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Multi-Year Accessibility Plan for Carbon Steel Profiles Limited

Date Created: 4-Nov-2019

Part 1: Identify your organization's strategy to meet the following requirements of the IASR

Date Approved: 17-Aug-2021

AODA Standard	IASR requirement	Due Date	Steps to take	Anticipated Barriers and Plans for Barrier Removal	Target Completion Date	Staff Lead	Potential Costs	Completion Status
IASR General Requirements								
	Create policies and procedures for each standard	1-Jan-2014	<ul style="list-style-type: none"> Review sample policies Identify regulatory requirements Draft policy & distribute for approval Adopt policy & post to website 		31-Mar-2019	S. Robertson	\$0	Policy signed off on 5-Mar-2019 and posted to website
	Create Multi-Year Accessibility plans	1-Jan-2014	<ul style="list-style-type: none"> Obtain multi-year plan template Draft plan & distribute for approval Adopt plan & post to website 		31-Dec-2021	S. Robertson	\$28	Drafted & posted to website Aug 2021
	Consider accessibility features when designing, procuring or acquiring self-kiosks	1-Jan-2014	Not applicable	—————→				
	Train all staff and volunteers (including Board Members) on what they have to do under the IASR and on aspects of the Human Rights Code that relate to accessibility	1-Jan-2015	<ul style="list-style-type: none"> Take Accessibility Ontario CS and IASR training courses Prepare in-house training Deliver training 		31-May-2019	S. Robertson	\$57	Training delivered in May 2019 and to new hires since then
	Complete government accessibility report	31-Dec-2014	<ul style="list-style-type: none"> Obtain reporting form Complete & submit 		31-Dec-2014	M. Alstrom		19-Nov-2014
	Complete government accessibility report	31-Dec-2017	<ul style="list-style-type: none"> Obtain reporting form Complete & submit 	initial submission non-compliant in a number of areas; non-compliances addressed and updated report submitted 7-May-2019	31-Dec-2017	S. Robertson		Submitted 15-Dec-2017 Submission# ACR-33853 Submitted 7-May-2019 Submission# ACR-47219
	Complete government accessibility report	30-Jun-2021	<ul style="list-style-type: none"> Obtain reporting form Complete & submit 	Original due date of 31-Dec-2020 extended to 30-Jun-2021 due to COVID	30-Jun-2021	S. Robertson		Submitted 17-Aug-2021 Submission# ACR-79823
Information & Communications								

AODA Standard	IASR requirement	Due Date	Steps to take	Anticipated Barriers and Plans for Barrier Removal	Target Completion Date	Staff Lead	Potential Costs	Completion Status
	When asked, make your emergency and public safety information accessible to the public	1-Jan-2012	Not applicable					
	All new internet websites and web content on those sites must conform with WCAG 2.0 level A	1-Jan-2014	<ul style="list-style-type: none"> Obtain quotes Contract services 		7-May-2019	S. Robertson	\$1,436	Website WCAG 2.0 Level A Compliant 7-May-2019
	Make your feedback processes, like surveys or comment cards, accessible when asked	1-Jan-2015	Take various 'How to Make Documents Accessible' training modules		31-Dec-2021	S. Robertson		
	Make information about your organization's goods, services and facilities accessible upon request	1-Jan-2016	Take various 'How to Make Documents Accessible' training modules		31-Dec-2021	S. Robertson		
	All internet website and website content conforms with WCAG 2.0 level AA (excluding live captioning and audio description)	1-Jan-2021	Arrange with same vendor who did Level A compliance		1-Jan-2021	S. Robertson	\$3,086	Website WCAG 2.1 Level AA Compliant 24-Jun-2021
Employment								
	When necessary, provide individual plans to help employees with disabilities during an emergency, or emergency information that's formatted so an employee with a disability can understand it.	1-Jan-2012	Take various 'How to Make Documents Accessible' training modules		31-Dec-2021	S. Robertson		
	Notify employees, potential hires and public that accommodations can be made during recruitment, assessment and selection processes for people with disabilities	1-Jan-2016				S. Robertson		In place as of May 2019
	Notify new hires and staff of policies for accommodating employees with disabilities	1-Jan-2016				S. Robertson		In place as of May 2019

AODA Standard	IASR requirement	Due Date	Steps to take	Anticipated Barriers and Plans for Barrier Removal	Target Completion Date	Staff Lead	Potential Costs	Completion Status
	Have in place a written process to develop individual accommodation plans for employees with a disability	1-Jan-2016	Develop a process and procedure for these requests		31-Aug-2021	S. Robertson		procedure HR-01 finalized Aug 2021
	Have a written return to work process in place for employees who have been absent due to a disability	1-Jan-2016	Develop a process and procedure for these requests		31-Aug-2021	S. Robertson		procedure HR-01 finalized Aug 2021
	If your office uses performance management, career development and redeployment processes, take the needs of employees with disabilities into account	1-Jan-2016	Advise all involved in performance appraisals to take the needs of employees with disabilities into account		31-Aug-2021	S. Robertson		email to sr. mgr's involved in performance appraisals sent Aug 2021
Design of Public Spaces								
	Make new or redeveloped spaces accessible	1-Jan-2017	Not applicable →					
	Maintain accessible elements of public spaces	1-Jan-2017	Not applicable →					
Part 2: Identify your strategy to prevent and remove additional barriers in your organization								
Barrier	Steps to Take	Targeted Completion Date	Completion Status	Staff Lead	Potential Costs			
No access into facility for employees in a wheel chair	Add automatic door at employee entrance		When Carbon Steel has an employee needing wheel chair access, this barrier will be removed	S. Robertson				
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