

Canadian Mental Health Association

Multi-Year Accessibility Plan

2020 - 2025



Accessible formats or communication supports for this document are available upon request. Please contact AODA@CMHA-YRSS-yr.on.ca or call (insert number here) for more information.



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STATEMENT OF COMMITMENT

The Canadian Mental Health Association, York Region Branch (CMHA-YR) is committed to providing, both individually and systemically, its programs and services in a manner that is accessible to all persons with disabilities. The CMHA-YR recognizes the core principles of the [Accessibility for Ontarians with Disabilities Act, 2005 \("AODA"\)](#) – independence, dignity, integration, equality of opportunity for people with disabilities, all of which align with the core values of our organization.

CMHA-YR supports the goals of the AODA and will establish policies, practices and procedures that are consistent with the accessibility standards established under the AODA, including accessible customer service, information and communication, employment, built environment and transportation.

The CMHA-YR is committed to achieving the overall goal of this Policy Statement of identifying, removing and preventing the establishment of barriers to persons with disabilities.



Rebecca Shields
Chief Executive Officer

INTRODUCTION

Canadian Mental Health Association, York Region Branch (CMHA-YRSS) is committed to improving the mental health and wellbeing of those we serve in the community. We provide services to all in a manner centered on our principles of respect, inclusivity, diversity, independence and equal opportunities for all.

We believe diversity and inclusivity is our strength and everyone's individuality and identities should be embraced by valuing each person's unique strengths and contributions. We foster diversity and inclusion grounded in anti-racism and anti-oppression practices using a harm reduction and trauma informed lens.

The *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) is a statute enacted in 2005 by the Legislative Assembly of Ontario, Canada with the purpose of removing barriers and improving accessibility standards for Ontarians with physical and mental disabilities for all public establishments by 2025. The AODA established standards under the following five key areas:

- Information and Communication Standard
- Employment Standard
- Transportation Standard
- Design of Public Spaces Standard
- Customer Service Standard

Canadian Mental Health Association, York Region Branch (CMHA-YRSS) is committed to achieving complete compliance with current standards of the Integrated Accessibility Standards Regulation (IASR) Policy, Regulation 191/11, under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA).

The following Multi-Year Accessibility Plan outlines the policies, procedures and actions CMHA-YRSS has taken or are currently in progress to remove barriers and improve opportunities for people with disabilities. The purpose of this plan is to assist us in moving towards the goal of complete accessibility and full participation for persons with disabilities in regard to services, facilities and employment by identifying existing barriers and defining steps to remove barriers.

OBJECTIVE

CMHA-YRSS's goal is to implement our multi-year accessibility plan that:

1. Identifies and removes barriers to people with disabilities who are employed with or use CMHA-YRSS services;
2. Identifies steps to be taken to remove identified barriers;
3. Proactively identifies potential barriers to clients and staff;
4. Effectively responds to issues presented by clients and/or staff in a timely manner;
5. Maintains compliance with current provincial legislation;
6. Ensures the multi-year accessibility plan is accessible to the public; and
7. Reviews and revises the multi-year accessibility plan every five (5) years, or as required.

INTEGRATED ACCESSIBILITY STANDARDS REGULATIONS

The following section will outline current achievements and steps taken to remove barriers for both our workers and those we serve as target dates for completion.

Information & Communication Standard

Accessible Formats and Communication Supports

CMHA-YRSS is committed to ensuring the information and communication systems are accessible for those with disabilities. In consultation with the individuals with disabilities, CMHA-YRSS will determine an accessible format suitable to communicate and share information.

When requested, CMHA-YRSS will arrange and provide publicly available information relevant to goods, services or facilities by taking the following steps:

- Determine the appropriate accessible format or communication required in consultation with the person making the request;
- Provide the accessible format or communication support in a timely manner, taking into account the persons' disability at no additional cost to the person; and
- Notify the public through our public website about the availability of accessible formats and communication supports.

Feedback

CMHA-YRSS has taken the necessary steps to ensure the feedback process for those with disabilities is accessible by providing various methods for feedback including: telephone, email, fax, writing or in person.

