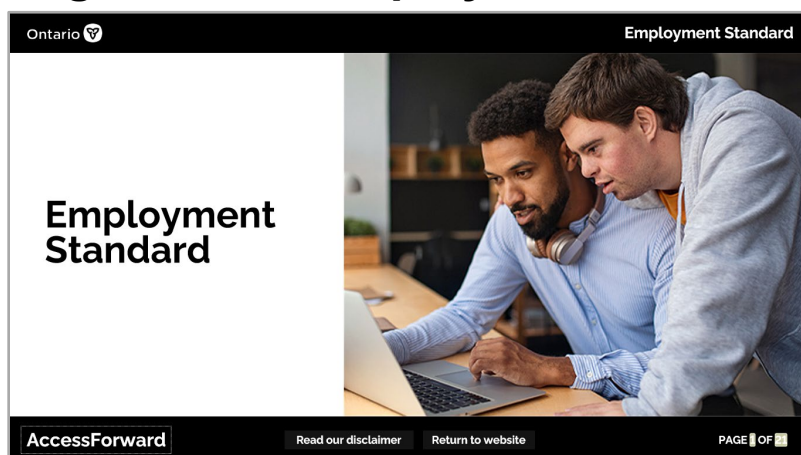


Disclaimer Statement

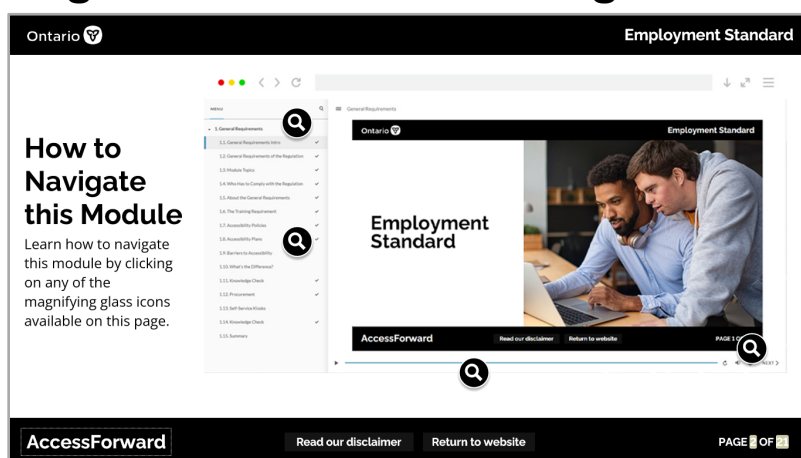
Completion of this AccessForward training course by an individual should not be construed as compliance by them or their organization with the AODA and its regulation.

© King's Printer for Ontario, 2012-24

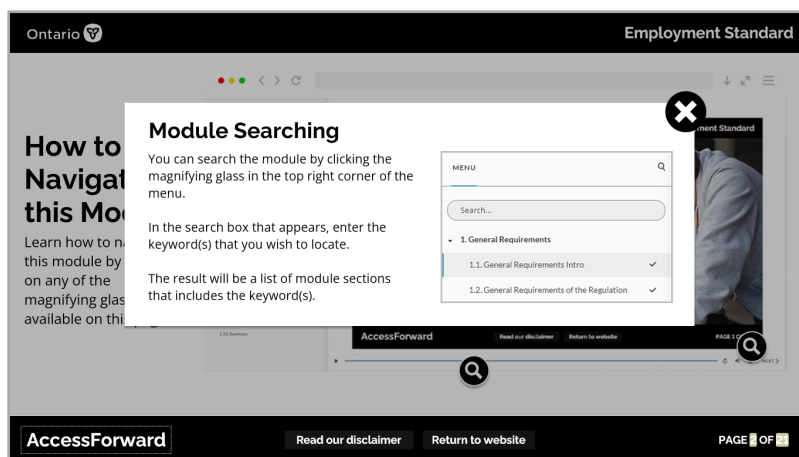
Page 1 of 21: Employment Standard



Page 2 of 21: How to Navigate this Module



Learn how to navigate this module by clicking on any of the magnifying glass icons available on this page.

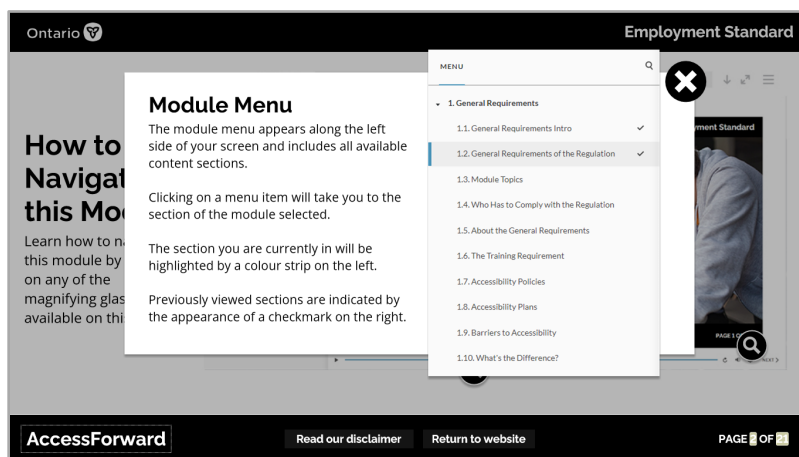


Module Searching

You can search the module by clicking the magnifying glass in the top right corner of the menu.

In the search box that appears, enter the keyword(s) that you wish to locate.

The result will be a list of module sections that includes the keyword(s).



