



Integrated Accessibility Standard  
Multi Year Plan

Submitted to  
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Chief Executive Officer  
January 2013 – 2017

Prepared by  
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Reviewed by  
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March 2016

The publication is available on the hospital's website [www.hwmh.ca](http://www.hwmh.ca) and in alternate formats upon request.

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## Executive Summary

The purpose of the Accessibility for Ontarians with Disability Act 2005 (AODA) is to make Ontario barrier free and accessible to people with disabilities by 2025. Under this legislation, the government of Ontario is developing mandatory accessibility standards that will identify, remove and prevent barriers for people with disabilities in key areas of daily living. The standards will apply to private and public sector organizations across Ontario. The AODA builds on progress made under earlier legislation. The Ontarians with Disabilities Act, 2001 (ODA) required the Ontario Government and the broader public sector, which includes municipalities, public transportation organizations, colleges and universities, hospitals and school boards, to develop annual accessibility plans. These obligations under the ODA remain in effect as accessibility standards are developed under the AODA. To prepare and revise our multi-year accessibility plan, we have consulted with persons with disabilities and their representatives and we have made the plan public.

In this plan that has been prepared by the Accessibility Working Group of Haldimand War Memorial Hospital hereinafter referred to “HWMH”, the plan describes (1) the measures that the HWMH has taken in the past, and (2) the measures that HWMH would take during the year to identify, remove and prevent barriers to people with disabilities who live, work in or use the facilities and services of the HWMH, including patients and their family members, staff, health care practitioners, volunteers and members of the community. The revised multi-year plan will continue to address and update changes made to comply with AODA Integrated Accessibility Standards regulation, June 2011.

HWMH has committed itself to the continual improvement of access to hospital facilities, policies, programs, practices and services for patients and their family members, staff, health care practitioners, volunteers and members of the community with disabilities. HWMH is also committed to the participation of persons with disabilities in the development and review of its multi-year plans; and the provision of quality services to all patients and their family members and members of the community with disabilities.

Tim Baker (Director of Maintenance and Engineering) and Amy Appel (Director of Therapeutic Recreation) have reviewed the current plan that was created by Andrew Smith and have updated it to reflect our current circumstances. Together, with the accessibility advisory committee we will continue to identify, prioritize and implement further opportunities for improvement.

## **Aim**

This plan describes: (1) the measures that HWMH will take during January 2013 – 2017 to identify, remove and prevent barriers to people with disabilities who live, work in or use HWMH, including patients and their family members, staff, health care practitioners, volunteers and members of the community.

## **Objectives:**

The plan:

1. Describes the process by which HMWH will identify, remove and prevent barriers for people with disabilities.
2. Reviews efforts put forth by HWMH to remove and prevent barriers for people with disabilities over the past year
3. Lists the accessibility issues that HWMH will review in the coming year.
4. Describes the measures HWMH will take in the coming year to identify, remove and prevent barriers for people with disabilities.
5. Describes how HWMH will make this Accessibility Plan available to the public.

## **Description of Haldimand War Memorial Hospital**

The Hospital opened February 3, 1920 with 20 beds, a small nursery, a small operating room and a portable x-ray machine, used only for fractures. Today we have 12 Long Term Care beds, 22 Acute Care Beds (including a new Palliative Care Room), and 2 Respite Care Beds. Our surgical services have expanded to include General Surgery, a variety of Laparoscopic procedures, Endoscopy, minor Urology and ENT procedures and basic Orthopedic surgery. Our Diagnostic Imaging department has replaced that single x-ray machine with many services, such as: General Radiology, Gastrointestinal x-rays, I.V.P.s (kidney x-rays), Ultrasound examinations, Mammograms and Needle Localization, Operating Room Radiology, Bone Density, Electrocardiograms and Holter Monitors. Visiting specialists also hold clinics to provide a complete range of care for our community.

From its inception, Haldimand War Memorial Hospital was started to serve its community by providing the best possible care for its residents. Through the years, and many changes later, we are proud to say that goal has remained the same. HMWH serves approximately 30,000 citizens and has over 200 employees.

## **Mission, Vision and Values**

### **Vision Statement**

To provide the best rural health care.

### **Mission Statement**

Our excellence in health care delivery and service will be guided by:

- The involvement of patients, residents and their families in decisions about their care.
- A continuing search for new and better ways of serving our community.
  - Evidence-based best practices.
- An approach that supports our organization's sustainability for future generations.
- A healthy work environment that inspires, energizes and embraces diversity.

