

Municipality of West Elgin

Schedule “B” to By-Law #2021-54

Policy HR-8.3 Emergency Workplace Response

Effective Date: October 14, 2021

Review Date:

Policy Statement

The Municipality of West Elgin will make all reasonable efforts to provide individualized workplace emergency response information for employees who have a disability. The Municipality must be made aware of the need for an individualized response. The Municipality will provide emergency response information as soon as practicable.

Definitions:

Individualized Workplace Emergency Response:

- refers to the provision of emergency response information to employees or volunteers that is specific to their workplace and provided in a manner that takes into account the nature of their disability

Disability according to the AODA includes:

- any degree of physical disability, 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 impediment, 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,
- a condition of mental impairment or a developmental disability,
- a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- a mental disorder, or
- an injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*; ("handicap")

Responsibilities:

Employees are responsible for:

- Notifying their manager or Chief Administrative Officer (CAO) of their need

for individualized workplace emergency response information as soon as it becomes apparent. This applies equally to employees who permanently require assistance and those who may have a temporary need.

- Notifying their new manager of their need for individualized workplace emergency response information when they move to a different position or location within the organization.
- Notifying their manager if their emergency response needs change.
- Consenting to having their emergency workplace response information shared with a designated person or persons who can provide assistance to the employee if the employee requires assistance accessing emergency information.

Chief Administrative Officer/Human Resources is responsible for:

- Providing individualized workplace emergency response information to their employee as soon as possible after they become aware of the need for this information.
- Developing plans for employees requiring assistance which will include as a minimum:
 - Identification of both primary and secondary evacuation exits.
 - Procedures for notifying the employee in the event of an emergency in a manner that takes into account their disability.
- Procedures for getting the employee to the evacuation exits.
- With the employee's consent, providing the workplace emergency response information to the person or persons designated by the employer to provide assistance to the employee.
- Reviewing the employee's individualized workplace emergency response plan if the employee's emergency response needs change
 - If the employee moves to a different location in the organization
 - If the employee's overall accommodations needs or plans are reviewed
 - When the employer reviews its general emergency response policies
- Consulting the employee's manager as required.