# Accessible Employment Action Plan

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| 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** |
| **1** | **Make hiring accessible** | * 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?
 |
| **Resources:*** Employment Standard Policy Guidelines *(Ministry website*)
* Employer’s Toolkit: Making Ontario’s Workplaces Accessible to People With Disabilities (*The Conference Board of Canada website)*
* Harold Jeepers video “Part 5: Recruitment and Informing Employees of Supports” *(Human Resources Professionals Association (HRPA) website)*
* Employment Standard Training *(AccessForward website)*
* Applicant and employee feedback
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| **2** | **Tell staff about policies for supporting employees with disabilities** | * Who must be informed?
* What policies should be covered?
* How will the policies be communicated? When? Where?
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| **Resources:*** Employment Standard Policy Guidelines *(Ministry website)*
* Employer’s Toolkit: Making Ontario’s Workplaces Accessible to People With Disabilities *(The Conference Board of Canada website)*
* Employment Standard Training *(AccessForward website*)
* RESPECT Poster *(PDF Resource)*
* Harold Jeepers video “Part 5: Recruitment and Informing Employees of Supports” *(HRPA website*)
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| **3** | **Make workplace information accessible to employees** | * What information must be made accessible?
* How will you make it accessible? When? What format? To who?
 |
| **Resources:*** Employment Standard Policy Guidelines *(Ministry website)*
* Employer’s Toolkit: Making Ontario’s Workplaces Accessible to People With Disabilities *(The Conference Board of Canada website)*
* Employment Standard Training *(AccessForward website)*
* Harold Jeepers video “Part 3: Accessible Formats and Communication Supports” *(Human Resources Professionals Association (HRPA) website)*
* Employee feedback
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| **4** | **Help employees with disabilities stay safe** | * 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?
 |
| **Resources:*** Employment Standard Policy Guidelines *(Ministry website)*
* Employer’s Toolkit: Making Ontario’s Workplaces Accessible to People With Disabilities (*The Conference Board of Canada website)*
* Employment Standard Training *(AccessForward website)*
* Harold Jeepers video “Part 4: Workplace emergency response information” *(Human Resources Professionals Association (HRPA) website*)
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| **5** | **Develop accommodation plans for employees with disabilities** | *Only applicable to organizations with 50+ employees.** 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?
 |
| **Resources:*** Employment Standard Policy Guidelines *(Ministry website)*
* Employer’s Toolkit: Making Ontario’s Workplaces Accessible to People With Disabilities *(The Conference Board of Canada website)*
* Employment Standard Training *(AccessForward website*)
* Harold Jeepers video “Part 1: Developing and documenting individual accommodation plans” *(Human Resources Professionals Association (HRPA) website*)
* Employee feedback
* External expert (e.g., medical expert)
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| **6** | **Help employees with disabilities return to work** | *Only applicable to organizations with 50+ employees.** 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?
 |
| **Resources:*** Employment Standard Policy Guidelines *(Ministry website)*
* Employer’s Toolkit: Making Ontario’s Workplaces Accessible to People With Disabilities *(The Conference Board of Canada website)*
* Employment Standard Training *(AccessForward website)*
* Harold Jeepers video “Part 6: Facilitating return to work” *(Human Resources Professionals Association (HRPA) website)*
* Employee feedback
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| **7** | **Make performance management, career development and job changes accessible to employees** | *Only applicable to organizations that already have these processes in place.** Who will be responsible for assessing employee needs and reviewing existing accommodation plans?
* How and when will you consult with the employee to identify needs?
* What documents need to be in an accessible format and what format is required?
* How will you provide feedback and coach the employee?
* What training is required? For who? What content? How will it be provided?
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| **Resources:*** Employment Standard Policy Guidelines *(Ministry website)*
* Employer’s Toolkit: Making Ontario’s Workplaces Accessible to People With Disabilities *(The Conference Board of Canada website)*
* Employment Standard Training *(AccessForward website)*
* Harold Jeepers video “Part 2: Keeping Accessibility Needs and Plans In Mind” *(Human Resources Professionals Association (HRPA) website)*
* Employee feedback
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# Accessible Employment Action Plan

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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** |  |