### **Our Values**

**Compassion** - We are known for exceptional caring and compassion.

**Respect** - We respect the dignity of every person under our care and with whom we work.

**Honesty** - We act with honesty, integrity and transparency.

**Teamwork** - We value the knowledge and opinions of every member of our team.

## The Accessibility Working Group ( AWG)

### Establishment of the Accessibility Working Group

Mr. David Montgomery (Chief Executive Officer) in consultation with the Board of Directors formally constituted the AWG, under the direction of Mr. Andy Smith, authorized the working group to:

- Review and list Bylaw as, policies, programs, practices and services that cause or may cause barriers to people with disabilities;
- Identify barriers that will be removed or prevented in the coming year;
- Describe how these barriers will be removed or prevented in the coming year; and
- Prepare a plan on these activities, and after its approval by the Chief Executive Officer, make the plan available to the public.

### Coordinators

Amy Appel and Tim Baker have recently been appointed the Coordinators of the AWG. Amy Appel serves as the Director of Therapeutic Recreation at HWMH and Edgewater Gardens. Therapeutic Recreation is an integral part of the healthcare team and provides personalized recreation opportunities to maximize independent leisure functioning and enhance the well-being of our patients. Tim Baker, Director of Maintenance and Engineering is responsible for planning, coordinating and supervising operations and maintenance functions, personnel and equipment within the Maintenance and Operations Department, including building maintenance, mechanical systems, exterior operations, custodial operations, energy management, and support systems. Amy and Tim will continue to update their knowledge on accessibility issues through related educational opportunities and current changes to the AODA.

### Members of the Accessibility Working Group

The following members have been appointed to the Working Group:

Working Group Member	Department	Contact Information
Amy Appel	Director of Therapeutic Recreation & Volunteer Services	905-774-2206
Tim Baker	Director of Maintenance and Engineering	905-774-7431 ext. 1253
Elaine Wielink	Environmental Services and Health and Safety	905-774-2208
Melissa Baisley	Business Office Manager	905-774-2204

The AWG meets twice a year early in the fall and late winter. Their role during this period will be to monitor the progress and resolution of the accessibility barriers identified in the five year plan, and to continue to identify additional accessibility issues for the next Accessibility.

## **Haldimand War Memorial Hospitals Commitment to Accessibility Planning**

Haldimand War Memorial Hospital is committed to:

- The continual improvement of access to facilities, policies, programs, practices and services for patients and their family members, staff, health care practitioners, volunteers and members of the community
- The participation of people with disabilities in the development and review of its annual accessibility plans.
- Ensuring Hospital Bylaws and policies are consistent with the principles of accessibility; and
- The establishment of an Accessibility Working Group at the Hospital.

The Chief Executive Officer authorized the AWG to continue with an accessibility plan that will enable HWMH to meet these commitments. A formal Accessibility Policy and Procedure was adopted in 2011.

### **Recent Barrier-Removal Initiatives**

During the last several years, there have been a number of informal initiatives at HWMH identified. These that have been addressed in an effort to prevent barriers for people with disabilities.

Initiatives:

**(a)**

#### **Strategic Planning**

Haldimand War Memorial Hospital strategy map, 2013 – 2016 identifies our corporate strategic directions and the goals and objectives that will ensure our operational priorities are aligned with our Mission, Vision and Values. A copy of the Strategy Map and the Scorecard used to monitor our progress toward achieving our objective can be requested at any time.

One of our top priorities is the re-development of our current Emergency department. Our current department is outdated. The planning and design of the new ER, is focused on addressing accessibility issues and is committed to meeting a Senior Friendly design. Current plans call for construction to begin in 2016.

**(b)**

#### **Review of recommendations received during the Hospital Accreditation process in 2013**

HMWH received a 3-year Accreditation award with Accreditation Canada in March 2013. In their report the surveyors commented that “The emergency department is very small and inadequate to meet current needs. The design is unusual and not conducive to easy patient observation and patient care.” HWMH continues to invest in changes/improvement to the hospital to bridge the gaps to the opening of the new ER.

(c)

#### **The Hospital Report Card (Ongoing)**

HWMH has participated in the provincial Hospital Report Card program since 1999. Currently, the Acute, Emergency Department and Complex Care patients are surveyed after discharge. This process allows our patients to evaluate our performance as a healthcare provider in all areas including accessibility and attitude. Results of patient satisfaction surveys are reviewed monthly by the Chief Nursing Officer and report to the Board quarterly.

(d)

#### **Hospital Joint Health and Safety Committee**

HMWH is committed to monthly safety inspections of the entire facility done by the members of the JHSC as well as certain levels of management. These inspections allow for staff and volunteers an opportunity to give ongoing feedback regarding safety and accessibility barriers as they observe them. This process not only gives staff a direct line of communication regarding these concerns but also reminds staff to be aware of potential risk issues and have a proactive role in resolution prior to a problem or an incident.

(e)

#### **Hospital Quality/Risk Management**

The Quality Improvement Team deals with evaluation and audit of care related issues and the general operation within the different areas of service in the Hospital. Some of these teams have consumers participating on the committee. Accessibility initiatives resulting from the Quality Improvement/Risk Management teams include standardized, internal surveys of all Ambulatory care areas and a preventative maintenance program for the timely reporting of the physical plant and ground safety issues.