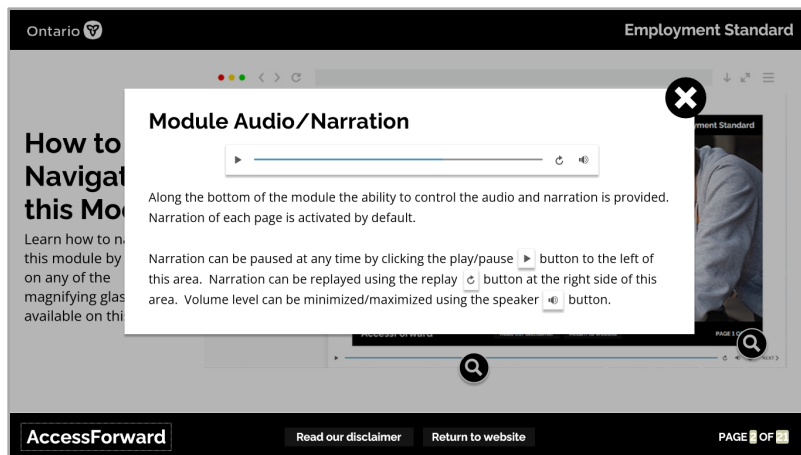
Module Menu

The module menu appears along the left side of your screen and includes all available content sections.

Clicking on a menu item will take you to the section of the module selected.

The section you are currently in will be highlighted by a colour strip on the left.

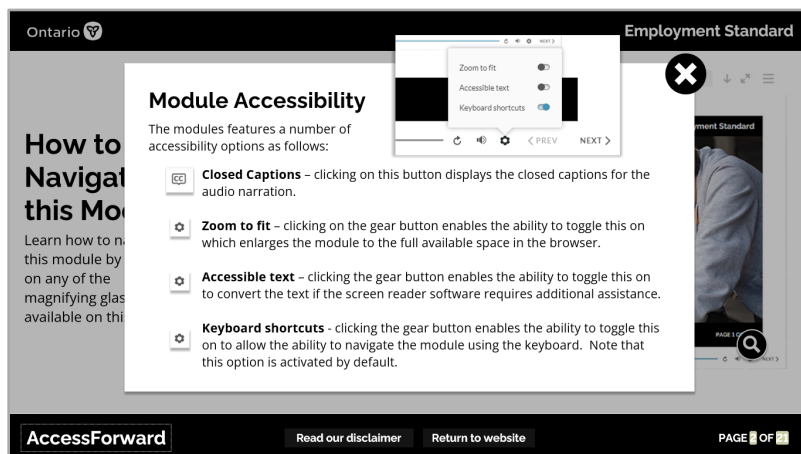
Previously viewed sections are indicated by the appearance of a checkmark on the right.



Module Audio/Narration

Along the bottom of the module the ability to control the audio and narration is provided. Narration of each page is activated by default.

Narration can be paused at any time by clicking the play/pause button to the left of this area. Narration can be replayed using the replay button at the right side of this area. Volume level can be minimized/maximized using the speaker button.



Module Accessibility

The modules features a number of accessibility options as follows:

Closed Captions – clicking on this button displays the closed captions for the audio narration.

Zoom to fit – clicking on the gear button enables the ability to toggle this on which enlarges the module to the full available space in the browser.

Accessible text – clicking the gear button enables the ability to toggle this on to convert the text if the screen reader software requires additional assistance.

Keyboard shortcuts - clicking the gear button enables the ability to toggle this on to allow the ability to navigate the module using the keyboard. Note that this option is activated by default.

Page 3 of 21: Organizational Classification Chart

Ontario

Employment Standard

Organizational Classification Chart

The 5 classes of organizations:

+ Government of Ontario and the Legislative Assembly	<p>Designated public sector organization: Refers to organizations listed in Schedule 1 (Broader Public Sector) of the Integrated Accessibility Standards Regulation. These organizations include hospitals, universities, colleges of applied arts and technology, district school boards, and organizations that provide public transportation.</p> <p>Designated public sector also means every municipality and every person or organization listed in Column 1 of Table 1 of Ontario Regulation 146/10, of the Public Service of Ontario Act, 2006.</p>
+ Large designated public sector organization	
+ Small designated public sector organization	
+ Large organization	
+ Small organization	

AccessForward
Read our disclaimer
Return to website
PAGE 3 OF 21

The 5 classes of organizations:

Ontario

Employment Standard

Organizational Classification Chart

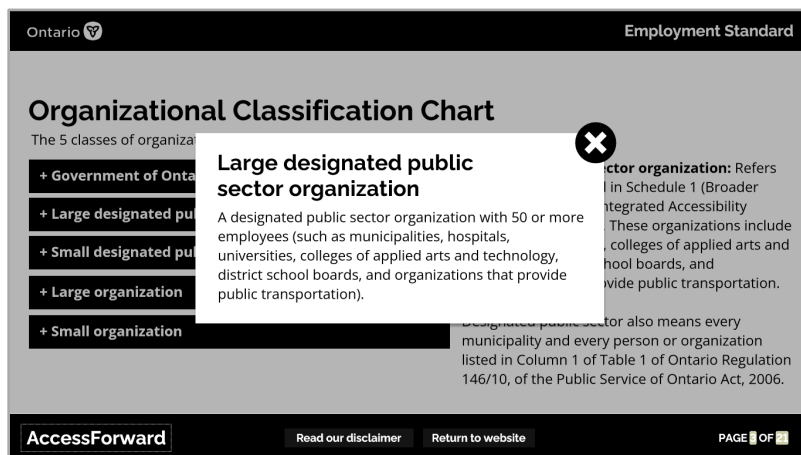
The 5 classes of organizations:

+ Government of Ontario and the Legislative Assembly	<p>Designated public sector organization: Refers to organizations listed in Schedule 1 (Broader Public Sector) of the Integrated Accessibility Standards Regulation. These organizations include hospitals, universities, colleges of applied arts and technology, district school boards, and organizations that provide public transportation.</p> <p>Designated public sector also means every municipality and every person or organization listed in Column 1 of Table 1 of Ontario Regulation 146/10, of the Public Service of Ontario Act, 2006.</p>
+ Large designated public sector organization	
+ Small designated public sector organization	
+ Large organization	
+ Small organization	

