



Develop your organization's accessibility plan

To help make Ontario accessible to people with disabilities, the Integrated Accessibility Standards Regulation (IASR) requires many organizations in the province to develop an accessibility plan. This summary will help you find out what you need to do.

When do I need to comply?

This requirement is being phased in over time, to give smaller organizations and private businesses time to prepare.

Government of Ontario		2012
Public Sector Organizations	50+ employees	2013
	1-49 employees	2014
Private sector & non-profit organizations	50+ employees	2014
	1-49 employees	N/A

What is an accessibility plan?

An accessibility plan sets out the steps an organization will take to comply with Ontario's accessibility laws and prevent and remove accessibility barriers.

Barriers are obstacles that prevent a person with a disability from doing the day-to-day activities that many take for granted, such as attending a meeting, finding out about new job opportunities or reading a library book.

How do I do it?

The law is flexible. You can do what works best for your organization. Here are some steps to help you get started.

Assess your organization

When you create your plan, think about the wide range of disabilities and whether your current business practices could be creating barriers for customers or employees with disabilities. If you're not sure where barriers exist you could ask your customers, staff and people you know who have a disability to help.



Develop your plan

Your plan must set out how your organization will:

- meet its accessibility requirements under the IASR on time
- address any current barriers to accessibility, and
- prevent and remove future barriers.

When public sector organizations develop plans, they must consult people with disabilities and their organization's accessibility advisory committee (if there is one).

Follow up

You need to review and update your organization's plan every five years. When you update the plan, you may want to highlight your organization's accomplishments to date.

Public sector organizations also must prepare annual updates on what they have done to achieve their accessibility plans. This is a way to keep the public up-to-date on your progress. In your updates, you can outline what you did to reduce barriers to accessibility.

Make your plan available to the public

Once you have created your plan:

- post it on your organization's website or in another public location
- give the information to anyone who asks for it, and
- provide it in an accessible format, when asked.

Public sector organizations also must make their annual updates available to the public by posting them on their websites or in another public location. They need to provide them in accessible formats, when asked.

Want more detailed information?

[Read Developing accessibility policies and plans for organizations with 50 or more employees.](#)

[Read Making information accessible to people with disabilities.](#)

[Read our policy guidelines.](#)

[Read the Integrated Accessibility Standards Regulation 191/11.](#)