(f)

#### **AWG SUB Committees**

Sub-Committees will be created if necessary. These sub-committees will be created on an as needed basis to identify and address different accessibility issues.



## Barrier-Identification Methodologies

The AWG used the following barrier-identification methodologies:

Methodology	Description	Status
Accessible Customer Service Survey	The AWG developed a survey that proposed questions regarding accessibility issues related to customer service.	Results were completed in 2013. Recommendations from this survey are addressed in the five year plan.
Networking	Both Coordinators have been in consultation with members of the Hamilton Health Sciences accessibility committee, along with West Haldimand General Hospital and Niagara Health System	Ongoing
Presentation to New Staff	New staff are educated on the Accessibility Standards and are asked to identify any present barriers. Data collected is integrated into the annual report	Ongoing
Campus Chatter Newsletter	Information has gone out in HMWH Campus Chatter regarding accessibility issues. Staff are encouraged to present any barriers that they perceive.	Ongoing

## Barriers Identified

In its review the accessibility working group identified many barriers. The barriers identified will assist the AWG to help develop annual initiatives for the next several years. The five types of barriers identified include: (1) Architectural, (2) Physical, (3) Informational/Communication, (4) Attitudinal, (5) Technological

ARCHITECTURAL	
Description of Barrier	Strategy for removal/prevention
Many accessibility issues are related to the unalterable architectural boundaries of an outdated building with small restricted patient rooms, inadequate space for programs, services and storage needs for medical equipment.	Re-development of certain areas of the hospital. New Emergency Room construction to start in 2016. Waiting for Ministry approval.

PHYSICAL	
Description of Barrier	Strategy for removal/prevention
Elevators not equipped for the hearing impaired and persons who suffer from visual impairments	Installation of new elevators took place in 2015. Braille buttons and audible location indication installed in new elevators
Certain doorways are primarily inaccessible to wheelchairs/walkers	Installation of automatic accessible doors. Continue to identify areas of concern. Updated doors are listed below: Garbage Room, purchasing entrance, link to purchasing hallway, Pharma-save exterior entry door. Bloodletting lab door was changed from 36" to 38". Sliding full 38" doors in blood rooms added. MDR department installed two automatic doors and accessible sizing
Paper towel dispensers and water faucets are difficult to access for persons with visual or upper extremity impairments.	Installation of wave sensors for faucets and paper towel dispenser will be researched.
Lack of lever-style doorknobs limit access for peoples with upper body deficits.	To be addressed in the 2017-2018 report.

Inadequate number of wheelchair parking	Two more accessible parking spaces were installed in the main parking lot. We are now over the minimum by two now (2016).
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**INFORMATIONAL/COMMUNICATION BARRIER(S)**

Description of Barrier	Strategy for removal/prevention
Lack of accessibility resources, information and policies for staff and patients.	Provide electronic and hardcopy resources for staff and patients. Meeting this initiative on an ongoing basis through educational in-services and new staff orientations.
People who have impairments cannot detect fire alarm.	Investigate visual emergency notification systems for the planning of the new ER and for the existing building.
Need for further networking and communication with community partners associated with disabilities.	Partnering with community organization to provide staff with educational opportunities to increase disability awareness.

**ATTITUDINAL BARRIER(S)**

Description of Barrier	Strategy for removal/prevention
Patients with special needs present unique challenge to delivering safe and sensitive care (i.e. patients with hearing and visual impairments, mental health, bariatric patients and those that suffer from addictions).	Educational sessions will be provided during staff meetings, general staff meetings, lunch and learns and continuing education opportunities.

**TECHNOLOGICAL BARRIER(S)**

Description of Barrier	Strategy for removal/prevention
Lack of technological devices.	Increase knowledge of available technological devices for individuals with disabilities
Website needs to be updated to meet current AODA standards.	Work with HHS to update our website.

## **Barriers that will be addresses in 2016-2017**

The accessibility group will address the following barriers during the coming year.

1. Continually updating hospital signage as needed, with a focus on simplifying signs for those with visual and cognitive deficits.
2. Provide staff education related to attitudinal barriers. Focusing on patients that suffer from addictions and mental health issues.
3. Ensuring the Accessibility Standards are met throughout the planning of the new Emergency Room.

## **Review and Monitoring Process**

The Accessibility Working Group will be meeting twice a year, early fall and late winter to ensure the completion of the Accessibility Plan. In these meetings, the AWG reviews progress with accessibility barrier removal and resolution of associated problems as they occur. Any accessibility issues that arise at HWMH are brought to the AWG to review and resolve as best as possible. Some of these issues may become part of the new Accessibility Plan. The AWG will also process new concerns received from the various sources identified in the methodology section to determine new initiatives to achieve optimal accessibility with the Hospital.

