

# REASONABLE ACCOMMODATION FOR PERSONS WHO ARE BLIND OR PARTIALLY SIGHTED

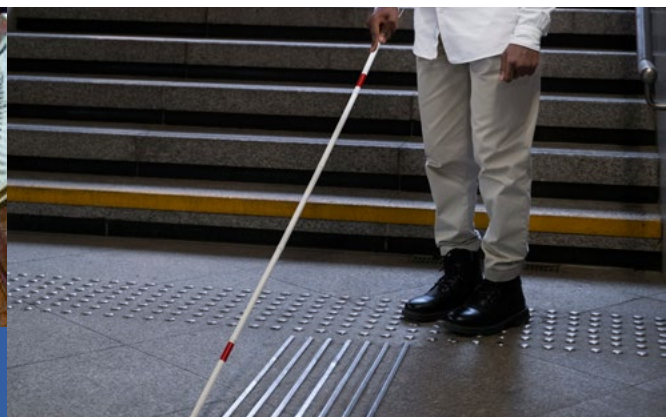
This guide outlines essential considerations to create an inclusive and accessible environment for blind and partially sighted persons in workplaces, government spaces, and meetings.

## WORKPLACE AND ENVIRONMENTAL ACCESSIBILITY

- **Presentations:** All presentations (for instance PowerPoints) must be described in DETAIL during delivery.
- **Orientation:** Provide orientation in the workplace for blind and partially sighted individuals. Orientation is the process of familiarising a person with the layout and key features of the environment. It helps build a mental map of the surroundings—such as entrances, exits, facilities, and key landmarks—so movement can be safe and independent.
- **Lighting:** Ensure workspaces are well-lit for better visibility.
- **Clear pathways:** Keep internal and external pathways and floors free from obstacles.
- **Glass markings:** Glass partitions and doors must have visible markings to indicate presence.
- **All steps and Staircases:**
  - Apply contrasting colours to the edges of steps and staircases to highlight the beginning and end of each step.
  - Install tactile grips on the edges of staircases to help blind persons feel the end of steps.
  - Ensure rails are installed on either side of staircases for additional support. Some buildings already have these features and may serve as models.
  - All handrails need to continue for at least 300mm at the top and bottom of each staircase.



Example of good colour contrast on steps for persons with vision impairments





- **Accessible materials and documents:**

- Provide printed materials in LARGE font sizes. Discuss individual font size requirements with each partially sighted person, as needs vary.
- Provide meeting materials and documents in Braille for meetings, depending on participant preferences.
- Although screen readers like NVDA (NonVisual Desktop Access) can read documents with columns (pdf, excel, or word), but the process can be time-consuming. Where possible, provide simpler, column-free versions.
- Use high-contrast combinations (e.g., black text on a white background) for documents. Avoid using multiple colours that may make reading difficult.

- **Lift accessibility:**

- Braille writing at the lifts should indicate the up and down floor buttons.
- Braille inside the lift should be included on all buttons along with voice prompts.
- If lifts have the option of voice activation, it should be implemented so that persons with visual impairments can hear on what floor they are.

- **Emergency evacuations:** Dedicated staff members to assist Employees as well as Visitors who are visually impaired or blind during evacuation process.

## ENGAGING WITH BLIND AND PARTIALLY SIGHTED PERSONS

- **Communication:**

- Visually impaired persons are not deaf—there's no need to raise your voice.
- It's perfectly fine to use terms like "see" in conversation
- Do not point at objects or people.
- Be mindful of using phrases like "the blind cannot lead the blind" and consider the context carefully.

● **Guidance:**

- When offering help, always ask first—don't grab the person's arm or white cane.
- When guiding, let the person hold your elbow and do not pull the person[HK2.1].
- Do not play or touch a Guide dog without asking permission from the owner as the dog is working and serves as the person's eyes.
- Do not put the white cane outside reach of its owner.

● **Awareness:**

- Inform a visually impaired person if you're leaving a room and whether others are still present.
- Don't leave objects or hazards in pathways—they may cause trips or injuries.
- When handing over items (e.g., a glass of water), guide the person's hand to the object to help locate it safely.
- Don't leave doors half open.
- Mention your name when starting your engagement with a blind person. Don't expect the person to remember your voice.

Remember, the simplest way to offer support is to ASK. If you're unsure how to assist a person who is blind or partially sighted, whether in meetings, the workplace, or everyday situations, just ask how you can help. Empowering a person to guide their own experience fosters respect, understanding, and true inclusion.



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