

**POL-ADM.2018.49**

**Title: *AODA Requirements and Employment for  
Individuals with Disabilities***



<b>Type:</b>	Health & Safety
<b>Authority:</b>	Board
<b>Resolution No:</b>	BMPL 2018-78 on 4-19-18; POL-ADM.2018.49
<b>Associated Documents:</b>	<ul style="list-style-type: none"><li>● <i>Accessibility for Ontarians with Disabilities Act (AODA) S.O. 2005</i></li><li>● PLAN.HS.2018.2 Accessibility Plan</li><li>● POL-ADM.2019.01 Fit for Work</li></ul>
<b>Original Approval:</b>	04-19-2018
<b>Amended On:</b>	05-16-2019; 05-19-2022; 09-21-2023; 05-16-2024
<b>Reviewed On:</b>	05-14-2020; 05-20-2021

**Legal Framework**

The Associated Documents list above identifies the primary Acts and external documents which apply to the Board and direct the CEO.

**ADM.2018.49.1 Purpose**

The Blue Mountains Public Library shall offer employment to individuals with disabilities without prejudice. As an organization which works with all members of the community, including the vulnerable sectors and those with disabilities, we believe that all members of the community should be treated with respect and shall receive the best service possible. Likewise, the same level of respect shall be granted to BMPL Personnel with disabilities.

**ADM.2018.49.2 Accommodation Plans**

1. Any employee requiring accommodation shall give notice to the CEO.
  - 1.1. Pertaining to accommodations for the use of medical cannabis or other prescription medicines during working hours, an employee must adhere to *POL-ADM.2019.01 Fit for Work* as it pertains to safety-sensitive positions.
2. The CEO is responsible for drafting the Accommodation Plan. Should there be a supervisor of the individual other than the CEO, the supervisor shall also participate in development of the plan. The plan shall be shared with the individual for feedback before being finalized.
3. The CEO may choose to discuss the specifics of the Accommodation Plan with other staff to:
  - 3.1. Determine how the plan is impacting the general work environment.
  - 3.2. Determine how best to implement the plan; and
  - 3.3. To identify a more responsible plan.
4. Accommodation Plans shall be reviewed annually by both the CEO and the individual. Should a change in position or situation occur, the plan shall be updated within four (4) working days of the new position or employee notice.
5. Accommodations may be requested at any time during employment or volunteering.

### **ADM.2018.49.3 Evaluation of Performance Reviews**

Any employee having an Accommodation Plan in place shall have an accommodated performance review which ensures that the accommodation plan shall not negatively impact the evaluation and promotion process.

1. Any individual who has a disability which may prevent them from easily exiting the building in an

### **ADM.2018.49.4 Emergency Plans**

emergency shall have an individual Emergency Plan in place.

2. The CEO shall develop this Emergency Plan with the assistance of the individual. Other staff may be involved in the development of the plan.
3. Training of all staff shall occur for every Emergency Plan.
4. An Emergency Plan shall be reviewed annually by both the CEO and individual.
5. Should a change in position or situation occur, the plan shall be updated within four (4) working days of the new position or employee notice.

### **ADM.2018.49.5 Support Staff with Known or Suspected Opioid Use**

BMPL shall have Naloxone or similar product, not only for the public, but for any staff who may have a disability of drug addiction, using prescription opioids, or is likely to have an event of a drug poisoning. The administration of Naloxone is not mandatory, but staff who are enabled to administer Naloxone will:

- Participate in training.
- Be competent to perform the duties associated with naloxone administration.
- Be aware of the side effects and hazards associated with Naloxone administration; and
- Be familiar with the measures to protect themselves from inadvertent exposure when giving Naloxone to another individual.

Staff who choose not to administer Naloxone, or have not been trained, will be provided with information and resources to know the signs of an overdose and to call 911.