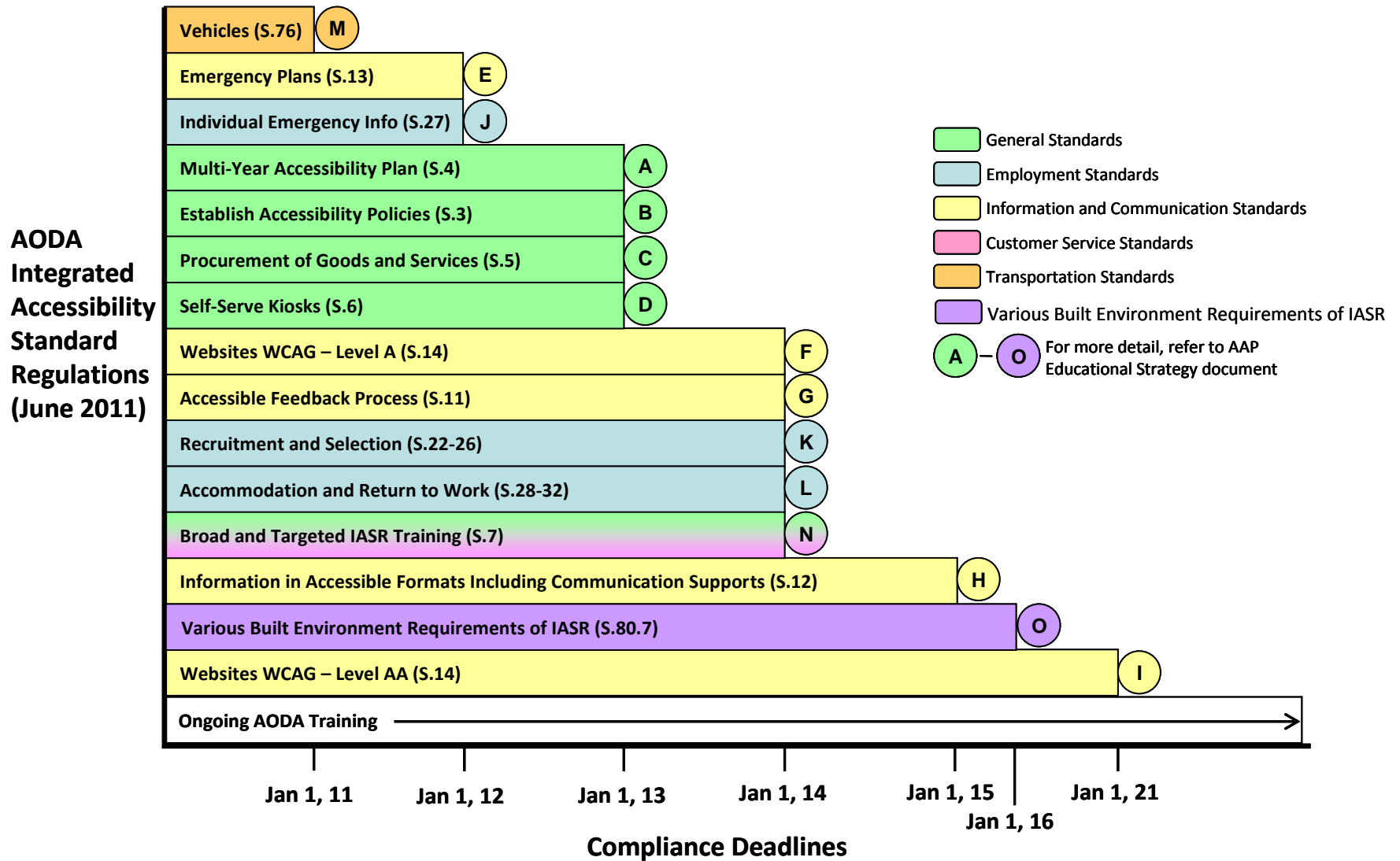
## **Communication of the Plan**

The Hospitals Accessibility Plan will be posted on the HWMH website. Upon request, hard copies of this document can be made available at the Administrative Office.

# Haldimand War Memorial Hospital: Integrated Accessibility Standards Regulation (IASR)

Accessibility for Ontarians with Disabilities Act (AODA) 2005

## Compliance Schedule for Large Public Sector Organizations (TOH)



AODA Standards / Regulation Reference O. Reg.191/11, s. 3	I: Accessibility Policies Compliance Deadline: January 1st, 2013			
	DELIVERABLES	ACTION PLAN	STATUS	RESPONSIBILITY (MTH/YR)
<b>3.1</b> Establish accessibility policies	Policies that govern how to achieve accessibility through meeting the IASR requirements are developed, implemented and maintained	Policy Number DIR. No. 1.81 Accessibility for Ontarians with Disabilities	1	Accessibility Committee September 2010
<b>3.2</b> Statement of organizational commitment	Statement of organizational commitment to meet the accessibility needs of persons with disabilities is included in policy	Policy Number DIR. No. 1.81 Accessibility for Ontarians with Disabilities	1	Accessibility Committee September 2010
<b>3.3</b> Make policy documents publicly available	Written policy documents are made publicly available and in accessible format upon request	Policy Number DIR. No. 1.81 Accessibility for Ontarians with Disabilities	1	Accessibility Committee September 2010

