# 10 Tips for Inclusive Access

## Dignified Access fosters independence by making sure everyone can navigate premises and services independently.

It promotes equity and fairness by not imposing extra burdens or delays. It allows people with disabilities to participate by creating a sense of ease, safety, and belonging.

### Make an entrance

Create a great first impression for your organisation’s entrance:

* + Advertise your building’s access information on your website.
	+ Include features and barriers, like lift locations or cafe noise.
	+ Design a social story or virtual tour for understanding before arrival.

### A warm welcome

An independent check-in area can be very empowering:

* + Consider a multi-height reception desk with a wheelchair cut-out for independent check-in.
	+ Include sign-in instructions in invitations if reception is unmanned.

### Room to move

Ensure meeting spaces are inclusive for mobility devices and promote team collaboration:

* + Leave enough clearance around furniture to allow users with mobility devices to move around.
	+ Provide acoustic treatment in some rooms.

### Loo-niversal access

Easy access to bathrooms is vital, especially when short on time:

* + Install automated doors to improve accessibility.
	+ Clarify that accessible toilets are reserved for those who require them, not for general use.

### Food for thought

Many of us need to start the day with a tea, coffee, or a piece of toast:

* + Ensure commonly used kitchen items are easily accessible at lower heights (between 900mm and 1200mm).
	+ Consider the reach and positioning of appliances like microwaves, and amenities like tea and coffee supplies.

### Supplies not storage

To prevent ‘slip, trip, and fall’ injuries, maintain tidy spaces:

* + Keep commonly used objects at accessible heights.
	+ Add easy-to-open U-shaped handles to all cupboards.
	+ Leave enough clearance space so everyone can access equipment.

### Desk jockey

Our desks are where we do our best work, so aim to make them fit for everyone’s needs:

* + Regularly ask staff about their adjustment needs and keep workspaces flexible for easy changes.
	+ Ensure easy access to power points to avoid the need to reach.

### Silence is golden

Working from home doesn’t always have to be the answer to quiet time:

* + Create quiet, restorative spaces where people can go if they need to reduce visual or auditory noise.
	+ Consider spaces for parents, individuals of various faiths, first aid, and assistance animals.

### Sense and sensibility

Sensory design helps create spaces that work for everyone:.

* + Consider factors like noise, lighting, smells, density, temperature, air quality, and decor.
	+ Solutions include noise-canceling headphones, adjustable lighting, air purifiers, and scent-free zones.

### Who knows best?

Never assume when you can ask the experts:

* + Listen to your employees’ lived experiences.
	+ Incorporate feedback to promote collaboration, creativity, and well-being.
	+ When we design access for disability, we design access for everyone. Get in touch for more information on how you can ensure Dignified Access within your workplace.

For more information please visit: [**www.australiandisabilitynetwork.org.au**](http://www.australiandisabilitynetwork.org.au/)

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