

POLICY AND PROCEDURE



SUBJECT	Accessibility to WDGPH Facilities and Property	NUMBER	CA.53.01.104
CATEGORY	Facilities	EFFECTIVE	December 15, 2023
DIVISION	Administrative Services	PAGE(S)	1 of 1

POLICY

Wellington-Dufferin-Guelph Public Health (WDGPH) is committed to providing barrier-free facilities and property for all people including clients, employees, suppliers and any visitors who may enter Agency facilities and property. As an Agency, we respect and uphold the requirements set forth under the *Accessibility for Ontarians with Disabilities Act* (AODA) and its associated standards and regulations.

SCOPE

This policy and procedure applies to the WDGPH Agency and encompasses all aspects of WDGPH operations, services and facilities. The policy is designed to ensure compliance with the AODA and its associated standards.

PROCEDURE

1. Facility Accessibility Assessment

The facilities and property will be assessed via the Accessibility Compliance Report submitted to Accessibility Ontario annually. The Accessibility Compliance Report aims to assess physical facilities to identify and address barriers. If barriers are identified, the Agency will implement necessary steps to resolve them.

2. Accessibility Training

Facility related employees or volunteers involved in the development of facility policies, practices and procedures will receive regular training in AODA requirements.

3. Temporary Disruptions

Managing and communicating any temporary disruptions to facilities or services to minimize impact on individuals with disabilities.

4. Feedback Mechanism

The Agency has developed a process for receiving and responding to feedback on accessibility concerns, suggestions or requests from clients, employees, and the public as outlined in the WDGPH Multi-Year Accessibility Plan 2021-2026.

5. Continuous Improvement

Facilities will regularly review and update accessibility procedures to align with evolving standards and best practices. Facilities will also engage in a continuous improvement process to enhance accessibility throughout WDGPH facilities and property.

RESPONSIBILITY

Management will:

- support accessibility in WDGPH facilities and property by allocating resources, including financial and human resources to support accessibility initiatives, training and the removal of barriers

Employees will:

- support accessibility in WDGPH facilities and properties by observing policy and procedure CA.53.01.104 *Accessibility for WDGPH Facilities and Property*

DEFINITIONS

- N/A

REFERENCES AND RELATED FORMS, POLICIES AND PROCEDURES

- *The Accessibility for Ontarians with Disabilities Act, 2005*
- WDGPH Multi-Year Accessibility Plan 2021-2026

CONTACT FOR INQUIRIES – Supervisor, Facilities & Health and Safety

APPROVED BY: Director, Administrative Services/CAO



REVISION DATES: (ADM IV O40 – Nov. 1996, Mar. 2000); Jun 27, 2011; Dec 15, 2023