**Part I: General Standards – s.4**

AODA Standards / Regulation Reference O. Reg.191/11, s. 4	I: Multi-Year Accessibility Plans Compliance Deadline: January 1st, 2013			
	DELIVERABLES	ACTION PLAN	STATUS	RESPONSIBILITY (MTH/YR)
<b>4.1</b> Establish multi-year accessibility plan	A multi-year accessibility plan outlining strategy to identify, remove and prevent barriers and meet requirements of IASR is established, implemented, maintained and documented	Complete multi-year plan with accessibility working group. Identify areas for improvement and action plans. Completed by Andy Smith in January 2013. Updated by Amy Appel and Tim Baker in 2016.	1	Andy Smith 2013
	The accessibility plan is posted on website and provided in an accessible format upon request	Once new report is updated it will be uploaded to the website.	3	Karen Anger/HHS 2016
	Plan is reviewed and updated at least once every 5 years	Accessibility advisory committee will meet twice per year to access the status of the report.	2	Tim Baker and Amy Appel March 2016
<b>4.2</b> Conduct consultation with persons with disabilities	Consultation with persons with disabilities and if one exists, an accessibility advisory committee	Ensure committee consults with people with disabilities. Previous committee had a member with a disability; this person has since resigned from the committee.	1	Tim Baker and Amy Appel

		Will research other possibilities.		
<b>4.3</b> Prepare annual status report	Report on the year's progress toward goals and targets identified in multi-year accessibility plan is prepared	Meet with advisory committee to update plan yearly.	2	Accessibility Advisory Committee
	The report is posted on website and provided in an accessible format upon request	Send report to Karen Anger and she will post to website.	3	Karen Anger/HHS



**Part I: General Standards – s.5**

AODA Standards / Regulation Reference O. Reg.191/11, s. 5	I: Procuring or Acquiring Goods, Services or Facilities Compliance Deadline: January 1st, 2013			
	DELIVERABLES	ACTION PLAN	STATUS	RESPONSIBILITY (MTH/YR)
<b>5.1</b> Incorporate accessibility criteria and features into procurement process		Ensure our procurement process are up-to-date with incorporating accessibility criteria	1	Human Resources 2013
<b>5.2</b> Provide explanation if impracticable, upon request		Ensure feedback is received if not available to do so.	1	Human Resources 2013

**Part I: General Standards – s.6**

AODA Standards / Regulation Reference O. Reg.191/11, s. 6	I: Self-Service Kiosks Compliance Deadline: January 1st, 2013			
	DELIVERABLES	ACTION PLAN	STATUS	RESPONSIBILITY (MTH/YR)
<b>6.1</b> Incorporate accessibility features when procuring or acquiring self-service kiosks		As available, Kiosks may incorporate but not limited to the following features: audio connector, tactile keyboard, accessible height, extra time to complete tasks. Self service Kiosks will be located in accessible areas and clear of obstacles	1	Andy Smith 2013

**Part I: General Standards – s.7**

AODA Standards / Regulation Reference O. Reg.191/11, s. 7	I: Training Compliance Deadline: January 1st, 2014			
	DELIVERABLES	ACTION PLAN	STATUS	RESPONSIBILITY (MTH/YR)
<b>7.1</b> Provide training on IASR accessibility standards and Human Rights Code	All employees, volunteers, persons participating in development of organizational policy and other persons who provide goods, services or facilities on behalf of the organization, receive training	Present slideshow presentation on the IASR during orientation and on our annual education sessions.	1	Sherry Gifford, Volunteer Association Coordinator January 2013
<b>7.2</b> Training is appropriate to duties	Training is appropriate to the duties of the training participants	Presentation is related to employee's roles and responsibilities.	1	Sherry Gifford, Volunteer Association Coordinator January 2013
<b>7.3</b> As soon as practicable	Training is delivered as soon as practicable	Training is provided during the hiring process/orientation for employees	1	Sherry Gifford, Volunteer Association Coordinator January 2013

<b>7.4</b> Training regarding policy changes	Training in respect of any changes to the policy described in Section 3 is provided	Information regarding policies that are new/updated will be distributed through e-mail/mail-outs to all employees.	1	Sherry Gifford, Volunteer Association Coordinator January 2013
<b>7.5</b> Record of training	A record of training provided under this section, including dates of training and number of individuals is kept	Records are kept on all education that is provided for staff.	1	Sherry Gifford, Volunteer Association Coordinator January 2013

