include a circulation space of at least 1000mm between objects in the room. Accessible bathroom facilities frequently lack dignified design and compliance, and employers should review facilities regularly, not only to meet but to exceed basic standards.

1. Changing places facility
2. Accessible shower facility
3. Accessible bathroom facility

### Changing Places facility:

Bathroom facility is a Changing Places accredited facility for people who require alternate or additional accessibility features than a standard accessible bathroom provides.

### Accessible shower facility:

In addition to the features in the Accessible Bathroom Facility, showers include:

- Accessible shower seat and handrails
- A vertical shower support grab rail

### Accessible bathroom facility:

Accessible bathroom/toilet facility is on the same floor/level as the workplace, and is clearly signposted. It should have:

- Accessible door entry
- Enough circulation space to accommodate mobility devices and a support person
- Accessible sink including roll under space for wheelchair or power-chair users and lever style tap handles to the side of the sink
- Access to use of soap dispenser, hand towels, mirror, clothing hooks, shelves and benches from a seated position

- A toilet appropriate people with varying strengths and mobility
- Slip resistant flooring
- Emergency alarm button in easy reach



## Lift access

Lift facilities are accessible for independent use, with sufficient space (minimum 1100mm x 1400mm) for people using a mobility device such as a wheelchair or powerchair, and access to lift buttons, tactile elements and emergency intercoms.

- 1. To all levels**
- 2. To key work areas**
- 3. To limited levels**



## Hearing augmentation

Assistive listening systems are installed to amplify sound quality across common working spaces, including meeting rooms and presentation areas.

- 1. Induction Loops**
- 2. Infrared**
- 3. Listen WIFI**
- 4. Roger Digital FM**
- 5. Cross-the-Counter**



## Accessible parking

Designated accessible parking is available close to the main entrance to the workplace, with a continuous accessible path of travel from the parking space to the accessible building entry.

- 1. Onsite**
- 2. Offsite - kerbside**
- 3. Offsite - perpendicular**
- 4. Offsite - angle**



**Support  
worker  
facilities**

Facilities and support are available for the ongoing attendance of support workers in the workplace



**Quiet  
Spaces**

Quiet areas/spaces are available which can be used for sensory respite and to mitigate potential sensory overload. Where possible, spaces should form part of the existing office environment and mitigating the need to remove staff to a separate, closed room is recommended.



**Service  
animal  
facilities**

Facilities are set up and available for service animals, including seating, water, and toileting area/s.



**Provide a  
personal  
emergency  
evacuation  
plan (PEEP)**

A Personal Emergency Evacuation Plan (PEEP) is in place for anyone with disability who requires assistance leaving the building in an emergency.