



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, 2015

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.	Received approval for policy and policy posted 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.	Prepared plan with consultation from AODA Committee and posted 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.	Conducted 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.	Developed training document and strategy to communicate the training requirement (training is available in accessible format). Staff compliance is tracked and recorded through Blackboard to ensure compliance by all required individuals.	Human Resources	Complete	

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.	Feedback process on website (or department specific as required) and accessible formats available upon request.	AER/SSN/HR/CE/Comm	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.	Process in place for public and employees through Human Resources to request accessible formats and communication supports (process in place for students through SSN) that is in line with s.15 commitments. Statement notifying the public about the availability of accessible formats and communication supports.	IM/Comm/HR	Complete	
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.	Emergency procedures updated, posted on website and available in accessible formats upon request. Communicated to employees through website and departmental emergency binders (students through SSN and part of student orientation).	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	
<p>Ensure new websites and new web content conform to guidelines.</p> <ul style="list-style-type: none"> • WCAG 2.0 Level A by January 1, 2014. • WCGA 2.0 Level AA by January 1, 2021. 	<p>Develop new website that conforms to WCAG 2.0 Level A standards.</p> <p>Confirm that newly created pages on current site also conform to standard.</p>	<p>With the help of external consultants, developed a new website that conforms to WCAG 2.0 Level AA.</p>	IM/Comm	<p>WCAG 2.0 Level A complete.</p> <p>WCAG 2.0 Level AA complete.</p>	
AODA Standards / Regulation Reference o. Reg.191/11, s. 15	II: Educational & Training Resources and Materials			Deadline: January 1, 2013	
	DELIVERABLES	ACTIVITIES	Responsibility	Status	
<p>Provide accessible or conversion-ready electronic format of educational or training resources / material as needed on request.</p>	<p>Ensure current process to make request, and to respond to request, meets standard.</p>	<p>Reviewed services offered through Health Services and communicated process to faculty and staff.</p> <p>Process in place to receive and respond to requests for educational or training resources or materials in accessible formats.</p>	IM/CLI/LRC/CE	Complete	
<p>Provide program information and student records in accessible format.</p>	<p>Ensure current process to make request, and to respond to request, meets standard.</p>	<p>Reviewed process through Registrar Office.</p> <p>Process in place to provide program information/student records in different formats.</p>	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).	Received approval for accessibility training for educators for all employees (training posted and compliance tracked 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	
On request, provide accessible format or conversion-ready <ul style="list-style-type: none"> • 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.	Determined applicability of standard to any textbooks, print based educational or training learning resources developed by Michener and, in the event standard applies in the future, process in place to ensure accessible formats available.	IM/CLI/LRC	Complete	
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. <ul style="list-style-type: none"> • Print by Jan 1, 2015. • Digital and multimedia by Jan 1, 2020. 	Seek representation on the Heads, Libraries and Learning Resources (HLLR) Committee and develop process to provide accessible or conversion ready format materials on request.	Process in place for print resources as documents to be scanned to allow for larger print or use of text-to-talk tool. Process developed for digital and multimedia and will ensure activities align with the sectorial approach as developed through the HLLR Committee by required date.	LRC	Complete	

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	Status
	DELIVERABLES	ACTIVITIES	Responsibility		
Notify applicants about accommodation in recruitment process.	Prospective applicants are advised of the availability of accommodations.	Revised 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	Status
	DELIVERABLES	ACTIVITIES	Responsibility		
Notify applicants selected that accommodations are available upon request.	Selected applicants are advised of the availability of accommodations.	Revised 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.	Reviewed interview/testing procedures to determine accessibility barriers and developed 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	Status
	DELIVERABLES	ACTIVITIES	Responsibility		
Notify successful applicant of accommodation policies.	New employees are advised of the accommodation policy.	Updated 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			Status
	DELIVERABLES	ACTIVITIES	Responsibility	
Tell employees of policies supporting employees with disabilities.	Post policies on website and advise employees.	Updated website and staff communication on 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.	Updated 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			Status
	DELIVERABLES	ACTIVITIES	Responsibility	
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.	Determined point of contact for employee within human resources and ensure employees are aware of how to access support. Developed 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			Status
	DELIVERABLES	ACTIVITIES	Responsibility	
Provide individualized workplace emergency response information.	Employees with disabilities receive an individualized emergency plan.	Emailed 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.	Developed template on preparing an individualized accommodation plans and ensure plans are maintained in employee file.	Human Resources	Complete	
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.	Reviewed return to work procedures and revise as necessary and ensure use of the documented individual accommodation plans in process.	Human Resources	Complete	
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.	Reviewed performance management system and ensure use of documented individual accommodation plans in process.	Human Resources	Complete	
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.	Reviewed career development and advancement processes and ensure use of documented individual accommodation plans in process.	Human Resources	Complete	

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.	Reviewed redeployment process in collective agreement and ensure use of documented individual accommodation plans in process.	Human Resources	Complete