**Part II: Information and Communication Standards – s.11**

AODA Standards / Regulation Reference O. Reg.191/11, s. 11	II: Feedback Process Compliance Deadline: January 1st, 2014			
	DELIVERABLES	ACTION PLAN	STATUS	RESPONSIBILITY (MTH/YR)
<b>11.1</b> Ensure feedback processes are accessible by accessible formats and/or communication supports upon request		Utilize the following resources when necessary: Pocket Talkers, TTY phones, Bell Relay and Language Line, ASL interpreter. Provide larger print, email simplified summaries and/or illustrations.	1	Accessibility Advisory Committee 2014
<b>11.3</b> Notify the public about the availability of accessible formats and communication supports		Insert statement regarding availability of alternate formats in all communications regarding feedback processes.	1	Accessibility Advisory Committee 2014

**Part II: Information and Communication Standards – s.12**

AODA Standards / Regulation Reference O. Reg.191/11, s. 12	II: Accessible Formats and Communication Supports Compliance Deadline: January 1st, 2015			
	DELIVERABLES	ACTION PLAN	STATUS	RESPONSIBILITY (MTH/YR)
<b>12.1</b> Provide accessible formats and communication supports for information	Accessible formats and communication supports provided <ul style="list-style-type: none"> <li>- in a timely manner that takes into account the person’s accessibility needs due to disability and</li> <li>- at a cost that is no more than the regular cost charged to other persons</li> </ul>	1. Utilize the following resources when necessary: Pocket Talkers, TTY phones, Bell Relay and Language Line, ASL interpreter. Provide larger print, email simplified summaries and/or illustrations.  2. Increase awareness of this amongst patients and staff.	1	Accessibility Advisory Committee 2013-2017
<b>12.2</b> Consult with person requesting alternate format		Access the need of each individual requiring an alternate format and provide when necessary.	1	All employees 2014

<p>12.3  Notify public of availability of these alternatives  Post notices of the availability of alternate formats and communication supports on:  -website, directory, signage, pamphlets</p>		<p>Develop messaging and integrate appropriate wording/statement for website, signage, patient services guide and all other channels of communication.</p>	<p>3</p>	<p>Accessibility Advisory Committee  2013-2017</p>
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**Part II: Information and Communication Standards – s.13**

<b>AODA Standards / Regulation</b> <b>Reference O.</b> <b>Reg.191/11, s. 13</b>	<b>II: Emergency Procedure Plans and Public Safety Information</b> <b>Compliance Deadline: January 1st, 2012</b>			
	<b>DELIVERABLES</b>	<b>ACTION PLAN</b>	<b>STATUS</b>	<b>RESPONSIBILITY (MTH/YR)</b>
<b>13.1</b> Provide emergency procedure and public safety information in accessible formats or with communication supports as soon as practicable, upon request		Current emergency procedures will be provided in accessible formats, if required.  Hazard assessments identify any barriers.	1	Elaine Wielink, Director of Environmental Services and Health and Safety Specialist



**Part II: Information and Communication Standards – s.14**

<b>AODA Standards / Regulation Reference O. Reg.191/11, s. 14</b>	<b>II: Accessible Web Sites and Web Content Compliance Deadline: January 1st, 2014 and January 1<sup>st</sup> 2021</b>			
	<b>DELIVERABLES</b>	<b>ACTION PLAN</b>	<b>STATUS</b>	<b>RESPONSIBILITY (MTH/YR)</b>
<p><b>14.1</b> Ensure internet and intranet websites and web content conform to WCAG 2.0 guidelines (Web Content Accessibility Guidelines) at the following levels:</p> <ul style="list-style-type: none"> <li>• New websites and web content to Level A by January 1, 2014 (14.4)</li> <li>• All websites and web content to Level AA by January 1, 2021 (other than live captions and audio descriptions) (14.4)</li> </ul>	<p>Internet and Intranet meets technical requirements of WCAG 2.0 on required schedule</p> <ul style="list-style-type: none"> <li>- This applies to websites and web content that an organization controls directly or through a contractual relationship that allows for modification of the product</li> <li>- This applies to web content published on a website after January 1, 2012</li> </ul>	<p>Meet the requirements for a Level A website.</p> <p>Requirements for Level AA will be met by January 1, 2021</p>	<p>1</p> <p>2</p>	<p>Karen Anger and HHS</p>

**Part III: Employment Standards – s.22**

AODA Standards / Regulation Reference O. Reg.191/11, s. 22	III: Recruitment, General Compliance Deadline: January 1st, 2014			
	DELIVERABLES	ACTION PLAN	STATUS	RESPONSIBILITY (MTH/YR)
<b>22.0</b> Notify about accommodation in recruitment process	All employees and the public are notified about the availability of accommodation for applicants with disabilities in the recruitment process	Develop strategy for integrating recruitment, selection and hiring processes with information concerning accommodations.	1	Human Resources 2013