Emergency Procedures, Plans & Public Safety Information

CMHA-YRSS will provide emergency procedures and plans to clients in an accessible format upon request. Employees with disabilities are provided with individualized emergency response information and plan based on their known accommodation needs as required.

When a request is received, CMHA-YRSS will put a plan in place to meet the needs within a reasonable timeframe.

Accessible Website & Website Content

CMHA-YRSS will take the necessary steps to ensure all its internet website and content posted since January 1, 2012 are aligned with the WCAG 2.0, Level AA. CMHA-YRSS will review all website content regularly for Level AA compliance and will implement necessary changes and web content that follow all applicable Level AA standards.

Employment Standard

Recruitment, Assessment, and Selection

CMHA-YRSS is an equal opportunity employer committed to ensuring employment is fair and accessible for all. All interested applicants are aware of the accommodation process by including information of the accommodation request availability on all job postings. On request, accommodations are available for people with disabilities during the recruitment, application, interview and assessment phase, both externally and within internal applicants. CMHA-YRSS will work with applicants and candidates to identify suitable accommodations to support people with disabilities throughout the recruitment and selection process.

Documented Individualized Accommodation Plans

CMHA-YRSS will work with the employee in developing accommodation plans. In accordance with the Integrated Accessibility Standards Regulation (IASR) Policy, Regulation 191/11, all accommodation plans will be documented and the process will include:

1. the manner in which the employee can participate in the development of the individual accommodation plan;
2. that the employee will be assessed on an individual basis;
3. that CMHA-YRSS can request an evaluation by an outside medical or other expert, at no expense to the employee, to assist in determining if accommodation can be achieved and how accommodation can be achieved;
4. the steps CMHA-YRSS will take to ensure the employee's personal information is private and confidential;
5. the frequency of which the individual accommodation plan will be reviewed and updated;
6. Reasons for which an accommodation is denied, if applicable;
7. the means of providing the accommodation plan in a format that takes into account the employee's accessibility needs due to disability; and

8. Individual accommodation plans will include the following, as required:
 - Information on the accessible formats and communication supports provided;
 - Workplace emergency response information
 - Any other accommodation that will be provided.

Workplace emergency response information

Upon learning of an employee's accessibility requirements, CMHA-YRSS will work with the employee to develop an individualized emergency response plan. With the employee's consent, the emergency response plan will be shared with all relevant parties to ensure the plan may be carried in the event of an emergency. Individualized emergency response plans will be reviewed when the:

- employee moves to a different location within the organization;
- employee's accommodation needs or plans are reviewed; and
- CMHA-YRSS review's our emergency response policy.

Return to work process

CMHA-YRSS has a return to work process in place to facilitate a safe return for employees who have been absent from work as a result of a disability and who require an accommodation in order to return to work.

The return to work process outlines steps to be taken in order to facilitate the employees return to work. This process includes the completion on a Non-Occupational Functional Abilities Form by the employee's attending physician to understand the employee's abilities and limitations in developing the employee's accommodation plan. As required, CMHA-YRSS may also work with a third party disability management provider to assist in the return to work process.

Performance Management, Career Development and Advancement

CMHA-YRSS will take into account the accessibility needs of employees with disabilities, as well as any accommodation plans in place during the performance management process, career development opportunities and advancement. This includes development of goals and employee evaluation to ensure the performance management process is fair and focused on employee success.

Individual accessibility needs will also be taken into account when providing employees with disabilities opportunities for career development and advancement.

Redeployment

In the event of employee redeployment as a result of job transfer, job elimination or re-organization, CMHA-YRSS will take into account the accessibility requirements of employees with disabilities, as well as individual accommodation plans.

Design of Public Spaces Standard

CMHA-YRSS is committed to meeting all Accessibility Standards as they apply to the Design of Public Spaces. CMHA-YRSS will ensure any redesign aspects to buildings or major modifications meet the necessary accessibility requirements.

CMHA-YRSS will take all necessary measures to prevent service disruptions to accessible areas of its public spaces. CMHA-YRSS will inspect accessible areas periodically to ensure spaces are accessible and to reduce the risk of service disruptions. In the event areas are not accessible or any deficits are found to impact accessibility, CMHA-YRSS will take all necessary steps to remedy the deficit within a reasonable time frame and notify the public of the service disruption.