AccessForward
Read our disclaimer
Return to website
PAGE 3 OF 21

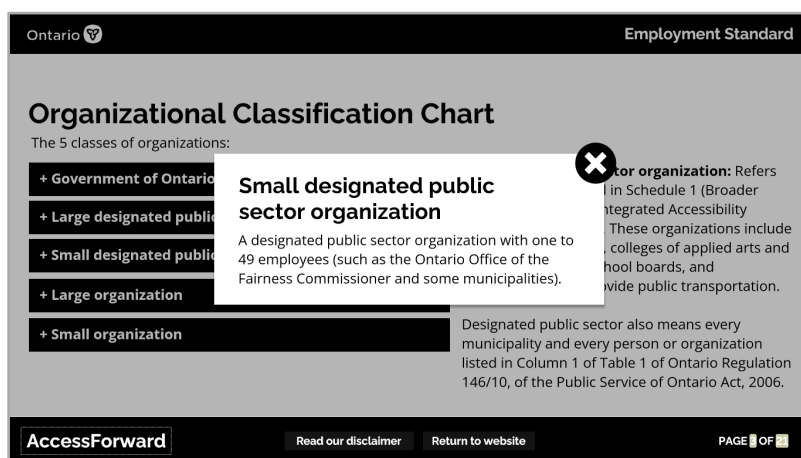
Government of Ontario and the Legislative Assembly

Includes every ministry of the Government of Ontario, the Office of the Premier, and the Legislative Assembly including constituency offices of the members of the Assembly.



Large designated public sector organization

A **designated public sector organization*** with 50 or more employees (such as municipalities, hospitals, universities, colleges of applied arts and technology, district school boards, and organizations that provide public transportation).



Small designated public sector organization

A **designated public sector organization*** with one to 49 employees such as the Ontario Office of the Fairness Commissioner and some municipalities.

Ontario

Employment Standard

Organizational Classification Chart

The five classes of organizations:

- + Government of Ontario
- + Large designated public sector organization
- + Small designated public sector organization
- + Large organization
- + Small organization

Not-for-profit organization: Refers to an organization listed in Schedule 1 (Broader Integrated Accessibility) of the Accessibility Standards Act. These organizations include universities, colleges of applied arts and sciences, school boards, and municipalities that provide public transportation.

A not-for-profit organization also means every municipality and every person or organization listed in Column 1 of Table 1 of Ontario Regulation 146/10, of the Public Service of Ontario Act, 2006.

[Read our disclaimer](#)
[Return to website](#)

AccessForward

PAGE 1 OF 1

Large Organization

A private or not-for-profit organization that provides goods, services or facilities to the public or to other organizations and has 50 or more employees in Ontario. It does not include the Government of Ontario, Legislative Assembly, or designated public sector organizations.

Ontario 

Employment Standard

Organizational Classification Chart

The five classes of organizations:

- [+ Government of Ontario](#)
- [+ Large designated public sector organization](#)
- [+ Small designated public sector organization](#)
- [+ Large organization](#)
- [+ Small organization](#)

Small organization

Refers to a private or not-for-profit organization that provides goods, services or facilities to the public or to other organizations and has one to 49 employees in Ontario. It does not include the Government of Ontario, Legislative Assembly, or designated public sector organizations.

Not-for-profit organization: Refers to an organization that is listed in Schedule 1 (Broader Definition) of the Access to Information Act and the Integrated Accessibility Standards Act. These organizations include universities, colleges of applied arts and sciences, libraries, school boards, and community service providers who provide public transportation.

A not-for-profit organization also means every person or organization that is listed in Column 1 of Table 1 of Ontario Regulation 146/10, of the Public Service of Ontario Act, 2006.

[AccessForward](#)

[Read our disclaimer](#)
[Return to website](#)

PAGE 1 OF 2

Small Organization

A private or not-for-profit organization that provides goods, services or facilities to the public or to other organizations and has one to 49 employees in Ontario. It does not include the Government of Ontario, Legislative Assembly, or designated public sector organizations.

Designated public sector organization: Refers to organizations listed in Schedule 1 (Broader Public Sector) of the Integrated Accessibility Standards Regulation. These

organizations include hospitals, universities, colleges of applied arts and technology, district school boards, and organizations that provide public transportation.

Designated public sector also means every municipality and every person or organization listed in Column 1 of Table 1 of Ontario Regulation 146/10, of the Public Service of Ontario Act, 2006.

Page 4 of 21: Employment Standard

Employment Standard

In this module you will learn about the requirements of the Employment Standard.

The Employment Standard will help employers make their workplaces more accessible to new and current employees with disabilities. Watch this video to learn more.

Video Transcript
Download a full written transcript of this video.

Now let's take a closer look at the requirements of this standard.

AccessForward Training for an Accessible Ontario

00:00 / 06:32

AccessForward [Read our disclaimer](#) [Return to website](#) PAGE 4 OF 21

In this module you will learn about the requirements of the Employment Standard.

The Employment Standard will help employers make their workplaces more accessible to new and current employees with disabilities. Watch this video to learn more.

Video Transcript

Download a full written transcript of this video.

Now let's take a closer look at the requirements of this standard.

AccessForward: Training for an Accessible Ontario Building on Progress

Introduction to the Employment Standard – Integrated Accessibility Standards Regulation

NARRATOR:

When it comes to the workplace, it's little things that can create barriers for people with disabilities. Barriers can be in processes, in a tool we use in our work like a computer, an aspect of the physical environment or... attitudes. Listen to this story about a job ad that wasn't accessible.

ROD:

"I found one, it sounded just perfect in terms of my qualifications. The position was for a disability counsellor. But when I tried to access the rest of the information about the job, my screen reader couldn't read it. The website was not accessible. So I called to ask for more information."

ROD SPEAKING ON THE PHONE TO THE ORGANIZATION:

"The difficulty I'm having is that I can't access the information on your website with my screen reader. So, is there someone who can spend a few minutes with me going over some of the information? I'd like to apply for the job."

VOICE ON PHONE:

"There's a lot of information here. I don't have the time right now to give you everything. But if you give me your name and number we'll be sure to have someone give you a call back."

