



Integrated Accessibility Standard Regulation – Multi-year Accessibility Plan

Category: General Requirements

Component	Deadline	Requirement	Action(s)	Who	
1.	Establishment of Accessibility Policies	1-Jan-2014	<p>Sec. 3(2) Shall include a statement of organizational commitment to meet the accessibility needs of persons with disabilities</p> <p>Sec. 3(3) Prepare one or more written documents describing its policies</p>	<p>A third party, Workplace Safety & Prevention Services was contracted to complete the statement of commitment and policy on the Integrated Accessibility Standard Regulation.</p>	Management
2.	Accessibility Plan	1-Jan-2014	<p>Sec. 4(1) Large organizations shall establish, implement, maintain and document a multi-year accessibility plan, which outlines the organization’s strategy to prevent and remove barriers and meet its requirement under this Regulation.</p>	<p>Workplace Safety & Prevention Services was contracted to complete a multi-year accessibility plan.</p>	Management
3.	Self-Service Kiosks	1-Jan-2014	<p>Sec. 7(2) Large organizations shall have regard to the accessibility for persons with disabilities when designing, procuring or acquiring self-service kiosks.</p>	<p>“Kiosk” means an interactive electronic terminal, including a point-of-sale device, intended for public use that allows users to access one or more services or products or both.</p> <p>McCloskey International Limited is not aware at this time of any kiosks being utilized. Should this change in the future, McCloskey International Limited will ensure it meets this requirement.</p>	Management

4.	Training	1-Jan-2015	<p>Sec. 7 Every obligated organization shall ensure training is provided on the requirements of the accessibility standards referred to in the Regulation and on the Human Rights Code as it pertains to person with disabilities</p>	<p>All employees, volunteers, persons who participate in developing the organization's policies; and all other persons who provide goods, services or facilities on behalf of the organization will be trained.</p> <p>Training will be on the requirements of the Integrated Accessibility Standard and will be appropriate to the duties of the individual being trained. Employees will also be trained on the Ontario Human Rights Code as it pertains to persons with disabilities using the Ontario Human Rights Commission's videos, <i>Working Together: The Code and AODA</i>.</p> <p><i>Use the CD from Ontario Human Rights Commission in Tab4; Working Together: The Code and the AODA, in Tab 4 of your AODA Binder. Must also provide a copy of the IASR policy (Tab 5) and the Multi-year Accessibility Plan (for website) (Tab 5).</i></p>	Health and Safety
5.	Accessibility Report	1-Jan-2015	<p>Sec. 86.1 Organizations shall file the accessibility report according to the following schedule: every three years in the case of large organizations.</p>	<p>The next report will be filed before December 31, 2017.</p> <p><i>The Ministry will no longer be using the Service Ontario One Source for Business portal to file the report. The report will now be filed on the Ministry's website: https://www.ontario.ca/page/accessibility-laws</i></p>	Joe Plant Manager

Category: Information & Communications Standards

	Component	Deadline	Requirement	Action(s)	Who
1.	Feedback from Customers	1-Jan-2015	Sec. 11 Receiving and providing feedback in an accessible format	<p>McCloskey International Limited does not currently solicit feedback from its customers in a formal way. Should this change in the future, McCloskey International Limited will ensure information about the availability of accessible formats and communication supports is added to the feedback processes in a way which takes into account a variety of disabilities.</p> <p><i>Oral feedback is not considered a "formal process". If this changes in the future please use the following verbiage on any documents you send to customers for feedback:</i></p> <p><i>If you require an alternate format of this document, please notify McCloskey International."</i></p> <p><i>Feedback process should be available in hard copy, e-version or verbal. Sales Department should be made aware of the need to provide alternative versions of the survey if requested.</i></p>	<p>Service Department</p> <p>Health & Safety</p>

2.	Accessible Formats and Communication Supports	1-Jan-2016	<p>Sec. 12 Information about their goods and services or facilities</p>	<p>McCloskey International Limited shall upon request, provide or arrange for the provision of accessible formats for persons with disabilities. The availability of accessible formats will be communicated through a posting at all public entrances and on our website at www.mccloskeyinternational.com.</p> <p><i>"If you require an accessible format of this document, please notify McCloskey International."</i></p> <p><i>Best Practice: Add this one-liner to the bottom of every document you give to/use with customers or visitors.</i></p>	Sales Service Department Health and Safety
			<p>Sec. 12 Communication Supports</p>	<p>Communication supports will be provided in a timely manner which takes into account a person's needs. The cost to provide this service shall not be incurred by the customer. The customer will be consulted with to determine the suitability of a communication support.</p> <p><i>"If you require a communication support to interact with McCloskey International, please notify the person you are meeting with or the Health and Safety Manager."</i></p> <p><i>This information is on the one pager to post at all public entrances and in the multi-year accessibility plan for the website.</i></p>	
3.	Unconvertible Information	1-Jan-2016	<p>Sec. 12 Examples: blue prints or x-rays</p>	<p>McCloskey International Limited is not aware of any unconvertible information at this time. Should this change in the future, the accessibility plan posted on our website will be amended.</p>	Engineering Department