Customer Service

CMHA-YRSS is committed to providing customer service that meets or exceeds the requirements of the Accessibility for Ontarians with Disabilities Act.

Notice of Temporary Disruption

In the event of a planned or unexpected disruption to services or facilities for clients with disabilities, CMHA-YRSS will take reasonable steps to advise clients with disabilities who may be impacted by the disruption regarding the disruption cause and duration. Formats for informing clients of service disruptions may include: website notifications, on-site postings, phone calls to clients etc. Additionally, CMHA-YRSS will attempt to identify alternative methods for service delivery.

Training

All employees, students and volunteers receive mandatory online training on the Accessibility for Ontarians with Disabilities Act (AODA) which includes information on the Integrated Accessibility Standards. Training is to be completed within two-weeks from the start date. Training will be provided in an accessible format based on the needs of the individual.

Feedback process

CMHA-YRSS welcomes feedback regarding services provided to people with disabilities. All feedback provided will be directed to the appropriate personnel. CMHA-YRSS will respond to feedback received within 3-5 business days. Any complaints regarding services provided to persons with disabilities will be addressed through our standard complaint management procedures. Feedback regarding services are confidential and may be provided by:

Phone:	905-830-4334
Fax:	1-888-252-7057
Email:	AODA@CMHA-YRSS.on.ca
Regular Mail:	Canadian Mental Health Association York and South Simcoe 1101 Nicholson Road, Unit 5, Newmarket, ON, L3Y 9C3

Availability of customer services documents:

Policies and procedures including our accessibility policy as well as all related customer service documents are available upon request.

Use of service animals and support persons:

CMHA-YRSS permits persons with a disability who are accompanied by a guide dog or other service animal to enter the premises and to keep the animal with the owner, unless the animal is excluded by law from the premises. In accordance with the Health Promotion and Protection Act (1990), guide dogs or service animals may be prohibited from entering areas when sterile procedures occur including but not limited to:

- food preparation and food storage areas;
- medication preparation or storage areas; and/ or
- clean or sterile supply storage areas;

In the event an animal is excluded by law, CMHA-YRSS will ensure alternate measures are available to ensure a person with a disability is able to obtain services. Similarly, in the event a person with a disability is accompanied by a support person, CMHA-YRSS will ensure both the client and support persons are permitted to enter the premises together and that the person with a disability is able to have access to the support persons at all times while on the premises.

MULTI-YEAR ACCESSIBILITY PLAN (2013 - 2019)

Standard: Area	Current Plan	Current Barrier	Action	Timeline	Status
Establish & maintain a multiyear accessibility plan outlining strategies to prevent & remove barriers	Plan is under review	N/A	Alternative format will be available and made accessible via PDF and CMHA-YRSS website	Annual review	Ongoing
Employment Standard: Employees with disabilities are provided w/ personal workplace emergency response plan	CMHA-YRSS Emergency Evacuation Protocol states that all employees share the responsibility of ensuring all occupants are safely evacuated from the premises when necessary and each location has a designated internal safe zone for those who are unable to evacuate so they can wait for assistance from emergency personnel, i.e. fire, police. Each site also has a designated evacuation marshal to ensure that everyone has evacuated the premises or is at the designated internal safe zone.	Reluctance of employee to disclose need for accommodation Is participation mandatory or can employees opt out and is this a liability issue Worker isolation	Developed Employee Emergency Information Worksheet & Individualized Emergency Response Training is required Annual review of individual emergency plans Send out an annual reminder to staff of the possibility to have an emergency plan	December 2013	Complete
Customer Service: Develop, implement, & maintain policies to support each customer service accessibility standard	Customer Service Standards are completed	Current CMHA-YRSS YR policies may not all include consideration of accessibility that is required by AODA	Review of all current policies Develop new policies where required and update current policies to ensure they meet legislated requirements	December 2013	Complete
Employment Standard: Train all staff, students, & volunteers on the requirements of the IASR &	Nothing in place at this time	Materials in alternative format	CMHA-YRSS program services materials will be reviewed to ensure multiple alternative	December 2013	Complete