ROD:

"Unfortunately, no one called back. And because the website wasn't accessible, I wasn't able to even apply for the position. The next time I applied for a job, I was fortunate because I found an employer who made sure that their website was accessible. And I was able to read the whole thing including the history of the organization. I did apply for that job, and finally, I was able to get an interview."

NARRATOR:

With an ad that wasn't accessible, the first organization missed out on reaching a good candidate. But you know, making an accessible document isn't all that difficult.

In this next clip, a project manager talks about how simple physical accommodations at the office made all the difference.

ALICIA:

"I work in project management for a training company. For me, the first day on the job was the challenging part, but nothing we couldn't work out. The desk I was given wasn't designed to fit a wheelchair. Plus, all of the reference documents the

information design team used were placed on a shelf too high for me to reach. A different desk and moving the books made everything work fine for me."

NARRATOR:

According to Statistics Canada, Ontarians with disabilities are more likely to be unemployed or under-employed.

[text on screen:] Ontarians with disabilities are more likely to be unemployed or underemployed

By making your recruitment processes and employment policies more accessible, you open your doors to a much larger resource pool. It's a win/win situation.

So, how do you open your doors? It's all about looking at your human resource processes through an additional lens.

Some of you may be familiar with the Employment Standards Act. It sets out the minimum fairness standards for the workplace.

The Employment Standard under the Integrated Accessibility Standards Regulation is different. It deals with accessibility in the employment cycle.

It builds on the obligations that employers have under the Ontario Human Rights Code.

The standard formalizes workplace accessibility processes that many organizations already have in place.

And, accommodating specific accessibility needs due to disability doesn't usually take as much effort as you might think.

The majority of people with a disability require no accommodations at all. A recent study found that when accommodations are required, employers reported that 56% of accommodations cost absolutely nothing to make, while the rest typically cost only \$500 or less.

[text on screen:] 56% of accommodations cost nothing to make

[text on screen:] The rest typically cost \$500 or less

For such a small cost, the rewards are immeasurable, for your organization, for your new and existing employees, for the bottom line of your business.

The Employment Standard, as outlined in this module, addresses the processes and procedures organizations follow in recruiting and accommodating their employees.

[text on screen:] [Employment Standard](#)

Addresses the processes and procedures that organizations follow in recruiting and accommodating their employees.

The standard will help people with disabilities participate in our labour force and economy, and will help employers find untapped talent.

[text on screen:] [Ontario Logo](#)

Developed by the Government of Ontario


Page 5 of 21: Module Topics

Ontario

Employment Standard

Module Topics

- About the Employment Standard
- Informing Employees of Supports
- Accessible Recruitment Process
- Accessible Formats and Communication Supports
- Documented Individual Accommodation Plans
- Workplace Emergency Response Information
- Performance Management, Career Development, and Redeployment
- Return to Work Process



This module will take you approximately 12 minutes to complete.

AccessForward

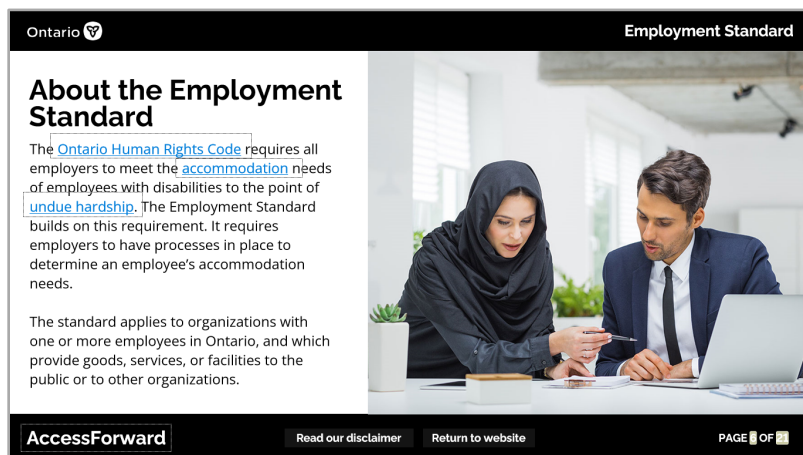
[Read our disclaimer](#)
[Return to website](#)

PAGE 5 OF 21

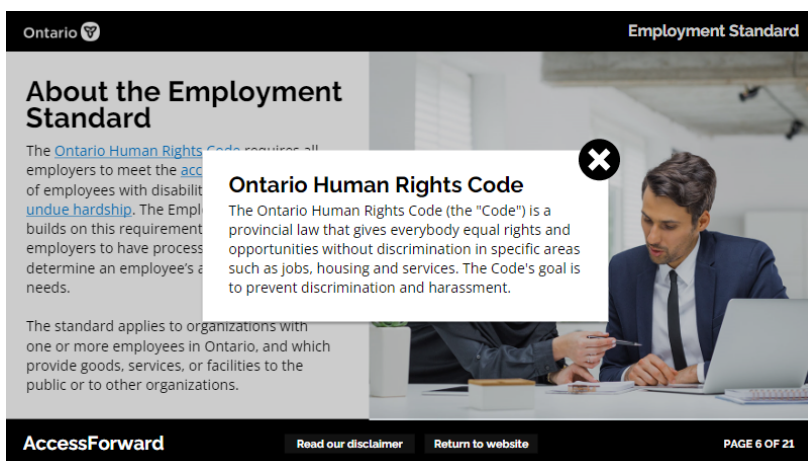
- About the Employment Standard
- Informing Employees of Supports
- Accessible Recruitment Process
- Accessible Formats and Communication Supports
- Documented Individual Accommodation Plans
- Workplace Emergency Response Information
- Performance Management, Career Development, and Redeployment
- Return to Work Process

This module will take you approximately 12 minutes to complete.

Page 6 of 21: About the Employment Standard (2 pages)



The Ontario Human Rights Code requires all employers to meet the accommodation needs of employees with disabilities to the point of undue hardship. The Employment Standard builds on this requirement. It requires employers to have processes in place to determine an employee's accommodation needs.



