



Town of Atikokan

Policy Title: Workplace Emergency Response Information Policy	Date Issued: November 12, 2013	By-Law Number: 51/13
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Purpose

Under the *Accessibility for Ontarians with Disabilities Act, 2005*, the Town of Atikokan must meet requirements of accessibility standards established by regulation. This policy establishes the accessibility standards for Integrated Accessibility Standards (IAS), in accordance with *Ontario Regulation 191/11*, as amended.

Definitions

Disability means:

- a) any degree of physical infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impairment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal, or on a wheelchair or other remedial appliance or device;
- b) a condition of mental impairment or a developmental disability;
- c) a learning disability or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- d) a mental disorder; and/or
- e) an injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*.

“WERIP” means a *Workplace Emergency Response Information Plan* which provides emergency response information to employees that is specific to their workplace and provided in a manner that takes into account the employee’s disability.

Policy

The Town of Atikokan makes all reasonable efforts to provide individualized workplace emergency information to employees who have a disability. The workplace emergency information is a response that will identify and assist an employee with a permanent or temporary disability who may require special assistance in the event of an emergency in the workplace.

The Town of Atikokan must be made aware of the need for an individualized workplace emergency response. Every employee is eligible for a WERIP whether they are a new hire, an existing employee or are returning to work from an injury. When communicating with an employee with a disability, the employer will do so in a manner that accommodates the employee's disability.

Procedure

1. An employee seeking an individualized WERIP submits a request in confidence to the CAO through the completion of a *Workplace Emergency Response Request* form.
2. The CAO reviews the information and may seek additional information or request a *Functional Abilities Form* to assist in how an accommodation may be achieved.
3. The CAO meets with the employee to discuss the accommodation request. The employee may have another employee or a union representative, if they choose, to accompany them at the meeting. When communicating with an employee with a disability, the employer will do so in a manner that accommodates the employee's disability.
4. If the request cannot be accommodated, the CAO provides the reason(s) for the denial to the employee (and any representative). If circumstances change, the employee may resubmit the request.
5. If the request can be accommodated, the CAO develops an individual accommodation plan and the employee (and any representative) through the completion of a *Workplace Emergency Response Information Plan (WERIP)* form.
6. A WERIP Plan will contain information on the following:
 - a) employee information;
 - b) emergency evacuation assessment and specific assistance required;
 - c) communication needs and accommodation;
 - d) employee personal emergency kit;
 - e) emergency evacuation routes (primary and alternative);
 - f) *emergency assistance network;
 - g) reason for the review and consent; and

h) privacy statement and dissemination details.

*It is recommended that an employee name their immediate supervisor as a member of the Emergency Assistance Network for optimal effectiveness in the event of an emergency. Members chosen must meet the criteria outlined in *Section 6, Emergency Assistance Network* of the WERIP.

7. Once a WERIP has been developed, the CAO reviews the WERIP plan with all members named in the employees Emergency Assistance Network.
8. An active WERIP will be reviewed, as follows:
 - a) when the employee moves to a different location in the organization;
 - b) when the employee's overall accommodation needs or plans are reviewed; or
 - c) when the employer reviews its general emergency response policies.
9. The original *Workplace Emergency Response Information Plan* is retained in the employees Personnel File with a copy provided to the employee, and all members named in the Emergency Assistance Network. The information is released to emergency first aid responders in the event of a workplace emergency situation, if required.



Mayor



Clerk