

TOWNSHIP OF SIOUX NARROWS - NESTOR FALLS POLICY & PROCEDURE MANUAL		
Category: General	Topic: Individualized Workplace Emergency Response Information for Employees who have Disabilities Policy	Number: A-08
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Purpose

To act as a directive for staff and Council. Employers are required to prepare for emergency situations by providing employees with disabilities with individualized workplace emergency response information. This will help employees with disabilities, and the employers that they work for, to prepare for a range of potential emergencies including, but not limited to, the following:

- fire
- power outages
- severe weather
- natural disasters
- security incidents

Procedure

This policy shall be provided to all staff during their training at hiring and as (if any) updates to the Policy & Procedure Manual are made.

When to Provide Individual Workplace Emergency Response Information

Employers are required to provide individualized workplace emergency response information under the following conditions:

- When the employee's disability is such that the information is necessary; and
- The employer is aware of the need for accommodation because of the employee's disability.

There are several ways that an employer may be made aware of the need to provide individualized workplace emergency response information:

- A new employee may have requested accommodations during the recruitment process. For example, an applicant with a learning disability, such as dyslexia, who requires more time to read interview questions.

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- Existing employees tell their employers that they have a disability. For example, an existing employee who develops vision loss and requests screen reader software for his/her computer.
- An existing employee who develops a temporary disability such as a broken leg.

Employers are not expected to provide individualized workplace emergency information for employees with disabilities of which they are unaware, but every reasonable measure should be taken to ensure that this and all municipal policies are reviewed by all employees.

In most cases, employees with disabilities will tell their employers that they have a disability that requires accommodation. However, there may be other times where an employer may initiate a dialogue to offer assistance and accommodation to an employee who is clearly unwell or perceived to have a disability.

Developing Individual Workplace Emergency Response Information

It is important that employers recognize how an individual's disability, as well as the physical nature of the workplace, may create unique challenges in emergency situations. For example:

- An employee who has a hearing disability may not hear an alarm and may need to be notified by other means, such as a visual alarm with flashing lights.
- An employee with a visual disability may be unable to identify the escape routes, or obstructions to the escape routes.

For these reasons and others, employers should consult with employees who have disabilities, so that the individualized workplace emergency response information meets the employees' needs.

When an Employee Needs Assistance

Employees with disabilities may require assistance when evacuating the workplace in emergencies.

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In these cases, and with the employees consent, the employer is required to provide the employees' individualized workplace emergency response information to the designated individual(s).

Employers, however, need to respect their employees' privacy. For co-workers to provide assistance, they do not need to know the details of the disabilities. For example, an employee with limited mobility may need assistance walking down stairs. The person designated to help only needs to know the individual requires help walking down stairs. In other words, it is important to not include personal medical information in the individualized workplace emergency response information.

Reviewing Individualized Workplace Emergency Response Information

The individualized workplace emergency response information shall be on an ongoing, at least annual basis, to make sure it remains effective and up-to-date.

Employers must also review this information under the following circumstances:

- When the employee moves to a different physical location in the organization.
- When the employee's overall accommodation needs or plans are reviewed.
- When the employer reviews its general emergency response policies.

If changes are made to this policy, it shall be adopted by Resolution of Council in order to keep formal record of its change(s).