The **Ontario Human Rights Code** (the "Code") is a provincial law that gives everybody equal rights and opportunities without discrimination in specific areas such as jobs, housing and services. The Code's goal is to prevent discrimination and harassment.

The screenshot shows the Ontario Employment Standard website. The header includes the Ontario logo and 'Employment Standard'. The main heading is 'About the Employment Standard'. A text box defines 'Accommodation' as making arrangements to allow a person with a disability to equally benefit or participate. It notes there is no set formula and that the person must be consulted. Examples include flexibility in work hours or break times and providing documents in accessible formats like large print. The background image shows two people in business attire working at a desk with a laptop. The footer includes 'AccessForward', 'Read our disclaimer', 'Return to website', and 'PAGE 6 OF 21'.

Accommodation
Making arrangements to allow a person with a disability to equally benefit or participate. There is no set formula for accommodating people with disabilities. The person involved must be consulted. Some examples of accommodation: flexibility in work hours or break times or providing a document in an accessible format such as large print.

Accommodation: Making arrangements to allow a person with a disability to equally benefit or participate. There is no set formula for accommodating people with disabilities. The person involved must be consulted. Some examples of accommodation: flexibility in work hours or break times or providing a document in an accessible format such as large print.

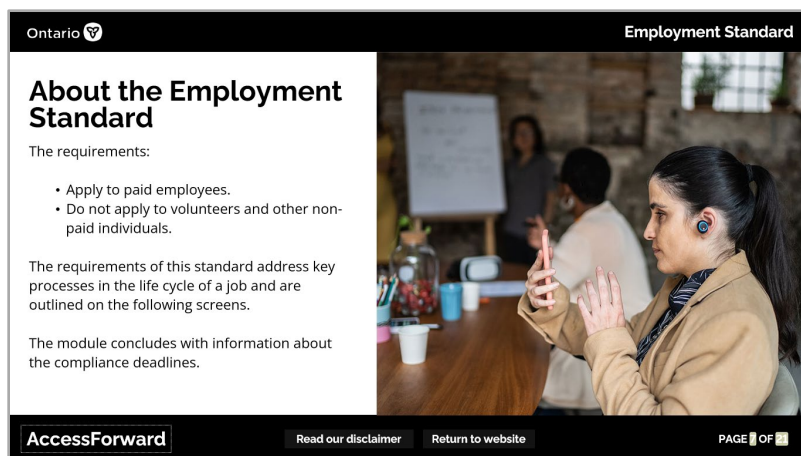
The screenshot shows the Ontario Employment Standard website. The header includes the Ontario logo and 'Employment Standard'. The main heading is 'About the Employment Standard'. A text box defines 'Undue Hardship' as occurring when the benefit of providing accommodation is outweighed by severe negative effects such as very high cost or health and safety issues. It states that concrete evidence is required to establish undue hardship. The background image shows two people in business attire working at a desk with a laptop. The footer includes 'AccessForward', 'Read our disclaimer', 'Return to website', and 'PAGE 6 OF 21'.

Undue Hardship
Occurs when the benefit of providing accommodation is outweighed by severe negative effects such as very high cost or health and safety issues. Concrete evidence is required to establish undue hardship.

Undue Hardship: Occurs when the benefit of providing accommodation is outweighed by severe negative effects such as very high cost or health and safety issues. Concrete evidence is required to establish undue hardship.

The standard applies to organizations with one or more employees in Ontario, and which provide goods, services, or facilities to the public or to other organizations.

Page 7 of 21: About the Employment Standard (2 pages)



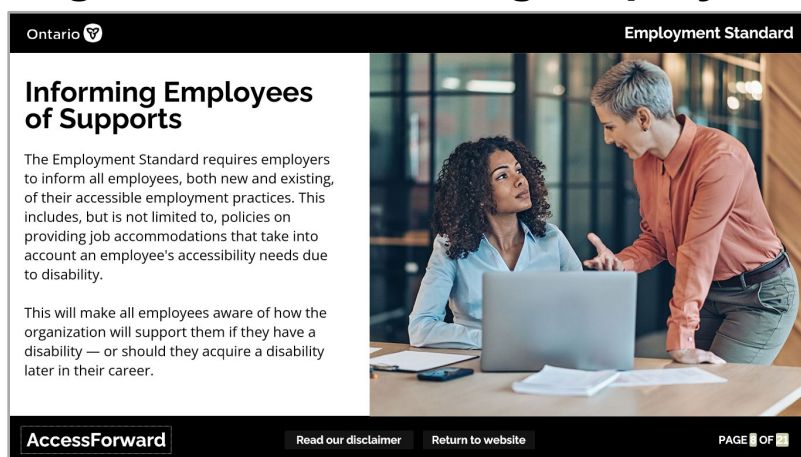
The requirements:

- Apply to paid employees.
- Do not apply to volunteers and other non-paid individuals.

The requirements of this standard address key processes in the life cycle of a job and are outlined on the following screens.

The module concludes with information about the compliance deadlines.

Page 8 of 21: Informing Employees of Supports

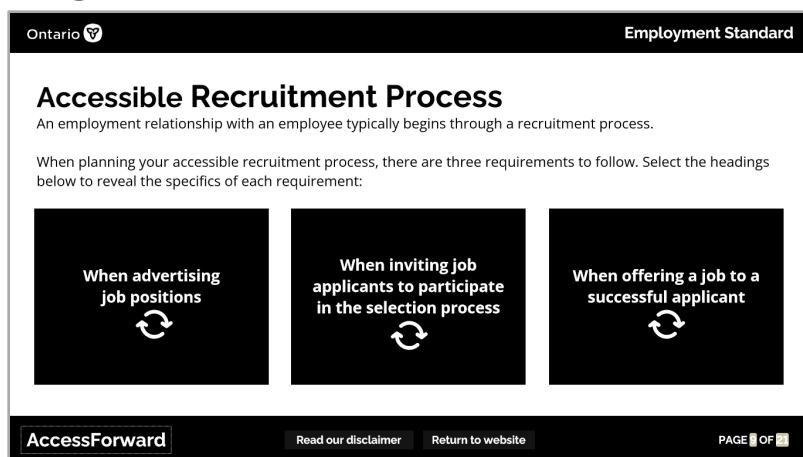


The Employment Standard requires employers to inform all employees, both new and existing, of their accessible employment practices. This includes, but is not

limited to, policies on providing job accommodations that take into account an employee's accessibility needs due to disability.