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Multi-Year Accessibility Plan

<i>OHRC (as it relates to people with disabilities)</i>			formats can be provided, if requested online to new hires, volunteers, students, & contractors		
<i>Information & Communication Standard: Workplace info & communications are provided in accessible formats</i>	Currently information and communications are provided through written, electronic means i.e. email, PPM and verbally through staff meetings and events	Other alternative formats	Research	2014	Complete
<i>Employment Standard: Recruitment is accessible (e.g. Accommodations for interviews)</i>	Recruitment policies & procedures currently being reviewed to ensure accordance with legislation	Bona fide job requirements, e.g. driving for front line staff	Update recruitment policies & procedures, practices to ensure that compliance is met at all stages of the process	2014	Complete
<i>Employment Standard: Individual accommodation plans are developed to accommodate persons with disabilities</i>	Accommodation policy and protocols are available A form has been developed for the request and approval of an accommodation plan	N/A	Review and revise the accommodation policy Remind employees of this option annually	2013	Annual
<i>Employment Standard: Employees returning to work after disability related absences are accommodated</i>	HR practice is to accommodate according to physician's recommendations, the accommodation protocol is followed to ensure the needs of the employee are identified and met to the point of undue hardship	Will comply up to point of undue hardship	Review current policy	2013	Complete
<i>Employment Standard: An employee's accessibility needs are considered through the full spectrum of employment opportunities, including [performance management, career</i>	Current policies	Time constraint	Current policies will be reviewed and updated as required to meet legislation Policies consider accessibility and inclusion/diversity, as	2014	Complete

development and redeployment			required by the AODA and Ontario Human Rights Code		
Customer Service Standard: Feedback	Feedback from multiple or alternative ways e.g. verbal feedback, in person, via website format, phone number provided, on location Customer feedback process is in place Employee feedback protocol is in place	Not enough alternative formats, e.g. by filling forms on site	Need to have feedback process available in alternative formats	Annual Review	Complete
Customer Service Standard: Accessible emergency and public safety information	Offer information on CMHA-YRSS YR's public safety and emergency information	Ability to offer information in alternative formats	Review public safety and emergency information available at all locations and programs Ensure the ability to offer alternative formats if requested	2018	Complete

MULTI-YEAR ACCESSIBILITY PLAN (2020 - 2025)

Standard: Area	Current Plan	Current Barrier	Action	Timeline	Status
Multi-Year Plan must be posted on organization's websites & made available in accessible format upon request	Plan is complete	Need to investigate ability to make plan available in other accessible formats, if requested to do so.	Put plan into accessible PDF format to add to website <i>Alternative format will be available and accessible</i> <i>Available to provide upon request</i> <i>Training for staff</i>	March 2021	Completed

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***Employment Standard:
Employees with disabilities
are provided w/ personal
workplace emergency
response plan***

<p>Develop template and process for Individualized emergency response plan</p>	<p>Reluctance of employee to disclose need for accommodation</p> <p>Is participation mandatory or can employees opt out and is this a liability issue</p> <p>Worker isolation</p>	<p>Developed Employee Emergency Information Worksheet & Individualized Emergency Response</p> <p>Training is required</p> <p>Annual review of individual emergency plans</p> <p>Send out an annual reminder to staff of the possibility to have an emergency plan</p>	<p>December 2013</p>	<p>Complete</p>
<p>New website build currently in progress and scheduled to go live Spring 2021</p>	<p>Software from web developer</p>	<p>Research and explore using the tool “BrowseAloud” (tool for webinar or tool bar to turn on volume, caption, etc.)</p> <p>Video -> captions accessible website needed</p>	<p>March 2021</p>	<p>Ongoing</p>
<p>Review policy to ensure accessibility criteria is included in processes when acquiring goods/services</p>		<p>Revise procurement policy to include accessibility criteria</p>	<p>June 2021</p>	<p>In progress</p>

***Information & Communication Standard:
All internet websites & web content must conform with WCAG 2.0 Level AA.
*Excluding live captioning & audio description***

Incorporate accessibility criteria in procurement processes.

