



Multi-Year Accessibility Plan

Legislative Requirement	Action	Responsibility	Progress
Multi-Year Accessibility Plan	Document a Multi-year Accessibility Plan-to prevent and remove barriers and meet requirements of the Integrated Accessibility Standards Regulations. Assess current Business, Operational, Human Resources, Customer Services etc.	Drew Ormston	Done Sept 2014
Emergency Response for employees with disabilities	Implement a procedure to ensure any employee with a disability requiring a Personal Emergency Response Plan is assessed and a plan tailored to the individual is developed, implemented and communicated to the employee and others as required.	Drew Ormston	Done Dec 2014

Implement Integrated Accessibility Standards Regulations

Policy of Commitment	Develop a policy of commitment to include all aspects of communicating and meeting the requirements of people with disabilities.	Drew Ormston	Done July 2013
Training of Personal	Train employees as appropriate on Integrated accessibility Standards Regulations and Human Rights Code.	Drew Ormston	Done Dec 2014
Training of Personal	Train all personal on integrated accessibility standards.	Drew Ormston	Due Dec 2014
	Inform personal when changes to policies, when policies come into effect	Drew Ormston	Due Dec 2016
	Make workplace information, hazards etc available in a accessible format for employee	Drew Ormston	Due Dec 2016

Information and Communication

Make feed back accessible	be able to receive and respond to feedback from customers, employees, and members of public who have a disability	Drew Ormston	Done 2013
Emergency information	Emergency information to be available to public in an accessible format	Drew Ormston	Due 2012
Accessibility information Available to the Public	Be able to notify the public about the availability of accessible formats and communication supports when asked.	Robin & Drew	Due 2015
Website accessibility - Availability to content by Dec 2014. - All content by Jan 1 2016	Establish a policy to ensure that our website conforms to the web content Accessibility Guidelines (WCAG) 2.0 Level A.	Robin, Anson & Drew	Due Dec 2014

Physical Barriers

Front door entrance	Automatic openers required to open double set of doors.		
Door from office to plant	Automatic opener required.		
Rest rooms	Accessible washrooms for people with disabilities.		



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Lunch rooms	Accessibility to upstairs lunchroom and change rooms.		
Parking	Designated location that is located close to entrance door depending on where individual is working.		
Office	Adjust the height of one counter to account for accessibility for people who sit in a mobility aid such as wheelchairs.		Due 2017
House			
Front door entrance	Automatic door opener required for door		
Front office entrance	Ramp required from lane way to sidewalk and from side walk to the door level.		
Outside walkways	That walkways are available and accessible at all times for persons with a disability.		Due 2017
General			
Office	Everything should be evaluated to accommodate a person with disabilities. That would include location of furniture, desks, chairs, lighting, filing cabinets, computers and any floor height differences etc.		
Shop	The work environment will need to be investigated to accommodate a person with disabilities. That will include work areas for production, meetings, change rooms, Lunch rooms and emergency response.		
Employment (Jan 1 2016)			
Emergency Response	Individualized workplace emergency response information for employee's who have disclosed a disability will be discussed with them so that a plan can be formulated that suits their needs. Also this information will be provided to the person designated to provide them assistance.	Drew & Robin	Due 2016
	This information to be reviewed with the individual: 1. when the employee moves to a different location or department. 2. when the employee's accommodations or needs change.	Drew & Robin	Due 2016
Employment (Jan 1 2016)	Employment Policies must be developed and implemented addressing the following:		
Recruitment	Human resource Manager to specify that accommodation is available for job applicants with disabilities on company website and job advertisements	Robin Bell	Done 2014
	To be noted when called in for interview, during selection process and in job offer that accommodations are available upon request in relation to materials and processes used.	Robin Bell	Done 2014



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	If applicant requests accommodation the Human Resource Manager will consult with applicant and supply suitable accommodation.	Robin Bell	Done 2014
	As part of job offer, required accommodation requirements will be part of job offer.	Robin Bell	Done 2014
	An individualized plan will be developed for each employee with disabilities in relationship with Human Resources Manager and Supervisor of area.	Drew & Robin	Due 2016
	A Return to Work Plan will be developed for each employee with disabilities who is absent due to their disability.	Drew Ormston	Due 2016
	Ensure that the accessibility needs and individual accommodation plan of the employee are taken into account when assessing their performance, managing their career development, advancement and redeployment.	Robin Bell	Due 2016