The Michener Institute for Applied Health Sciences

AODA Multi-year Accessibility Plan

Introduction

In accordance with our organizational obligations under the AODA, Integrated Accessibility Standards Regulation (*O. Reg. 191/11, s. 4 (1) (2)),* the Michener Institute has prepared this multi-year accessibility plan. The Michener Institute is committed to making accessibility throughout the organization a reality and recognizes that all employees have a role in creating an accessible and inclusive organization. In recognition of this commitment the Michener Institute has an AODA Committee which is comprised of senior leaders and employees representing all areas of the Michener Institute who champion and are accountable for the successful implementation of the accessibility initiatives as they relate to the AODA Accessibility Standards.

This document is available in an alternative format upon request to the Human Resources Department by email at hr@michener.ca or by phone at 416.596.3101, ext. 3210.

Date: January 1, 2014

Part I: General Standards – s.3, s.4, s.6, s.7

AODA Standards / Regulation Reference O. Reg.191/11, s. 3	**I: Accessibility Policies**		**Deadline: January 1, 2014**	
	DELIVERABLES	**ACTIVITIES**	**Responsibility**	**Status**
Establish and post accessibility policies with commitment statement.	Prepare and post policy.	Receive approval for policy and post on website and communicate to all staff.	AODA Committee/HR	**Complete**
AODA Standards / Regulation Reference O. Reg.191/11, s. 4	**I: Multi-year Accessibility Plans**		**Deadline: January 1, 2014**	
	DELIVERABLES	**ACTIVITIES**	**Responsibility**	**Status**
Establish and post multi-year accessibility plan and review within time period.	Prepare and post multi-year accessibility plan.	Prepare plan with consultation from AODA Committee and post approved plan.	AODA Committee/HR	**Complete**
AODA Standards / Regulation Reference O. Reg.191/11, s. 6	**I: Self-service Kiosks**		**Deadline: January 1, 2014**	
	DELIVERABLES	**ACTIVITIES**	**Responsibility**	**Status**
Regard accessibility in feature design of kiosk.	Conduct internal audit and include accessibility obligation in procurement process.	Conduct internal audit for compliance (front desk/foyer area). Standard requirement in procurement process.	RO/Facilities/ Finance	**Complete**
AODA Standards / Regulation Reference O. Reg.191/11, s. 7(1)	**I: Training**		**Deadline: January 1, 2015**	
	DELIVERABLES	**ACTIVITIES**	**Responsibility**	**Status**
Provide training on the requirements of the IASR standards and the OHRC and keep training records.	Develop, deliver and track compliance on training.	Develop training document and strategy to communicate the training requirement. Ensure training available in accessible format. Track the completion of the required training. Ensure compliance by all required individuals.	Human Resources	In progress

Part II: Information and Communication Standards – s.11, s.12, s.13

AODA Standards / Regulation Reference O. Reg.191/11, s. 11	II: Feedback Processes		Deadline: January 1, 2015	
	DELIVERABLES	ACTIVITIES	Responsibility	Status
Ensure feedback processes are accessible.	Review feedback process in place with Customer Service Standard and accessible formats available upon request.	Further communicate feedback process and accessible formats available upon request.	AER/SSN/HR/ CE/Comm&PR	**Complete**

AODA Standards / Regulation Reference O. Reg.191/11, s. 12	II: Accessible Formats and Communication Supports		Deadline: January 1, 2016	
	DELIVERABLES	ACTIVITIES	Responsibility	Status
Upon request, provide accessible formats and communication supports.	Prepare a process to address and facilitate requests.	Develop and approve process on responding to requests for accessible formats and communication supports (in line with s.15 commitments). Statement notifying the public about the availability of accessible formats and communication supports.	IM/Comm & PR	In progress.