**Part III: Employment Standards – s.23**

AODA Standards / Regulation Reference O. Reg.191/11, s. 23	III: Recruitment, Assessment or Selection Process Compliance Deadline: January 1st, 2014			
	DELIVERABLES	ACTION PLAN	STATUS	RESPONSIBILITY (MTH/YR)
<b>23.1</b> Notify selected job applicants of the availability of accommodations upon request in relation to the materials or processes used for selection		Develop process/policy for involving individual in determination of necessary accommodations	1	Human Resources 2014
<b>23.2</b> Consult with selected applicant and provide/arrange for suitable accommodation in a manner that takes into account the applicant's accessibility needs		Develop process/policy for involving individual in determination of necessary accommodations	1	Human Resources 2014

**Part III: Employment Standards – s.24**

AODA Standards / Regulation Reference O. Reg.191/11, s. 24	III: Notice to Successful Applicants Compliance Deadline: January 1st, 2014			
	DELIVERABLES	ACTION PLAN	STATUS	RESPONSIBILITY (MTH/YR)
<p><b>24.0</b> When making offers of employment, notify successful applicant of policies for accommodating employees with disabilities</p>		<p>Develop process/policy for involving individual in determination of necessary accommodations</p>	<p>1</p>	<p>Human Resources 2014</p>

**Part III: Employment Standards – s.25**

<b>AODA Standards / Regulation Reference O. Reg.191/11, s. 25</b>	<b>III: Informing Employees of Supports Compliance Deadline: January 1st, 2014</b>			
	<b>DELIVERABLES</b>	<b>ACTION PLAN</b>	<b>STATUS</b>	<b>RESPONSIBILITY (MTH/YR)</b>
<p><b>25.1</b> Inform employees of policies supporting employees with disabilities</p> <p><b>25.2</b> Provide this information to new employees as soon as practicable after hiring</p> <p><b>25.3</b> Provide updated information on accommodations policies to employees when changes occur</p>		<p>Educate employees on orientation and annually thereafter.</p> <p>Provide information on accommodation and return to work during orientation</p> <p>Develop method of informing employees of changes to policies.</p>	<p>1</p>	<p>Sherry Gifford and Elaine Wielink</p>

**Part III: Employment Standards – s.26**

<b><u>AODA Standards / Regulation Reference O. Reg.191/11, s. 26</u></b>	<b><u>III: Accessible Formats and Communication Supports for Employees</u></b>			
	<b><u>Compliance Deadline: January 1st, 2014</u></b>			
	<b>DELIVERABLES</b>	<b>ACTION PLAN</b>	<b>STATUS</b>	<b>RESPONSIBILITY (MTH/YR)</b>
<b>26.1</b> Provide accessible formats and communication supports for job or workplace information, upon request	All information that is: <ul style="list-style-type: none"> <li>• needed in order to perform the employee’s job</li> <li>• generally available to employees in the workplace</li> </ul> is provided to employees in alternate format or with communication supports, upon request	<b>HWMH Accommodation Policy # HS-11-03</b>	1	Elaine Wielink January 2014
<b>26.2</b> Consult with employee to determine suitability of format or support		The above policy will include or refer to all prescribed elements.	1	Elaine Wielink January 2014

**Part III: Employment Standards – s.27**

AODA Standards / Regulation Reference O. Reg.191/11, s. 27	III: Workplace Emergency Response Information Compliance Deadline: January 1st, 2012			
	DELIVERABLES	ACTION PLAN	STATUS	RESPONSIBILITY (MTH/YR)
<p><b>27.1</b> Provide individualized workplace emergency response information to employees who have a disability</p> <p><b>27.2</b> Provide information to person designated to provide assistance upon consent</p> <p><b>27.3</b> Provide information as soon as practicable after becoming aware of the need</p> <p><b>27.4</b> Review individualized workplace emergency response information when:</p> <ul style="list-style-type: none"> <li>• employee moves location</li> <li>• individual plans are reviewed</li> <li>• general emergency policies reviewed</li> </ul>		<p>HWMH Accommodation <b>Policy # HS-11-03</b></p>	1	Elaine Wielink

**Part III: Employment Standards – s.28**

AODA Standards / Regulation Reference O. Reg.191/11, s. 28	III: Documented Individual Accommodation Plans Compliance Deadline: January 1st, 2014			
	DELIVERABLES	ACTION PLAN	STATUS	RESPONSIBILITY (MTH/YR)
<b>28.1</b> Develop written process for documented individual accommodation plans		HWMH Accommodation Policy # HS-11-03	1	Elaine Wielink January 201
<b>28.2</b> Include prescribed elements in process: <ul style="list-style-type: none"> <li>• How employee can participate</li> <li>• How employee will be assessed</li> <li>• How employer can request assessment to determine accommodation</li> <li>• How employee can request participation of union representative</li> <li>• How employee’s personal information will remain</li> </ul>		The above policy will include to all prescribed elements.	1	Elaine Wielink January 2014



