

Workplace Emergency Response Information

The College is an equal opportunity employer, values diversity and is committed to the principles found in the Ontario Human Rights Code.

The College embraces the requirements of the Accessibility for Ontarians with Disabilities Act (AODA) and is committed to expanding access and support to all employees with disabilities, by having as its goal a barrier-free working environment that enables employment success.

The College uses reasonable efforts to ensure its policies, practices and procedures address the AODA Standards in our daily operations, and that they are consistent with the principles of independence, dignity, integration and equal opportunity.

Under the AODA, Integrated Accessibility Standards Regulation (Ontario Regulation 191/11), Part III Employment Standards, the College is required to provide:

1. Individualized workplace emergency response information to employees who have a disability, if the disability is such that individualized information is necessary and the hiring manager is aware of the need for accommodation due to the employee's disability.
2. If the employee with a disability requires assistance as part of the individualized workplace emergency response plan, with the employee's consent, the hiring manager can provide the information to the person designated (by the hiring manager) to assist the employee.
3. Individualized workplace emergency response information should be provided to the employee with a disability as soon as possible after the hiring manager becomes aware of the need for accommodation.
4. The individualized workplace emergency response information should be reviewed when an employee moves to a different location; when the employee's overall accommodation needs or plans are reviewed; and when the College's general emergency response plans are reviewed.

Ontario Human Rights Code

The AODA, Integrated Accessibilities Standards Regulation does not replace or affect legal rights or obligations that arise under the Ontario Human Rights Code or other laws relating to the accommodation of people with disabilities. This means that the Ontario Human Rights Code or other applicable legislation may require additional accommodation measures that go beyond or are different from the standards established by the regulations of the AODA.

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This document is available in an alternate format on request.

aodacoordinator@fanshawec.ca

Workplace Emergency Response Information – Process for Hiring Managers:

When orienting or onboarding a new employee (all staff groups/types) the hiring manager (or designate) should have discussions regarding the College's accommodation processes and policies, the availability of workplace emergency response information including a Personal Emergency Plan (PEP) and the availability of information in alternate formats or with communication supports.

Note: These discussions should take place at least annually with all employees, during performance reviews/ conversations; when an employee's schedule or location changes or when the employee moves to a new position; and, when the employee has a temporary or an ongoing disability.

If the Hiring Manager is aware that an employee with a disability requires an individualized workplace emergency plan (Personal Emergency Plan – PEP) the process is as follows:

1. Discuss the requirements for a personal emergency plan with the person with a disability and provide a Personal Emergency Plan Questionnaire for completion.
2. If the employee responds to any of the questions with yes, create a work order in the Facilities Management System directed to the Emergency Management Office (EMO) requesting a PEP for the employee.
3. EMO will contact the employee and in consultation with the employee, prepare a Personal Emergency Plan (PEP).
4. EMO sends a completed copy of the PEP to the employee, to you and to Campus Security Services. Retain your copy on file so it can be referenced as needed.
5. On receipt of the PEP, review and if applicable, with the employee's consent, share only the need to know information with the person designated to assist the employee in the event of an emergency.
6. EMO will arrange practice for the employee and training for others if applicable.
7. Review the PEP as required (#4- page 1) and notify EMO of any future changes that may require a new or revised PEP and/or if the PEP is no longer required.
8. The EMO office reviews the PEP when reviewing the College's general emergency response policies and information.

Personal Emergency Plan Questionnaire and flow chart:

<https://www.fanshawec.ca/accessibilityplan/pep-questionnaire>

Personal Emergency Plan Guidelines: <https://www.fanshawec.ca/accessibilityplan/pep>

Orientation Checklists:

<https://portal.myfanshawe.ca/employeeservices/professionaldevelopment/Pages/default.aspx>

Policies:

Policy P201: Early and Safe Return to Work

Policy P203: Accessibility for Person with Disabilities

Policy P204: Accommodation for Employees with Disabilities

Policy P212: Staff Recruitment

<https://www.fanshawec.ca/about-fanshawe/corporate-information/policies/people#p2>

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