



Accessibility - Integrated Accessibility Standards

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Purpose:

To outline the policies and actions that the Geraldton District Hospital (GDH) will put in place to improve opportunities for people with disabilities and comply with the Integrated Accessibility Standards Regulations.

STATEMENT OF COMMITMENT

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

POLICY:

Multi-Year Plan:

GDH will establish, implement, maintain and document a multi-year Accessibility Plan, which outlines the organization’s strategy to prevent and remove barriers and meet the Integrated Accessibility Standards Regulations. We will consult with people with disability and the Hospital’s Accessibility Committee.

The Plan will be available on our website and in an accessible format upon request.

The Plan will be reviewed and updated at least every 5 years. An annual status report will be prepared to provide information on the progress of measures taken to implement the strategy identified in the multi-year plan.

Procuring or Acquiring Goods, Services or Facilities:

In addition to criteria such as quality, cost and timing, the GDH will consider accessibility criteria and features when procuring or acquiring goods, services and/or facilities, where practicable. Accessibility criteria can include, but are not limited to, technical features, structural features and accessibility training features.

If not practicable to comply, GDH will provide an explanation upon request.

Self-Service Kiosks:

The needs of people with disabilities will be considered prior to introducing or acquiring a self-service kiosk. Accessibility features (such as structural, technical, path to access, etc.) will be incorporated when designing, procuring or acquiring self-service kiosks.

Written by:		Approved by (sign.):	
Reviewed by:		Approved by (name):	
Reviewed on:		Approved on:	
Renewed by:	Jena Goulet	Revision Date:	2024-06-21
Renewed on:	2022-06-21		

Training:

Training on Ontario's accessibility laws and on the Human Rights Code, as it relates to people with disabilities, will be provided to all employees, volunteers, persons who participate in the development of policies, and all other persons who provide goods, services or facilities on behalf of the Geraldton District Hospital.

Training will be provided:

- As soon as practicable
- In a way that best suits the duties of employees, volunteers and other persons
- Whenever changes in the policies occur on an ongoing basis

Records of the training provided, including dates of training and the number of people trained, will be maintained.

GDH will take steps to ensure that employees are provided with the training needed to meet Ontario's accessibility laws by January 1, 2014.

Information and Communication Standards:

GDH is committed to meeting the communication needs of people with disabilities. All staff will consult with people with disabilities to determine their information and communication needs.

Feedback:

GDH continues to take steps to ensure that existing feedback processes are accessible to people with disabilities upon request since January 1, 2014.

Accessible Formats and Communication Supports:

GDH will, upon request, provide or arrange for the provision of accessible formats and communication supports for people with disabilities, in a timely manner, that takes into account the person's accessibility needs due to disability.

We will consult with the person making the request in determining the suitability of an accessible format or communication support. The accessible format will be provided at a cost that is no more than the regular cost charged to other persons.

GDH will notify the public about the availability of accessible formats and communication supports and when unable to convert the information in an accessible format will explain the reasons and provide a summary of the information.

GDH continues to take steps to make sure all publicly available information is made accessible upon request since January 1, 2015.

Emergency Procedures Plans or Public Safety Information:

GDH will provide emergency procedures, plans or public safety information that is available to the public, in an accessible format or with appropriate communication supports as soon as practicable, upon request.

Accessible Website and Web Content:

GDH continues to take steps to make all new internet websites and web content on those sites conform with WCAG 2.0, level A since January 1, 2014.

GDH has taken steps to make all internet websites and content conform with WCAG 2.0, level AA prior to the deadline of January 1, 2021.

Employment Standards:

GDH is committed to fair and accessible employment practices.

Recruitment:

GDH will notify its employees and the public about the availability of accommodation for applicants with disabilities in our recruitment processes.

We will notify applicants when they are individually selected to participate in an assessment or selection process that accommodations, in relation to the materials or processes to be used, are available upon request. If a selected applicant requests an accommodation, we will consult with the applicant and provide or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.

When making offers of employment, successful applicants will be notified of our policies for accommodating employees with disabilities.

Informing Employees of Supports:

GDH will inform all employees of our policies to support employees with disabilities.

This information will be provided as soon as practicable to new employees and on an ongoing basis whenever changes occur in the policies.

Accessible Formats and Communication Support for Employees:

When an employee with a disability requests accessible formats and/or communication supports, we will consult with the employee to provide or arrange for the provision of suitable accessible formats and/or communication supports for information needed in order to perform the employee's job and information that is generally available to employees in the workplace.

Workplace Emergency Response Information:

GDH will provide individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary and we are aware of the need for accommodation due to the employee's disability. This information will be provided as soon as practicable after we become aware of the need for accommodation due to the employee's disability.

If an employee who receives individualized workplace emergency response information requires assistance and with the employee's consent, the workplace emergency response information will be provided to the person designated to provide assistance to the employee. Individualized workplace emergency response information will be reviewed:

- When the employee moves to a different location in the organization
- When the employee's overall accommodations needs or plans are reviewed
- When the hospital's general emergency response policies are reviewed

Individual Accommodation Plans:

GDH will establish and maintain a written process for the development of individual accommodation plans for employees with disabilities.

The individual accommodation plans shall:

- If requested, include any information regarding accessible formats and communication
- Supports provided
- If required, include individualized workplace emergency response information
- Identify any other accommodation that is to be provided

Return to Work Process:

GDH will maintain a written return-to-work process for employees that have been absent due to a disability and require disability-related accommodations.

The process shall outline the steps we will take to facilitate the return to work of employees who were absent because their disability required them to be away from work, and the use individual documented accommodation plans.

Performance Management:

GDH will take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when using performance management, career development and advancement, and redeployment processes.

GDH will take steps to ensure that employment related policies and practices to meet Ontario's accessibility laws are implemented by January 1, 2014.