				<p><i>If a Customer or a visitor asks for an accessible format of a document you do not control/unconvertible document, offer them an alternative i.e. provide the information verbally or type the information into an email or Word document and email it to them.</i></p> <p><i>Contact Jennifer Threndyle for assistance jennifer.threndyle@wsps.ca</i></p>	
4.	Meeting requests in a timely manner	1-Jan-2016	Sec. 12 HTML, MS Word, accessible electronic formats	McCloskey International Limited will be able to provide the accessible documents or communication supports within ten (10) business days.	Health & Safety
5.	Posting Requirements	1-Jan-2016	Sec. 12 Public must be notified about accessible formats & communication supports	<p>McCloskey International Limited will notify the public about the availability of accessible formats and communication supports via an AODA posting at all public entrances and on the company's website, www.mccloskeyinternational.com</p> <p><i>Post the multi-year accessibility plan for website (Tab 4 – Resource CD) on company website.</i></p> <p><i>Post the one-pager (Tab 1) at all public entrances (not legally required, just best practice).</i></p>	Health & Safety

6.	Emergency Procedures / Plan or Public Safety Information	1-Jan-2012	<p>Sec. 13 If publicly available must also provide in an accessible format. i.e.: evacuation procedures, floor plans, Health & Safety information</p>	<p>Any emergency procedures/plan or public safety information McCloskey International Limited makes publicly available will be made available in an accessible format upon request.</p> <p><i>Contractor Safety Training – if there are any documents/PowerPoint used, add a one liner or slide on the availability of accessible formats or communication supports.</i></p>	Health & Safety
7.	Accessible Websites & Web Content	1-Jan-2014	<p>Sec. 14 Applies to new internet websites & content WCAG 2.0 A Level</p>	<p>McCloskey International Limited did not create a new URL or change their existing website by more than 50%.</p>	Not Applicable
		1-Jan-2021	<p>Sec. 14 All internet websites and web content (World Wide Web Consortium web content accessibility guidelines at Level AA)</p>	<p>McCloskey International Limited utilizes an internal web site developer. We will ensure the web developer is aware of this requirement and that our website is compliant on or before the deadline of January 1, 2021.</p> <p><i>The WCAG is an international standard for accessible website. The standard is extensive and can be challenging for web developers to process/apply. Consider outsourcing this work as it may be more cost effective than trying to upskill and internal web developer.</i></p>	I.T. Department

Category: Employment

Component	Deadline	Requirement	Action(s)	Who
<p>1. Recruitment, Assessment and Selection</p>	<p>1-Jan-2016</p>	<p>Sec. 22 Notify employees and public about availability of accommodation(s) for applicants in the recruitment process</p>	<p>McCloskey International Limited utilizes a variety of methods to recruit. When posting open positions, information about the availability of accommodations will be added to the job postings. In addition, information about the availability of accommodations will be added the “Careers” page of our website.</p> <p>If utilizing placement agencies, McCloskey International Limited will ensure the agency is meeting this requirement.</p> <p><i>A one-liner must be added to all internal and external job postings:</i></p> <p><i>“McCloskey International is proud to provide employment accommodation during the recruitment process. Should you require any accommodations, please notify us if you are contacted for a job interview.”</i></p> <p><i>Add this one liner to the “Careers” page on the company website.</i></p>	<p>Human Resources</p>

		1-Jan-2016	<p>Sec. 23 Notify applicants who have been invited to participate in a recruitment, assessment or selection process that accommodations are available</p>	<p>McCloskey International Limited will notify applicants when they are contacted for an interview about the availability of accommodations during the recruitment process. This will be done by phone or email when booking an interview date and time.</p> <p><i>When inviting someone for an interview, ask if they require accommodations to participate in the face-to-face interview.</i></p>	<p>Human Resources</p> <p>Department Supervisors</p>
		1-Jan-2016	<p>Sec. 24 Offers of Employment - notify successful applicant of policies for accommodating employees with disabilities</p>	<p>McCloskey International Limited will notify the successful applicant(s) of our policies for accommodating employees with disabilities. All new hires receive written offers of employment with this information.</p> <p><i>In the offer of employment there must be information about accommodations:</i></p> <p><i>"If you require accommodations to perform any duties of the job for which you were hired, please notify your Department Supervisor or the Health and Safety Manager.</i></p> <p><i>Refer to the hard copy of the offer letter provided for notes.</i></p>	<p>Human Resources</p> <p>Joe</p>
					<p>Human Resources</p> <p>Health and Safety</p>