This will make all employees aware of how the organization will support them if they have a disability — or should they acquire a disability later in their career.

Page 9 of 21: Accessible Recruitment Process



An employment relationship with an employee typically begins through a recruitment process.

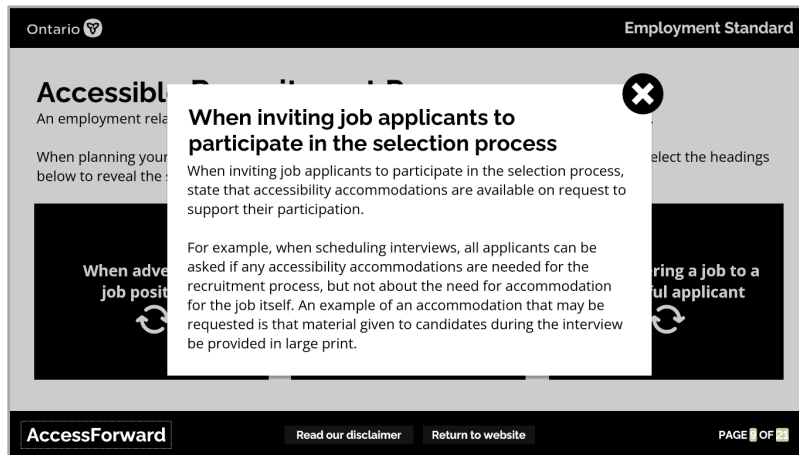
When planning your accessible recruitment process, there are three requirements to follow. Select the headings below to reveal the specifics of each requirement:



When advertising job positions

When advertising job positions, state that accommodations for job applicants with disabilities are available on request. For example, your organization may choose to do this in all job ads, a statement on your website, or another way.

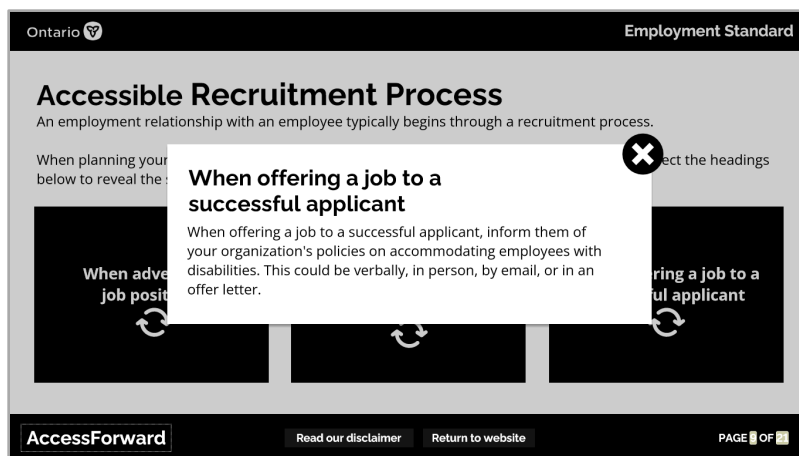
This will notify your existing employees and the public that the organization will support their participation in all aspects of the recruitment process.



When inviting job applicants to participate in the selection process

When inviting job applicants to participate in the selection process, state that accessibility accommodations are available on request to support their participation.

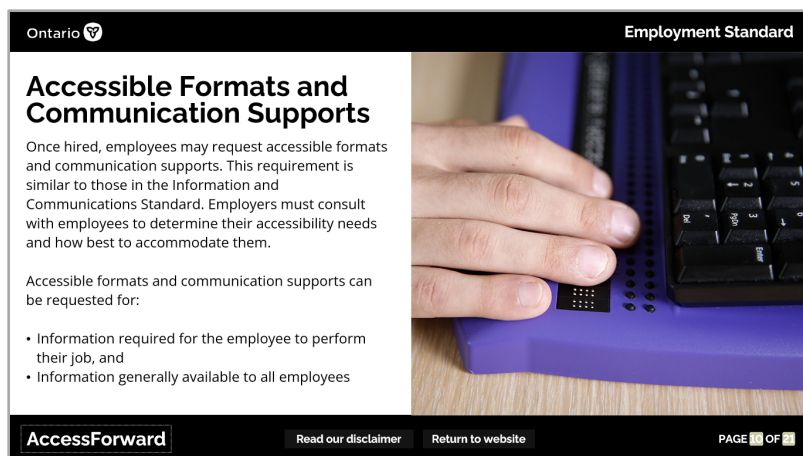
For example, when scheduling interviews, all applicants can be asked if any accessibility accommodations are needed for the recruitment process, but not about the need for accommodation for the job itself. An example of an accommodation that may be requested is that material given to candidates during the interview be provided in large print.



When offering a job to a successful applicant

When offering a job to a successful applicant, inform them of your organization's policies on accommodating employees with disabilities. This could be verbally, in person, by email, or in an offer letter.