AODA Standards / Regulation Reference O. Reg.191/11, s. 13	II: Emergency Procedure Plans and Public Safety Information		Deadline: January 1, 2012	
	DELIVERABLES	ACTIVITIES	Responsibility	Status
Emergency procedure and safety information available, upon request, in accessible formats.	Review emergency procedures and develop process for accessible formats on request.	Review emergency procedures and ensure signage posted throughout building. Develop process to communicate procedures, as required, and availability of materials in accessible formats upon request.	Facilities/HR	**Complete**

Part II: Information and Communication Standards – s.14, s.15

AODA Standards / Regulation Reference O. Reg.191/11, s. 14	II: Accessible Web Sites and Web Content		Deadline: See below	
	DELIVERABLES	**ACTIVITIES**	**Responsibility**	**Status**
Ensure new websites and new web content conform to guidelines. • WCAG 2.0 Level A by January 1, 2014. • WCGA 2.0 Level AA by January 1, 2021.	Develop new website that conforms to WCAG 2.0 Level A standards. Confirm that newly created pages on current site also conform to standard.	With the help of external consultants, develop a new website design that conforms to WCAG 2.0.	IM/Comm & PR	WCAG 2.0 Level A complete. WCAG 2.0 Level AA in progress.
AODA Standards / Regulation Reference o. Reg.191/11, s. 15	**II: Educational & Training Resources and Materials**		**Deadline: January 1, 2013**	
	DELIVERABLES	**ACTIVITIES**	**Responsibility**	**Status**
Provide accessible or conversion-ready electronic format of educational or training resources / material as needed on request.	Ensure current process to make request, and to respond to request, meets standard.	Review services offered through Health Services. Communicate process to faculty and staff. Develop process to receive and respond to request for educational or training resources or materials in accessible formats.	IM/CLI/LRC/CE	**Complete**
Provide program information and student records in accessible format.	Ensure current process to make request, and to respond to request, meets standard.	Review process through Registrar Office. Develop process to provide program information/student records in different formats.	IM/Registrar/CE	**Complete**

Part II: Information and Communication Standards – s.16, s.17, s.18

AODA Standards / Regulation Reference o. Reg.191/11, s. 16	II: Training to Educators		Deadline: January 1, 2013	
	DELIVERABLES	**ACTIVITIES**	**Responsibility**	**Status**
Provide and track accessibility awareness training for educators.	Develop accessibility training for educators (provide training materials to all staff).	Receive approval for accessibility training for educators and post on blackboard. Track compliance through blackboard.	Human Resources	**Complete**
AODA Standards / Regulation Reference o. Reg.191/11, s. 17	II: Producers of Educational or Training Materials		Deadline: see below	
	DELIVERABLES	**ACTIVITIES**	**Responsibility**	**Status**
Provide accessible format or conversion-ready • Textbooks: Jan 1, 2015. • Print based educational or training learning resources: Jan 1, 2020.	Seek representation on Heads, Libraries and Learning Resources (HLLR) Committee or other college and/or industry working groups on standard.	Determine applicability of standard to any textbooks, print based educational or training learning resources developed by Michener. Work with college and industry sector to identify resources aimed at meeting standard.	IM/CLI/LRC	In progress
AODA Standards / Regulation Reference o. Reg.191/11, s. 18	II: Libraries of Educational and Training Institutions		Deadline: see below	
	DELIVERABLES	**ACTIVITIES**	**Responsibility**	**Status**
On request, and where available and applicable, provide accessible or conversion ready format materials for a person with a disability. • Print based by January 1, 2015. • Digital and multimedia by January 1, 2020.	Seek representation on the Heads, Libraries and Learning Resources (HLLR) Committee.	Align activities with HLLR Committee, which is working on a sectorial approach to meeting this obligation.	Library	In progress

Part III: Employment Standards – s.22, s.23, s.24

AODA Standards / Regulation Reference o. Reg.191/11, s. 22	III: Recruitment, General		Deadline: January 1, 2016	
	DELIVERABLES	**ACTIVITIES**	**Responsibility**	**Status**
Notify applicants about accommodation in recruitment process.	Prospective applicants are advised of the availability of accommodations.	Revise careers page, job posting and email correspondence with applicants to include accommodation available in recruitment process.	Human Resources	**Complete**
AODA Standards / Regulation Reference o. Reg.191/11, s.23	**III: Recruitment, Assessment or Selection process**		**Deadline: January 1, 2016**	
	DELIVERABLES	**ACTIVITIES**	**Responsibility**	**Status**
Notify applicants selected that accommodations are available upon request.	Selected applicants are advised of the availability of accommodations.	Revise email correspondence with selected applicants to include the availability of accommodations and policy.	Human Resources	**Complete**
Provide suitable accommodation upon request.	Applicants with disabilities receive appropriate accommodations.	Review interview/testing procedures to determine accessibility barriers and develop process to provide accommodation solutions if requested.	Human Resources	**Complete**
AODA Standards / Regulation Reference o. Reg.191/11, s. 24	**III: Notice to Successful Applicants**		**Deadline: January 1, 2016**	
	DELIVERABLES	**ACTIVITIES**	**Responsibility**	**Status**
Notify successful applicant of accommodation policies.	New employees are advised of the accommodation policy.	Update the hiring package to include information on the accommodation policy.	Human Resources	**Complete**

