



# Accessibility requirements for Mentally Healthy Workplaces Grant Program initiatives

## Information sheet

The following information is provided to assist applicants to develop proposals for Mentally Healthy Workplaces (MHW) Grant Program funding. It also provides successful grant recipients with a framework to plan, develop, review and deliver grant-funded initiatives.

MHW Grant Program initiatives must deliver practical, accessible resources for the intended workplace audience. Resources may include written material, digital content, audio and video, translated materials and training materials relevant to the awareness and management of psychosocial risks in the workplace.

### What are accessible resources?

Accessibility ensures all workers can locate, understand and apply information in various workplace conditions. For example, in noisy or high-pressure environments, on a mobile phone, in an additional language or with assistive technology.

Accessible resources are critical to achieving the intended outcomes of initiatives funded through the MHW Grant Program. Where a resource cannot be read, heard, navigated or applied across diverse workplace settings, workers may miss hazards, reporting pathways, support services or required actions.

Accessible resources:

- use plain language and clear instructions;
- have a readable layout and good colour contrast;
- contain captions for video and transcripts for audio;
- provide alternative text for images, charts and diagrams;
- work on mobile devices and with assistive technology;
- meet the language needs of the audience, including translated materials; and
- support different ways of learning.

## What does this mean for grant applicants and recipients?

Applicants and grant recipients should consider accessibility from the initial proposal through to delivery. The outputs of the initiative should demonstrate clear consideration of how workplaces will realistically interpret, apply and sustain use of the materials or approach in their operational context. Grant recipients are required to submit reports evidencing the accessibility, usability and relevance of initiative outputs.

## Developing accessible resources

Accessibility should shape decisions while resources are being developed and before they are released and delivered.

While developing resources, ensure:

- the intended audience is clearly defined;
- language, literacy, disability and other access barriers have been considered and addressed (for example, by providing information in multiple formats);
- the format of the resource is suitable for how it will be used or delivered; and
- captions, transcripts, text alternatives, translations or other adjustments are used where needed to support accessibility.

Resources should be tested with the workers they are intended for. If workers hesitate, misunderstand the message, miss key information or cannot explain what to do next, the resource should be revised before release.

When testing resources, ensure workers can:

- access information quickly;
- understand the intended message without receiving additional information;
- access the resources on more than one type of device (for example, mobile phone, computer); and
- access the content with assistive technology, including text to speech or closed captions where applicable.

## Tools and practical support

To develop accessible resources, applicants may need tools and services. For example:

- Plain language and readability – Readability tools in common word processing software and online checkers that help identify long sentences, complex wording and dense passages.
- Accessibility checking – Browser-based accessibility checkers for digital content, colour contrast tools and PDF accessibility checkers that help identify common access barriers.
- Captioning and transcription – Caption editing tools for reviewing and correcting automatically generated captions, and professional captioning and transcription services for safety critical multimedia content.
- Translation and interpreting – National Accreditation Authority for Translators and Interpreters (NAATI) certified translators and interpreters, particularly those with workplace safety or mental health experience, and community organisations providing language and cultural advice.

## Further information

The following will assist in understanding accessibility standards when developing resources.

- [‘Accessibility and inclusivity standard’](#): WA Government minimum accessibility standards for digital products, services and content.
- [‘Accessibility and inclusivity guidelines’](#): Practical guidance for complying with the ‘Accessibility and inclusivity standard’.
- [Accessible and inclusive content](#): Guidance on writing and designing content for equal access within the Australian Government Style Manual.
- [Make content accessible](#): Practical help with accessible writing and content design within the Australian Government Style Manual.
- [Web content accessibility guidelines \(WCAG\) 2.2](#): Recognised benchmark for accessible digital content.
- [How to meet WCAG](#): Quick reference for accessibility requirements and techniques.
- [Disability Discrimination Act 1992](#) (Cwth): Legislation on equal access obligations.