

 Rainy River District Social Services Administration Board	SECTION: Human Resources
	POLICY TITLE: Workplace Emergency Response Information Plan (WERIP)
ORIGINAL DATE: November 15, 2012	POLICY AREA: Accessibility
REVISION DATE: December 17, 2015	POLICY NO: HR-7.1
NEXT REVIEW DATE: December, 2019	APPROVED BY: Board Res. #100/15

Purpose

Under the *Accessibility for Ontarians with Disabilities Act, 2005*, the Rainy River District Social Services Administration Board (RRDSSAB) meets the 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

Accessibility Coordinator means a Rainy River District Social Services Administration Board employee, as designated in RRDSSAB policy.

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 RRDSSAB 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 RRDSSAB 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 Human Resources Officer through the completion of a *Workplace Emergency Response Request* form.
2. The Human Resources Officer and Accessibility Coordinator review the information and may seek additional information or request a *Functional Abilities Form* to assist in how an accommodation may be achieved.
3. The Human Resources Officer meets with the employee and the Accessibility Coordinator 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 Human Resources Officer 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 Human Resources Officer develops an individual accommodation plan, in collaboration with the Accessibility Coordinator 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 Human Resources Officer/Accessibility Coordinator 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.

The original *Workplace Emergency Response Information Plan* is retained in the employees Personnel File with a copy provided to the Human Resources Officer, Accessibility Coordinator, 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.