

Date Of Origin: March, 2011	SUBJECT: ACCESSIBILITY PLAN (AODA)	Policy No. HRO-10-01-07
Last Revision Date: October, 2019	Section: Accessible Services	Page 1 of 1

INTRODUCTION

In fulfilling our mission, the Home strives at all times to undertake reasonable efforts to provide goods, services or facilities in a way that respects the dignity and independence of persons with disabilities.

We are also committed to providing persons with disabilities with the same opportunities to access Home’s goods, services or facilities and allowing them to benefit from the same services, in the same place and in a similar way as that given to other persons

STATEMENT OF COMMITMENT

The Home is committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity. We are committed to meeting the needs of persons with disabilities in a timely manner, and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements under the Accessibility for Ontarians with Disabilities Act, 2005.

ACCESSIBILITY PLAN (AODA)

The attached multi-year accessibility plan outlines the Home’s strategy to prevent, remove and/or minimize the barriers and meet the requirement of the Accessibility for Ontarians with Disabilities Act, 2005, c.11, and its regulation, the Integrated Accessibility Standards, O. Reg 191/11 (IASR).

The Home will develop, review and update the multi-year accessibility plan in consultation with facility management team and corporate committee.

An annual status report on the progress of measures taken to implement the multi-year accessibility plan will be provided to the corporate committee at the end of each calendar year.

The updated plan will be posted on designated information boards.

Approval

CORPORATE COMMITTEE

MULTI- YEAR ACCESSIBILITY (AODA) PLAN		HRO-10-01-07	
PART I - GENERAL STANDARDS			
AODA Standards/Reg.	Deliverables	Deadline	Status
Ref. O.Reg. 191/11,s.3(1) Development of policies, practices and procedures	Develop, implement, and maintain policies governing how the home will achieve accessibility through meeting the requirement under the Act/Regulations	March, 2014 Update, Jan. 2016 Updated June, 2016	Completed
Ref. O.Reg. 191/11,s.3(2) Statement of commitment	Accessibility policy includes statement of commitment	Mar. 2014	Completed
Ref. O.Reg. 191/11,s.3(3) Make the policies, procedures, Accessibility Plan publicly available	Post the Home’s Policy, Accessibility Plan, Accessibility Services Information Handbook on designated information boards and/or provide copies upon request.	Jan. 2014 Jan. 2016	Completed
Ref. O.Reg. 191/11,s.4(1) Accessibility Plan	Establish, implement maintain and document a multi-year Accessibility Plan Review & update the plan every 5 years Accessibility Audit Report, including any updates to the Accessibility Plan shall be posted on designated information boards	March, 2014 March, 2019 March of each year	Completed ongoing
Ref. O.Reg. 191/11,s.5(1) Incorporate accessibility design, criteria and features when procuring goods, services or facilities.	Develop Accessibility Audit based on design, criteria and features that are practicable and attainable by the Home to meet the legislated requirements, including the target dated. Update Purchasing Policy	Sept. 2015 March, 2017	Completed
Ref. O.Reg. 191/11,s.7(1) Training on the IASR and the Human Rights Code as it pertains to persons with disabilities	General Orientation Checklist for all newly hired employees/volunteers to include review of Accessibility Services Program Provide education and training, including a copy of Accessibility Services Information Handbook to each newly hired employee. Orientation checklist is signed and initialled Roll out the training to all employees, including facility managers	January 2016 January, 2016 & ongoing Jan.-Mar. 2016	Completed Initiated Completed Page 1

AODA Standards/Reg.	Deliverables	Deadline	Status
Ref. O.Reg. 191/11,s.14) Accessible website and web content	Web accessibility strategy under development	March, 2017	
Ref. O.Reg. 191/11,s.15 Educational and training resources and materials	Developed and provided appropriate training to all managers as it pertains to persons with disabilities	June, 2016	Completed
	Develop information handbook outlining the rights, needs and approaches when dealing with persons with disabilities and provide a copy to each newly hired employee. Review at department meetings and post a copy	May, 2016	Completed
	Develop accessibility awareness modules through Surge Learning	March, 2016	Completed
PART III - EMPLOYMENT STANDARDS			
Ref. O. Reg. 191/11, s.23 Recruitment, Assessment or Selection Process	Notify employees and public about availability of accommodation in recruitment process. Notify job applicants, when selected to participate in an assessment or selection process that accommodation is available upon request.	March, 2017	
Ref. O. Reg. 191/11, s.24 Notice to Successful Applicant	Successful applicants are notified of policies	May, 2016	Completed
Ref. O. Reg. 191/11, s.25 Informing Employees Of Support	Employees are advised through multiple sources (i.e. new employee orientation, information package, information available on Surge learning and web-site	May, 2016	Completed
Ref. O. Reg. 191/11, s.26 Accessible Formats and Communication Support for the Employees	To be handled on an individual basis in consultation with the employees to determine most appropriate methods and formats based on person’s disability and as per accommodation process.	Ongoing	Completed
Ref. O. Reg. 191/11, s.27 Workplace Emergency Response Information	A policy on Personal Emergency Evacuation Plan, including the Personal Information Checklist has been developed and implemented..	May, 2016	Completed

AODA Standards/Reg.	Deliverables	Deadline	Status
<p>..... continued Ref. O. Reg. 191/11, s.27/28</p>	<p>Personal information to be completed by the individual and the individualized evacuation plan developed in collaboration with the department manager.</p> <p>Department manager will maintain the file and assume the responsibility for coordinating and assigning staff assistance as per established plan.</p> <p>If the employee moves to a different department the emergency plan will be moved and reviewed with that department manager.</p> <p>The Emergency Plans for persons with disabilities will be discussed and reviewed at the Emergency Preparedness semi-annual meetings</p>	<p>May, 2016</p>	<p>Completed</p>
<p>Ref. O. Reg. 191/11, s.29 Return-To-Work Process</p>	<p>The Home has a detailed return to work program for all employees who are ill or injured</p>	<p>As per WSIB</p>	<p>Completed</p>
<p>Ref. O. Reg. 191/11, s.30 Performance Management</p>	<p>The Home provides accessible performance management processes for all employees for assessing and improving employee performance, productivity and effectiveness, with a goal of facilitating employee success, where required.</p>	<p>Standard policy applies to all employees</p>	<p>Completed</p>
<p>Ref. O. Reg. 191/11, s.31 Career Development & Advancement</p>	<p>The Home supports accessible career development and advancement opportunities through current recruitment practices.</p>	<p>March, 2017</p>	
<p>Ref. O. Reg. 191/11, s.32 Redeployment</p>	<p>Individual accommodation plan will be developed for all persons with disabilities in order to better determine redeployment of the disabled person</p>		<p>In Progress</p>

