

LAKE OF THE WOODS DISTRICT HOSPITAL	Department Manual: Administration	Page 1 of 2
	Section: Environment - Safety	Original Creation Date: May 2013
POLICY - Accessibility - Customer Service Standards Employment Standards		Current Approval/Revision Date: May 2013 Revised Jan 17, 2022

Recruitment (22,23,24)

The LWDH will notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment processes.

During a recruitment process, the LWDH will notify job applicants, when they are individually selected to participate in an assessment or selection process, that accommodations are available upon request in relation to the materials or processes to be used.

If a selected applicant requests an accommodation, the LWDH will consult with the applicant and provide or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.

The LWDH will, when making offers of employment, notify the successful applicant of its policies for accommodating employees with disabilities.

Providing and Informing Employees of Supports (25.1)

The LWDH will inform its employees of its policies used to support its employees with disabilities, including, but not limited to, policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability. The LWDH will provide this information to new employees as soon as practicable after they begin their employment. The LWDH will provide updated information to its employees whenever there is a change to existing policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability.

When an employee with a disability so requests it, the LWDH will consult with the employee to provide or arrange for the provision of accessible formats and communication supports for,

- (a) information that is needed in order to perform the employee's job; and
- (b) information that is generally available to employees in the workplace.

The LWDH will consult with the employee making the request in determining the suitability of an accessible format or communication support.

Workplace emergency response information (27.1)

The LWDH will provide individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary and the LWDH is aware of the need for accommodation due to the employee's disability. The LWDH will provide the information as soon as practicable after the LWDH becomes aware of the need for accommodation due to the employee's disability.

The LWDH will review the individualized workplace emergency response information:

- (a) when the employee moves to a different location in the organization;
- (b) when the employee's overall accommodations needs or plans are reviewed; and
- (c) when the LWDH reviews its general emergency response policies.

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Individual accommodation plans (28.1)

The LWDH will develop documented individual accommodation plans for employees with disabilities as per the Early & Safe Return to Work Program - Guideline policy and procedure.