

WSIB IT ACCESSIBILITY PLAN

The WSIB is dedicated to complying with and maintaining accessibility standards on our external website (sib.wa.gov) and all covered technology. This plan lays out tasks, activities, and projected deadlines for adopting the standards set forth by the Web Content Accessibility Guidelines (WCAG) 2.2.

SCOPE

This plan will include webpage code, content, other electronic documents, and all other covered technology on the WSIB's network.

STRATEGIES

WEBSITE (WEBPAGE CODE AND CONTENT)

WSIB staff will systematically and continuously address code and content issues on its website to conform to WCAG 2.2 level A and AA standards.

ELECTRONIC CONTENT

The WSIB has over 13,500 PDF pages, up to 25 Word documents, and 5 Excel documents on sib.wa.gov. To manage remediation, The WSIB will:

- Identify digital accessibility training for staff and implement a training plan.
- Train staff on digital accessibility requirements and the creation of new, accessible documents in source programs such as Adobe InDesign, MS Word, Excel, and PowerPoint.
- Train necessary staff on the remediation of existing documents to meet accessibility standards. (Document remediation will be prioritized based on the creation date for each document, starting with the most recent documents and working backwards. WSIB general staff members will remediate and recreate documents under their purview.

EVALUATION OF COVERED TECHNOLOGIES

On an annual basis, the Accessibility Plan will be reviewed and updated, as necessary, to adjust for covered technology changes. If, upon review, covered technologies are deemed non-accessible, the Accessibility Coordinator or a delegate will work with staff to provide alternative access methods or make the covered technology accessible.

As new covered technologies are incorporated into the WSIB, the Director of IT Operations and Security will work to ensure accessibility standards are met.

TRANSITION TASKS, ACTIVITIES, AND SCHEDULE

WSIB PUBLIC WEBSITE

The WSIB's public website currently meets WCAG 2.2 level AA standards and will be routinely monitored using the WebYes Website Accessibility Checker to ensure ongoing compliance.

WSIB INTRANET

The WSIB's intranet will be replaced by July 2029 and will not be remediated. The new intranet will meet all WCAG 2.2 level AA accessibility standards.

ELECTRONIC DOCUMENTS

In order to bring the WSIB's public website into full compliance with accessibility standards, staff will focus on three key areas.

TRAIN SELECT STAFF

- Train the Institutional Relations design team on the creation of accessible documents and forms in Word, PowerPoint, and InDesign, as well as simple document remediation techniques.
- Required training will be performed via modules within Microsoft Learn. The WSIB's Human Resources unit will create a course in The Learning Center and training sessions will be assigned, monitored, and documented. Training sessions include:
 - Introduction to Accessibility
 - Web Accessibility Principles and Guidelines
 - Create Accessible Content
 - Build Accessible SharePoint Sites
 - Accessibility Evaluation and Testing
 - Introduction to AI Concepts
 - Create Accessible AI Experiences

Projected deadline: December 2026 and recurring annually

REMEDIATE AND/OR RECREATE DOCUMENTS FOR ACCESSIBILITY

- The WSIB will remediate and recreate documents in line with accessibility standards starting with the most recently published documents on the website and working backwards

Projected deadline: June 2027

TRAIN GENERAL WSIB STAFF

- Train general WSIB staff on the creation of accessible Word, PowerPoint, and Excel documents. Required training will be performed via modules within Microsoft Learn. The WSIB's Human Resources unit will create a course in The Learning Center and training will be assigned, monitored, and documented. Training session include:
 - Introduction to Accessibility Web Accessibility Principles and Guidelines
 - Create Accessible Content

Projected deadline: December 2026 and recurring annually

EXCLUSIONS AND EQUIVALENT ACCESS

EXCLUSIONS

The following items are excluded from the scope of this IT Accessibility Plan:

- Legacy Systems: Systems that are no longer supported or maintained or are scheduled for decommissioning within the next 12 months.
- Archived Content: Digital content that is archived and not intended for active use or interaction by members of the public or WSIB staff.
- Non-Digital Resources: Physical resources and materials that are not part of the WSIB's digital infrastructure and do not fall under the purview of IT accessibility standards.

EQUIVALENT ACCESS

If accessibility standards create an excessive burden or significantly change the nature of certain technology systems, or if the certain technologies are not available commercially, the WSIB will ensure that individuals with disabilities have access to the information and data through alternative methods.

TRANSITION RESOURCES

SOFTWARE

The WSIB will utilize the following tools for transition and maintenance.

- Website remediation
 - Sienna Accessibility Widget
- Document remediation
 - EqualWeb PDF Accessibility Tool
 - Adobe InDesign
 - Microsoft Word, Excel, and PowerPoint
- Compliance assessment
 - WebYes Website Accessibility Checker
 - Microsoft Accessibility Checker: MS Word, MS Excel, and MS PowerPoint Adobe Acrobat Pro accessibility tool
 - PDF Accessibility Checker (PAC 3.0)
 - Screen readers: NVDA, Job Access with Speech (JAWS), Adobe Acrobat Pro, and Windows Narrator
 - Human review

PERSONNEL

The following roles will be involved:

- Web content manager
- Accessibility Coordinator
- Web team members and contributors
- Subject matter experts
- General WSIB staff