Page 10 of 21: Accessible Formats and Communication Supports (2 pages)

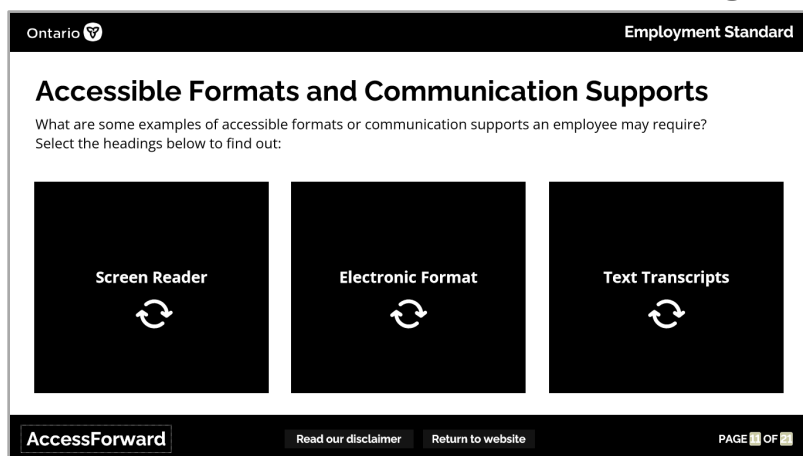


Once hired, employees may request accessible formats and communication supports. This requirement is similar to those in the Information and Communications Standard. Employers must consult with employees to determine their accessibility needs and how best to accommodate them.


Accessible formats and communication supports can be requested for:

- Information required for the employee to perform their job, and
- Information generally available to all employees

Page 11 of 21: Accessible Formats and Communication Supports (2 pages)



What are some examples of accessible formats or communication supports an employee may require? Select the headings below to find out:

Ontario  Employment Standard

Accessible Formats and Communication Supports

What are some examples of accessible formats or communication supports an employee may require?
Select the headings below to find out:


Screen Reader
 Access to the use of software such as a [screen reader](#)

Electronic Format

Text Transcripts

AccessForward [Read our disclaimer](#) [Return to website](#) PAGE 11 OF 21

Screen Reader: Access to the use of software such as a [screen reader](#)

Ontario  Employment Standard

Accessible Formats and Communication Supports

What are some examples of accessible formats or communication supports an employee may require?
Select the headings below to find out:

Screen Reader
 Access to the use of software such as a [screen reader](#)

Electronic Format

Text Transcripts

Screen Reader Software

Software programs that allow users to read the text displayed on the computer screen with a speech synthesizer. Often used by people with vision loss or have a learning disability.

AccessForward [Read our disclaimer](#) [Return to website](#) PAGE 11 OF 21

Screen Reader Software: Software programs that allow users to read the text displayed on the computer screen with a speech synthesizer. Often used by people with vision loss or have a learning disability.

Ontario

Employment Standard

Accessible Formats and Communication Supports

What are some examples of accessible formats or communication supports an employee may require?
Select the headings below to find out:

Screen Reader

Electronic Format

Documents in an electronic format

Text Transcripts

Electronic Format: Documents in an electronic format

Ontario

Employment Standard

Accessible Formats and Communication Supports

What are some examples of accessible formats or communication supports an employee may require?
Select the headings below to find out:

Screen Reader

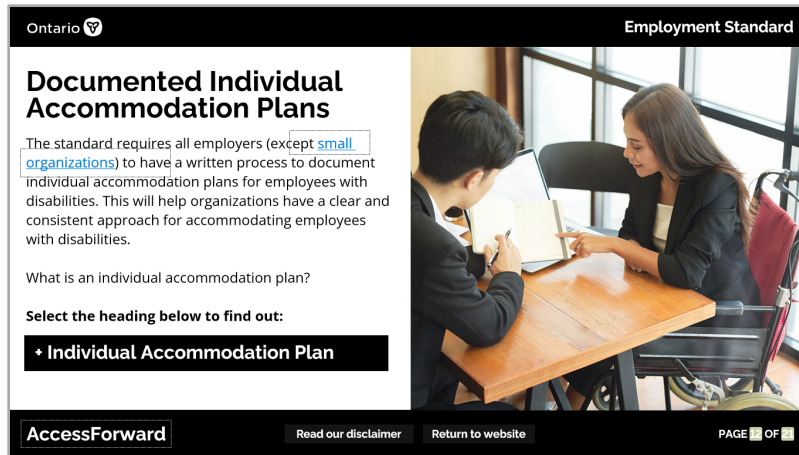
Electronic Format

Text Transcripts
Text transcripts of visual
or audio information

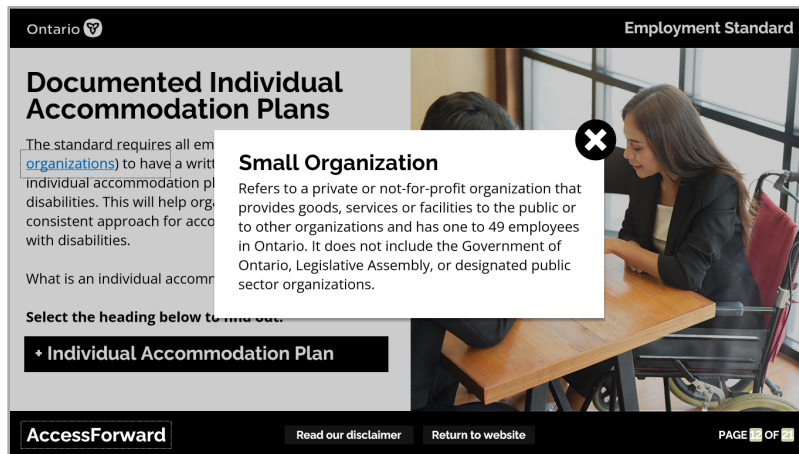
[AccessForward](#)
[Read our disclaimer](#)
[Return to website](#)
PAGE 1 OF 2

Text Transcripts: Text transcripts of visual or audio information

Page 12 of 21: Documented Individual Accommodation Plans (2 pages)



The standard requires all employers (except [small organizations](#)) to have a written process to document individual accommodation plans for employees with disabilities. This will help organizations have a clear and consistent approach for accommodating employees with disabilities.

