

Accessible Employment Action Plan

The following steps below will assist you in creating an accessible employment action plan for your organization. Use the online *AODA Compliance Wizard* resource to help you find out exactly what your organization must do and what timelines to follow to become compliant with the standard.

NOTE: The links to the Wizard and all other resources listed below are provided in the Webinar Resources – Employment Standard document located in the Employment Standard Webinar Resources Folder.

REQUIREMENT	POINTS TO CONSIDER FOR IMPLEMENTATION
<p>1 Make hiring accessible</p>	<ul style="list-style-type: none"> • What are your current policies, practices and procedures for hiring – e.g., job postings, conducting interviews? • What barriers currently exist for applicants? • What policies, practices and procedures can be created or revised to remove the barriers? • How will you notify employees and applicants about the availability of accommodations? When? Where? • How will you consult with applicants to identify the accommodations they might need? • How will you communicate policies for accommodation to new hires? When? Where? • What training is required? For who? What content? How will it be provided? <p>Resources:</p> <ul style="list-style-type: none"> • Employment Standard Policy Guidelines (<i>Ministry website</i>) • Employer’s Toolkit: Making Ontario’s Workplaces Accessible to People With Disabilities (<i>The Conference Board of Canada website</i>) • Harold Jeepers video “Part 5: Recruitment and Informing Employees of Supports” (<i>Human Resources Professionals Association (HRPA) website</i>) • Employment Standard Training (<i>AccessForward website</i>) • Applicant and employee feedback

<p>2</p> <p>Tell staff about policies for supporting employees with disabilities</p>	<ul style="list-style-type: none"> • Who must be informed? • What policies should be covered? • How will the policies be communicated? When? Where?
	<p>Resources:</p> <ul style="list-style-type: none"> • Employment Standard Policy Guidelines (<i>Ministry website</i>) • Employer’s Toolkit: Making Ontario’s Workplaces Accessible to People With Disabilities (<i>The Conference Board of Canada website</i>) • Employment Standard Training (<i>AccessForward website</i>) • RESPECT Poster (<i>PDF Resource</i>) • Harold Jeepers video “Part 5: Recruitment and Informing Employees of Supports” (<i>Human Resources Professionals Association (HRPA) website</i>)
<p>3</p> <p>Make workplace information accessible to employees</p>	<ul style="list-style-type: none"> • What information must be made accessible? • How will you make it accessible? When? What format? To who?
	<p>Resources:</p> <ul style="list-style-type: none"> • Employment Standard Policy Guidelines (<i>Ministry website</i>) • Employer’s Toolkit: Making Ontario’s Workplaces Accessible to People With Disabilities (<i>The Conference Board of Canada website</i>) • Employment Standard Training (<i>AccessForward website</i>) • Harold Jeepers video “Part 3: Accessible Formats and Communication Supports” (<i>Human Resources Professionals Association (HRPA) website</i>) • Employee feedback

<p>4 Help employees with disabilities stay safe</p>	<ul style="list-style-type: none"> • How will you determine which employees require assistance to stay safe? • What barriers currently exist? • What policies, practices and procedures can be created or revised to remove the barriers? • Who will be responsible for documenting individualized emergency response information? • How will you document the information? When? What needs to be included? What format will you use? • Who will the information be shared with? • What training is required? For who? What content? How will it be provided?
<p>5 Develop accommodation plans for employees with disabilities</p>	<p><i>Only applicable to organizations with 50+ employees.</i></p> <ul style="list-style-type: none"> • Who will be responsible for developing the accommodation plan? • How will you develop an accommodation plan? When? What needs to be included? What format will you use? • Who will the plan be shared with? • What training is required? For who? What content? How will it be provided? <p>Resources:</p> <ul style="list-style-type: none"> • Employment Standard Policy Guidelines (<i>Ministry website</i>) • Employer’s Toolkit: Making Ontario’s Workplaces Accessible to People With Disabilities (<i>The Conference Board of Canada website</i>) • Employment Standard Training (<i>AccessForward website</i>) • Harold Jeepers video “Part 1: Developing and documenting individual accommodation plans” (<i>Human Resources Professionals Association (HRPA) website</i>) • Employee feedback • External expert (e.g., medical expert)

<p>6 Help employees with disabilities return to work</p>	<p><i>Only applicable to organizations with 50+ employees.</i></p> <ul style="list-style-type: none"> • Which employees require help to return to work? • What are the steps you will take to help an employee return to work? • Who will be responsible for creating the Return to Work plan? • How long will the Return to Work plan be in place? What is the review process? • What training is required? For who? What content? How will it be provided?
<p>7 Make performance management, career development and job changes accessible to employees</p>	<p>Resources:</p> <ul style="list-style-type: none"> • Employment Standard Policy Guidelines (<i>Ministry website</i>) • Employer’s Toolkit: Making Ontario’s Workplaces Accessible to People With Disabilities (<i>The Conference Board of Canada website</i>) • Employment Standard Training (<i>AccessForward website</i>) • Harold Jeepers video “Part 6: Facilitating return to work” (<i>Human Resources Professionals Association (HRPA) website</i>) • Employee feedback

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REQUIREMENT	IMPLEMENTATION PLAN
1 Make hiring accessible	
2 Tell staff about policies for supporting employees with disabilities	
3 Make workplace information accessible to employees	
4 Help employees with disabilities stay safe	

5 Develop accommodation plans for employees with disabilities	
6 Help employees with disabilities return to work	
7 Make performance management, career development and job changes accessible to employees	