		1-Jan-2016	<p>Sec. 25 Informing Employees of Supports - all employees must be informed of polices used to support employees with disabilities (existing employees, new hires and when there is a change to the policy)</p>	<p>McCloskey International Limited will inform all employees of our policies for supporting employees with disabilities.</p> <p>Notification will be sent via an email, communicated during a meeting or an AODA training session.</p> <p><i>"If you require any accommodations to perform the duties of your job, please notify your Department Supervisor or the Health and Safety Manager."</i></p>	
2.	<p>Accessible formats and communication supports for employees</p>	1-Jan-2016	<p>Sec. 26 Must provide in an accessible format information needed to perform the job and information which is generally available to employees in the workplace</p>	<p>McCloskey International Limited will, upon request, consult with an employee with a disability to determine which accessible formats or communication supports they require to perform the duties of their job.</p> <p><i>Same as Sec. 25 above, can create a policy or add to employee handbook/orientation paperwork; on accommodating employees and providing accessible formats and communication supports to perform the duties of their job.</i></p>	<p>Human Resources</p> <p>Health and Safety</p>

3.	Workplace emergency response information	1-Jan-2012	<p>Sec. 27 Provide individualized workplace emergency response information ; prepare for the specific needs employees with disabilities may have in emergency situations</p>	<p>McCloskey International Limited will create an individualized workplace emergency response plan for employees who have a disability and require accommodation(s)/supports to evacuate their workplace in an emergency.</p> <p>With the employee's consent, the person designated to provide assistance to the employee will be provided with the necessary information to assist the employee with the disability.</p> <p><i>Refer to Tab 3 of your AODA binder for supporting documents. Post the "Employee Memo" on the health and safety board or attach to a pay stub and included in the Health and Safety Manual provided to new hires.</i></p>	<p>Health & Safety</p> <p>Department Supervisors</p>
4.	Documented individual accommodation plans	1-Jan-2016	<p>Sec. 28 Develop and document individual accommodation plans for employees with disabilities; employee involvement, outside medical or expert evaluation; review frequency</p>	<p>McCloskey International Limited will create an individualized accommodation plan for any employee for which they have been made aware has a disability. There may be times when we may initiate a dialogue to offer assistance for employees who are clearly unwell or perceived to have a disability. The employee will be included in the development of the plan. This plan will be reviewed when there is a change in the employee's disability or job.</p> <p><i>Refer to Tab 7 in your AODA binder, there are two examples of an individual accommodation plan. Email Jennifer Threndyle when you have to create your first plan for assistance jennifer.threndyle@wsps.ca.</i></p>	<p>Health & Safety</p> <p>Department Supervisors</p>

5.	Return to Work Process	1-Jan-2016	<p>Sec. 29 Develop and have in place a RTW process for employees who have been absent from work due to a disability and require disability-related accommodations to return to work</p>	<p>McCloskey International Limited has developed and has in place a return to work process for its employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work. The return to work process will be documented. If an individual's injury is covered by the return to work provisions of the Workplace Safety and Insurance Act, then that Act's return to work process would apply.</p> <p><i>Include a non-occupational RTW process in existing RTW policies/procedures.</i></p> <p><i>Health and Safety Manual amended on page 25.</i></p>	<p>Health & Safety</p> <p>Department Supervisors</p>
6.	Performance Management	1-Jan-2016	<p>Sec. 30 Take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, during the performance management process in respect to employees with disabilities</p>	<p>Under the AODA, the term performance management means activities related to assessing and improving employee performance, productivity and effectiveness with the goal of facilitating employee success. McCloskey International Limited will consider the accessibility needs of employees with disabilities in the area of performance management.</p> <p><i>"If you require accessible formats or communication supports to participate in the performance evaluation, please notify your Department Supervisor or the Health and Safety Manager"</i></p> <p><i>Add this information to invitations to performance management meetings.</i></p>	<p>Department Supervisors</p>

7.	Career Development and Advancement	01-Jan-16	<p>Sec. 31 Includes providing additional responsibilities within an employee's current position and the movement of an employee from one job to another in an organization.</p>	<p>McCloskey International Limited will take into account what accommodations employees with disabilities may need to succeed elsewhere in the business or to take on new responsibilities within their current position.</p> <p>If the employee has an individual accommodation plan in place, the plan will be updated to reflect the changes in their new responsibilities.</p>	<p>Department Supervisors</p> <p>Health and Safety</p>
8.	Redeployment	01-Jan-16	<p>Sec. 32 Reassignment of employees to other departments or jobs within the organization as an alternative to layoff, when a particular job or department has been eliminated by the organization</p>	<p>In the event that McCloskey International Limited initiates a redeployment process, it will consider the accessibility needs of employees with disabilities when moving them to other positions within the organization.</p> <p>If the employee has an individual accommodation plan, the plan will be reviewed and updated to reflect the changes in their new responsibilities.</p> <p><i>If/when you redeploy a worker with a disability contact Jennifer Threndyle, jennifer.threndyle@wsps.ca.</i></p>	<p>Department Supervisors</p> <p>Health and Safety</p>