

Workplace Safety and Accessibility Plan

We have established safety practices to ensure that work areas are properly equipped, dangerous conditions are corrected, safe work practices are maintained, and disaster and emergency plans are in place.

Practice Applies to:	All D&D Disability Management Assessors & Staff
Process Responsibility:	President
Final Accountability:	Senior Management (Director and above)

Guidelines:

We recognize our responsibility as a Company to:

- Maintain a safe work environment by properly equipping our work areas, promptly correcting dangerous conditions, developing and enforcing safe work practices, providing wheelchair accessibility and planning for disasters and emergencies.
- Meet applicable government and Workplace Health and Safety standards
- Reduce the potential for unsafe circumstances by setting and communicating expectations for working in a safe manner.

We have put a number of procedures in place in order to ensure that we meet these responsibilities:

- Accident reporting and prevention practices
- Emergency and disaster plan
- Practices concerning accessibility to our facility, i.e.: wheelchair accessibility and assistance

Details:

Accident Reporting and Prevention

Every manager is responsible to:

- Review safety procedures with new hires and review the escape routes
- Report any hazardous situation to the appropriate manager
- Investigate departmental safety concerns
- In the event of an accident, a manager must:
 - Report the accident to the President and to the designated first aid attendant immediately
 - Complete an Incident form and return it to the President within 2 days of the accident

Emergency and Disaster Planning

Building Evacuation

- Escape route plans for each work area are distributed to all supervisors and posted in conspicuous locations throughout the facility
- Timed practice evacuations take place periodically, under the direction of president
- Authorization to re-enter the building after an evacuation is given by the president

Disaster Plan

- The president maintains written procedures and guidelines to be followed in the event of an emergency or natural disaster (e.g. fire)
- Supervisors are responsible to make sure the members of their group have read the disaster plan and know where to find it in case of emergency

Accessibility and Assistance

Accessibility

- Portable wheelchair ramps are available when required for entering the facility
- Assistance provided for disabled persons when required for entering and moving about the facility
- Wheelchair accessible bathrooms equipped with assistive devices
- Communication is provided in ways that account for the disability
- Service animals are allowed on premises to areas available to the public
- Support persons are permitted to accompany individuals as required

Action Plan

- Upon acquisition of any new office space (i.e. Vancouver), only facilities that meet accessibility standards will be considered
- Assessment spaces will be made separate from Administrative space
- Installation of cameras and buzzers to allow entry by video verification and identification
- D&D Disability Management will ensure that all staff is trained regarding any assistive devices on site or which may be used by our customers with disabilities while accessing our services

Training

- D&D Disability Management will provide training to employees and contract workers regarding our safety and accessibility policy
- Additional training will be provided to staff involved in the development of policies and procedures regarding services
- Upon hire, all new staff will receive training with respect to the safety and accessibility policy