DEFINITIONS

Accessibility:	Refers to the design of products, devices, services, or environments for people who experience disabilities. Ontario has laws to improve accessibility for people with disabilities, including the Accessibility for Ontarians with Disabilities Act (AODA), the <u>Ontario Human Rights Code</u> , and the <u>Ontario Building Code</u> .
Accessible Formats:	Methods of presenting printed, written, or visual material to enable people who are unable to read are presented with an alternate format suitable to their needs. Alternate formats may include: large print, braille, text-to-speech, audio recording and is not limited to communication supports.
Barrier:	Anything preventing a person with a disability from fully participating in all aspects of society because of his or her disability, including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, a policy or a practice; (“obstacle”)
Communication Supports	“communication supports” may include, but are not limited to, captioning, alternative and augmentative communication supports, plain language, sign language and other supports that facilitate effective communications; “communications” means the interaction between two or more persons or entities, or any combination of them, where information is provided, sent or received
Disability:	<ul style="list-style-type: none">(a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,(b) a condition of mental impairment or a developmental disability,(c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,(d) a mental disorder, or(e) an injury or disability for which benefits were claimed or received under the insurance plan established under the <i>Workplace Safety and Insurance Act, 1997</i>; (“handicap”)
Guide dog (service animal)	under the Blind Persons’ Rights Act, which states that: a guide dog is a dog that has been trained as a guide for a blind person at one of the facilities listed in Ontario Regulation 58 under the Blind Persons’ Rights Act
Support Person	means, in relation to a person with a disability, another person who accompanies the person with a disability in order to help with communication, mobility, personal care or medial needs or with access to goods, services or facilities
Web Content Accessibility Guidelines	means the World Wide Web Consortium Recommendation, dated December 2008, entitled “Web Content Accessibility Guidelines (WCAG) 2.0

APPENDIX

Non-Occupational Functional Abilities Form



FUNCTIONAL ABILITIES FORM NON-WORK RELATED INJURY OR ILLNESS

SECTION A: Completed by the Employee		
Employee Last Name	Employee First Name	Telephone Number
Position Held		
AUTHORIZATION FOR RELEASE OF INFORMATION		
I hereby authorize the Canadian Mental Health Association, York Region to have access to my medical history as it pertains to my functional abilities to discuss any accommodation that may be required as it relates to my employment by contacting my physician. I agree that an electronic facsimile or a photo copy is to be considered as valid as an original signed copy.		
Signature:		Date: DD/MM/YYYY

SECTION B: To be completed by Health Professional	
Date of Injury/Illness DD/MM/YYYY:	Date of Assessment DD/MM/YYYY:
Area of Injury/illness:	Other factors affecting recovery:
Please select the option that applies:	
<input type="checkbox"/> Patient is capable of returning to work with no restrictions <input type="checkbox"/> Patient is capable of returning to work with restrictions (Complete Sections C, through G) <input type="checkbox"/> Patient is physically unable to return to work at this time (Complete Sections F and G)	