Part III: Employment Standards – s.25, s.26, s.27

AODA Standards / Regulation Reference o. Reg.191/11, s. 25	III: Informing employees of supports		Deadline: January 1, 2016	
	DELIVERABLES	**ACTIVITIES**	**Responsibility**	**Status**
Tell employees of policies supporting employees with disabilities.	Post policies on website and advise employees.	Update website and communicate to staff regarding policies supporting employees with disabilities when there is a change to any of the policies.	Human Resources	**Complete**
Provide information to new employees.	Incorporate into on-boarding process.	Update the on-boarding process to include information on the accommodation policy.	Human Resources	**Complete**
AODA Standards / Regulation Reference o. Reg.191/11, s. 26	III: Accessible Formats and Communication Supports for employees		Deadline: January 1, 2016	
	DELIVERABLES	**ACTIVITIES**	**Responsibility**	**Status**
In consultation with employee with disability, and on request, provide accessible formats and communication supports for job and/or workplace information.	Provide mechanism for employee with disability to request consultation on employment required accessible formats and communication supports.	Determine point of contact for employee within human resources and ensure employees are aware of how to access support. Develop process to respond to request for accessible formats and communication supports for job and/or workplace information. .	Human Resources	**Complete**
AODA Standards / Regulation Reference o. Reg.191/11, s. 27	III: Workplace Emergency Response Information		Deadline: January 1, 2012	
	DELIVERABLES	**ACTIVITIES**	**Responsibility**	**Status**
Provide individualized workplace emergency response information.	Employees with disabilities receive an individualized emergency plan.	Email employees and, if required, develop individual emergency plan from template and review and update plan as required.	Human Resources	**Complete**

Part III: Employment Standards – s.28, s29, s.30, and s.31

AODA Standards / Regulation Reference o. Reg.191/11, s. 28	III: Documented Individual Accommodation Plans		Deadline: January 1, 2016	
	DELIVERABLES	**ACTIVITIES**	**Responsibility**	**Status**
Develop written process for documented individual accommodation plans.	Develop written process for individualized accommodation plan.	Develop template on preparing an individualized accommodation plans and ensure plans are maintained in employee file.	Human Resources	In progress
AODA Standards / Regulation Reference o. Reg.191/11, s. 29	**III: Return-to-work Process**		**Deadline: January 1, 2016**	
	DELIVERABLES	**ACTIVITIES**	**Responsibility**	**Status**
Develop a documented return-to-work process.	Review accommodation policy and return to work procedures.	Review return to work procedures and revise as necessary and ensure use of the documented individual accommodation plans in process.	Human Resources	In progress
AODA Standards / Regulation Reference o. Reg.191/11, s. 30	**III: Performance Management**		**Deadline: January 1, 2016**	
	DELIVERABLES	**ACTIVITIES**	**Responsibility**	**Status**
Include accessibility needs of employees with disability in performance management processes.	Prepare document to ensure individual accommodation plan involved in performance management.	Review performance management system and ensure use of documented individual accommodation plans in process.	Human Resources	In progress
AODA Standards / Regulation Reference o. Reg.191/11, s. 31	**III: Career Development**		**Deadline: January 1, 2016**	
	DELIVERABLES	**ACTIVITIES**	**Responsibility**	**Status**
Include accessibility needs of employees with disabilities in career development and advancement processes.	Prepare document to ensure individualized accommodation plan involved in career development and advancement process.	Review career development and advancement processes and ensure use of documented individual accommodation plans in process.	Human Resources	In progress

Part III: Employment Standards – s.32

AODA Standards / Regulation Reference o. Reg.191/11, s. 32	III: Redeployment		Deadline: January 1, 2016	
	DELIVERABLES	**ACTIVITIES**	**Responsibility**	**Status**
Include accessibility needs of employees with disabilities in redeployment processes.	Prepare document to ensure individualized accommodation plan involved in redeployment process.	Review redeployment process and ensure use of documented individual accommodation plans in process.	Human Resources	In progress