<p>private</p> <ul style="list-style-type: none"> <li>• How, and how often, plan will be reviewed and updated</li> <li>• How reasons for denied request will be communicated</li> <li>• How plan will be provided to employee</li> </ul> <p><b>28.3</b></p> <p>Individual accommodation plans shall:</p> <ul style="list-style-type: none"> <li>• Include any information regarding accessible formats and communications supports provided, if requested</li> <li>• Include individualized workplace emergency response information, if required</li> <li>• Identify any other accommodation that is to be provided</li> </ul>		<p>The above policy will include to all prescribed elements.</p>	<p>1</p>	<p>Elaine Wielink January 2014</p>
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**Part III: Employment Standards – s.29**

AODA Standards / Regulation Reference O. Reg.191/11, s. 29	III: Return-to-Work Compliance Deadline: January 1st, 2014			
	DELIVERABLES	ACTION PLAN	STATUS	RESPONSIBILITY (MTH/YR)
<b>29.1</b> Develop a documented return-to-work process		The above policy will include to all prescribed elements.	1	Elaine Wielink January 2014
<b>29.2</b> Include steps employer will take to facilitate return to work and use documented individual accommodation plans		The above policy will include to all prescribed elements.	1	Elaine Wielink January 2014

**Part III: Employment Standards – s.30**

AODA Standards / Regulation Reference O. Reg.191/11, s. 30	III: Performance Management Compliance Deadline: January 1st, 2014			
	DELIVERABLES	ACTION PLAN	STATUS	RESPONSIBILITY (MTH/YR)
<p><b>30.1</b> Include accessibility considerations in performance management processes</p>	<p>The use of the performance management process takes into account the accessibility needs of employees with disabilities, including existing accommodation plans</p>	<p>In accordance with HWMH policies on Performance Review and planning as well as Equal Opportunity, the person’s accessibility needs and individual accommodation will be considered.</p>	<p>1</p>	<p>Human Resources 2014</p>

**Part III: Employment Standards – s.31**

AODA Standards / Regulation Reference O. Reg.191/11, s. 31	III: Career Development Compliance Deadline: January 1st, 2014			
	DELIVERABLES	ACTION PLAN	STATUS	RESPONSIBILITY (MTH/YR)
<b>31.1</b> Include accessibility considerations and individual accommodation plans in career development and advancement, including additional responsibilities within current position		In accordance with HWMH policies on Performance Review and planning as well as Equal Opportunity, the person’s accessibility needs and individual accommodation will be considered.	1	Human Resources 2014

**Part III: Employment Standards – s.32**

AODA Standards / Regulation Reference O. Reg.191/11, s. 32	<b>III: Redeployment Compliance Deadline: January 1st, 2014</b>			
	DELIVERABLES	ACTION PLAN	STATUS	RESPONSIBILITY (MTH/YR)
<b>32.1</b> Include accessibility considerations and individual accommodation plans in redeployment processes		HWMH Accommodation Policy # HS-11-03	1	Elaine Wielink 2014

**Part IV: DRAFT Built Environment Standards (Design of Public Spaces) Sections as below.**

<b>AODA Standards / Regulation Reference O. Reg.191/11, S. 80.16, 80.22, 80.33-80.37, 80.39-80.42</b>	<b>IV: Design of Public Spaces (DRAFT) Compliance Deadline: Estimated as January 1st, 2016</b>			
	<b>DELIVERABLES</b>	<b>ACTION PLAN</b>	<b>STATUS</b>	<b>RESPONSIBILITY (MTH/YR)</b>
<p>All sections of the Built Environment Standards (Design of Public Spaces) with relevance to TOH, UOHI and OHRI</p> <p><b>Ss. 80.33 to 80.37</b> Accessible Parking</p> <p><b>Ss. 80.16, 80.22, 80.28</b> Exterior Spaces</p> <p><b>Ss. 80.39 to 80.41</b> Interior Spaces</p> <p><b>Ss. 80.42</b> Maintenance</p>	<p>Technical requirements outlined in the AODA Built Environment Standards (Design of Public Spaces) are met in all new construction and/or renovation, in all relevant areas including:</p> <ul style="list-style-type: none"> <li>Accessible Parking</li> <li>Exterior paths of travel</li> <li>Outdoor public use eating areas</li> <li>Service Counters</li> <li>Fixed queuing guides</li> <li>Waiting areas</li> <li>Maintenance</li> </ul>	<p>Identify stakeholders involved in development, redevelopment, design, renovation and maintenance of public spaces and share information on status of Built Environmental Standards.</p> <p>New standards implemented as they are made law.</p> <p>Identify current maintenance schedules for interior and exterior spaces.</p> <p>Identify any need to add new maintenance as per requirements of AODA, once proposed standards are made law.</p>	<p>2</p>	<p><b>Tim Baker</b> <b>January 2016</b></p>