SECTION C: Physical Abilities and/or Limitations		
Instructions: Please indicate abilities and/or restrictions that apply.		
Walking abilities: <input type="checkbox"/> Full Abilities <input type="checkbox"/> Up to 100 metres <input type="checkbox"/> 100-200 metres <input type="checkbox"/> Other _____	Standing abilities: <input type="checkbox"/> Full Abilities <input type="checkbox"/> Up to 15 minutes <input type="checkbox"/> 15 – 30 minutes <input type="checkbox"/> Other _____	Sitting abilities: <input type="checkbox"/> Full Abilities <input type="checkbox"/> Up to 30 minutes <input type="checkbox"/> 30 minutes – 1 hour <input type="checkbox"/> Other _____
Lifting from floor to waist abilities: <input type="checkbox"/> Full Abilities <input type="checkbox"/> Up to 5 kilograms <input type="checkbox"/> 5 – 10 kilograms <input type="checkbox"/> Other _____	Lifting from waist to shoulder abilities: <input type="checkbox"/> Full Abilities <input type="checkbox"/> Up to 5 kilograms <input type="checkbox"/> 5 – 10 kilograms <input type="checkbox"/> Other _____	Stair Climbing abilities: <input type="checkbox"/> Full Abilities <input type="checkbox"/> Up to 5 steps <input type="checkbox"/> 5 – 10 steps <input type="checkbox"/> Other _____
Ladder Climbing abilities: <input type="checkbox"/> Full Abilities <input type="checkbox"/> 1 – 3 steps <input type="checkbox"/> 4 – 6 steps <input type="checkbox"/> Other _____	Pushing with: <input type="checkbox"/> Left Arm <input type="checkbox"/> Right Arm <input type="checkbox"/> Other _____	Ability to travel to work <input type="checkbox"/> Ability to use public transit <input type="checkbox"/> Ability to drive car
Limited use of hands: Gripping <input type="checkbox"/> Left <input type="checkbox"/> Right	Indicate <u>restrictions</u> that may apply: <input type="checkbox"/> Work at or above shoulder <input type="checkbox"/> Work below waist level <input type="checkbox"/> Bending/twisting of _____ <input type="checkbox"/> Chemical exposure to _____ <input type="checkbox"/> Environmental exposure to (heat, cold, noise etc.) _____	
<input type="checkbox"/> Potential Side effects from medications (please provide details) Do not include names of medications		

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Section D: Cognitive Abilities/Limitations: Please complete all that is applicable			
Hearing/Speech/Vision	<input type="checkbox"/> Full Abilities	<input type="checkbox"/> Limitations	Comments:
Communication/Comprehension	<input type="checkbox"/> Full Abilities	<input type="checkbox"/> Limitations	Comments:
Computer usage abilities	<input type="checkbox"/> Full Abilities	<input type="checkbox"/> Limitations	Comments:
Attention and Concentration	<input type="checkbox"/> Full Abilities	<input type="checkbox"/> Limitations	Comments:
Following Directions	<input type="checkbox"/> Full Abilities	<input type="checkbox"/> Limitations	Comments:
Memory	<input type="checkbox"/> Full Abilities	<input type="checkbox"/> Limitations	Comments:
Social Interaction	<input type="checkbox"/> Full Abilities	<input type="checkbox"/> Limitations	Comments:
Ability to tolerate deadlines/ Multi-Tasking	<input type="checkbox"/> Full Abilities	<input type="checkbox"/> Limitations	Comments:
Additional comments on abilities and/or limitations: (include timelines)			

SECTION E: Work Hours		
Hours of Work	Start Date	End Dates
<input type="checkbox"/> Regular Full Time hours		
<input type="checkbox"/> Modified Hours (please specify)		
<input type="checkbox"/> Graduated Hours (please specify)		

SECTION F: Date of next assessment	
From the date of this assessment, the above will apply for approximately: <input type="checkbox"/> 1-2 days <input type="checkbox"/> 3 – 7 days <input type="checkbox"/> 8-14 days <input type="checkbox"/> 14 days <input type="checkbox"/> Other _____ The restrictions listed above are: <input type="checkbox"/> Temporary <input type="checkbox"/> Permanent	Have you discussed return to work with your patient? <input type="checkbox"/> Yes <input type="checkbox"/> No
Recommended date of next assessment to review abilities/restrictions: _____	

SECTION G: Health Care Professional Information	
Health Care Professional's Designation:	
<input type="checkbox"/> Physician <input type="checkbox"/> Chiropractor <input type="checkbox"/> Physiotherapist <input type="checkbox"/> Registered Nurse <input type="checkbox"/> Other _____	
Health Care Professionals Name (please print) _____	
Address (no, street, apt) _____	
Telephone	Fax
Health Professionals Signature: _____	

This form is to be completed by a Health Care Professional. Once completed, please scan and email a copy of this form to benefits@cmha-yr.on.ca or by fax to 1-888-252-7057.

Workplace Accommodation Plan



Workplace Accommodation Plan

Accommodation Plan Type New Revised

Employee Information

Employee Name:		Date:	
Job Title:		Program:	
Direct Supervisor:			

Identification of Requirement (When was the need of accommodation first recognized)

Date Identified:	Who identified the need (employee/supervisor initiated):
What was/were the circumstance(s):	

Accommodation Needs

Insert a checkmark beside each type of modification required

<input type="checkbox"/> Workload	<input type="checkbox"/> Work schedule (including required time off for related medical appointments)
<input type="checkbox"/> Modified Workspace	<input type="checkbox"/> Equipment required
<input type="checkbox"/> Communication between employee and direct supervisor	<input type="checkbox"/> Communication between employee and co-workers
<input type="checkbox"/> Required Training	<input type="checkbox"/> Follow-up meetings
<input type="checkbox"/> Specific Tasks	<input type="checkbox"/> Other:

For each item checked above, please provide details.

Anticipated Date to Review Plan:

Supporting Documentation			
Supporting Documentation Attached:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Required
Has additional documentation been requested?	<input type="checkbox"/> Yes*	<input type="checkbox"/> No	<input type="checkbox"/> Not Required
*Item Requested:	*Requested by (name):		*Date Requested:
Is an Emergency Response Plan required?	<input type="checkbox"/> Yes - Complete Emergency Response Plan		<input type="checkbox"/> No
Employee signature:		Date:	
Direct Supervisor Signature:		Date:	

Emergency Response Plan



Emergency Response Plan (ERP)

The Accessibility for Ontarians with Disabilities Act (AODA) states that every employer shall provide individualized workplace emergency response information to employees who have identified to the employer that they have a disability that requires accommodation.

In order to fulfill our duty to accommodate, CMHA must be made aware of any needed accommodations so that we can respond with an appropriate individualized emergency plan. The following Emergency Response Plan (ERP) is for individuals with disclosed disabilities who require an individualized ERP.

Instructions: Sections 1, 2, 3 and 5 are to be completed by the employee. Section 4 is to be completed by Manager or Health and Safety Representative in consultation with the employee once sections 1, 2 and 3 have been completed and carefully reviewed.

Emergency Response Plan Type New Revised

Section 1: Employee Information

Employee Name:	Office:
Job Title, Program:	Manager:
Date Identified:	

Section 2: Employee Self-Assessment

<input checked="" type="checkbox"/> Insert a checkmark in the appropriate column	Yes	No
Can you hear audible alarm signals?	<input type="checkbox"/>	<input type="checkbox"/>
Can you use stairs safely, without assistance in an emergency?	<input type="checkbox"/>	<input type="checkbox"/>
Can you follow exit signage without assistance?	<input type="checkbox"/>	<input type="checkbox"/>
Do you use a wheelchair and/or any other device to aid your mobility? If yes, please describe:	<input type="checkbox"/>	<input type="checkbox"/>
Would you benefit from a support team member in the event of an emergency?	<input type="checkbox"/>	<input type="checkbox"/>

For each item checked above, please provide details.

List any measures, procedures resources or formats that could be introduced that would help you when responding during an emergency situation.

Section 3: Employee Consent

I hereby provide CMHA consent to disclose my disability to the necessary parties involved in the development, implementation and execution of the outlined plan below.

Signature	
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Emergency Response Plan (ERP)

Section 4: Individual Response Plan Details	
Employee Name:	Office:
Job Title, Program:	Manager:
Workstation details:	
Days & Hours of Work	
Please describe the evacuation method emergency response plan below and include details such as meeting location and evacuation route:	
<p style="text-align: center; font-size: 48px; opacity: 0.3; transform: rotate(-15deg);">DRAFT</p>	
Support Team Members:	In the event of an emergency, one or more of the support team members listed below will assist you in accordance with the IERP.
Support member 1:	
Support member 2:	
Support member 3 (optional)	
Section 5: Employee Consent	
I (employee) have been consulted in the development and planning of this individualized Emergency Response Plan and consent to sharing this plan with the necessary individuals identified above, who have been designated to assist in an emergency.	
Employee Signature:	
Manager Signature:	
Health & Safety Representative:	

Copies of this plan are to be provided to employee, fire wardens and any identified individuals providing assistance. Original to be retained by Human Resources.