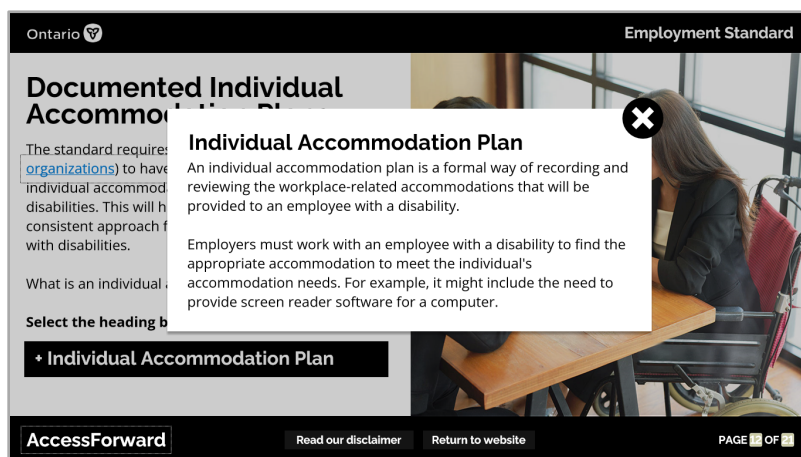


Small Organization

Refers to a private or not-for-profit organization that provides goods, services or facilities to the public or to other organizations and has one to 49 employees in Ontario. It does not include the Government of Ontario, Legislative Assembly, or designated public sector organizations.

What is an individual accommodation plan?

Select the heading below to find out:

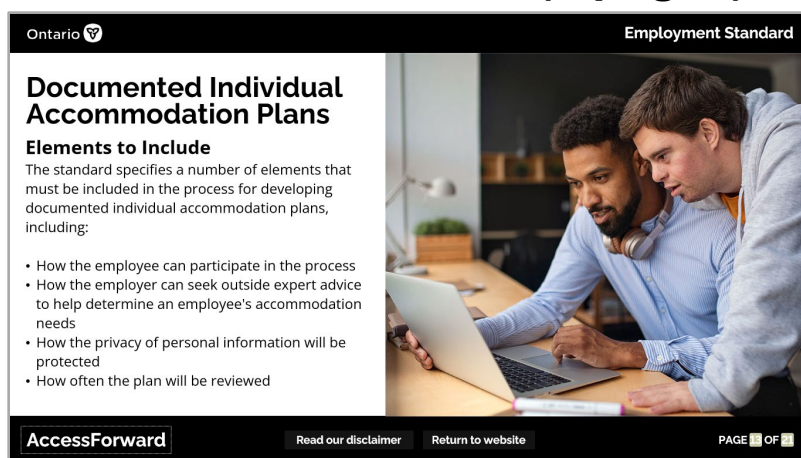


+ Individual Accommodation Plan

An individual accommodation plan is a formal way of recording and reviewing the workplace-related accommodations that will be provided to an employee with a disability.

Employers must work with an employee with a disability to find the appropriate accommodation to meet the individual's accommodation needs. For example, it might include the need to provide screen reader software for a computer.

Page 13 of 21: Documented Individual Accommodation Plans (2 pages)

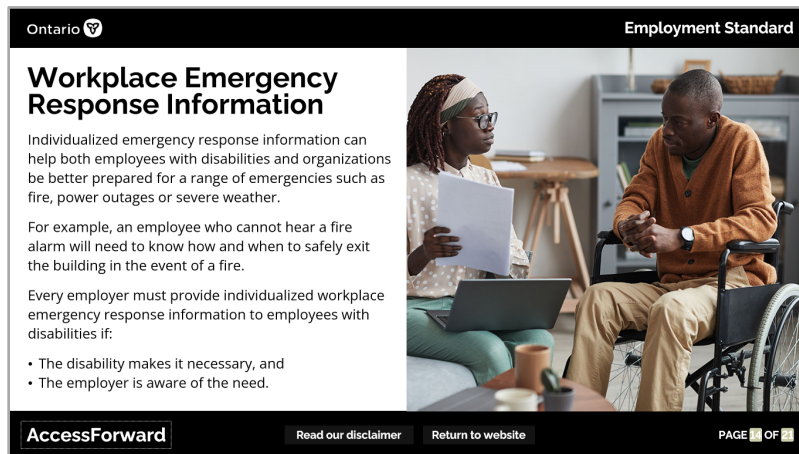


Elements to Include

The standard specifies a number of elements that must be included in the process for developing documented individual accommodation plans, including:

- How the employee can participate in the process
- How the employer can seek outside expert advice to help determine an employee's accommodation needs
- How the privacy of personal information will be protected
- How often the plan will be reviewed

Page 14 of 21: Workplace Emergency Response Information (2 pages)



Individualized emergency response information can help both employees with disabilities and organizations be better prepared for a range of emergencies such as fire, power outages or severe weather.

For example, an employee who cannot hear a fire alarm will need to know how and when to safely exit the building in the event of a fire.

Every employer must provide individualized workplace emergency response information to employees with disabilities if:

- The disability makes it necessary, and
- The employer is aware of the need

Page 15 of 21: Workplace Emergency Response Information (2 pages)

Workplace Emergency Response Information

With the employee's consent, you must ensure the information is shared with anyone designated to help them in an emergency.

This information must be reviewed when:

- The employee moves to a different location in your organization.
- The employee's overall accommodation needs or plan are reviewed.
- You review your organization's emergency response policies.

AccessForward Read our disclaimer Return to website PAGE 15 OF 21

With the employee's consent, you must ensure the information is shared with anyone designated to help them in an emergency.

This information must be reviewed when:

- The employee moves to a different location in your organization.
- The employee's overall accommodation needs or plan are reviewed.
- You review your organization's emergency response policies.

Page 16 of 21: Performance Management, Career Development, and Redeployment (2 pages)

Performance Management, Career Development, and Redeployment

There are other processes that help support employees. The standard also includes requirements for these:

- [Performance management](#)
- [Career development](#)
- [Redeployment](#)

The standard requires these processes take into account the accessibility needs of employees with disabilities and their individual accommodation plans.

AccessForward Read our disclaimer Return to website PAGE 16 OF 21

There are other processes that help support employees. The standard also includes requirements for these:

- Performance management
- Career development
- Redeployment

The standard requires these processes take into account the accessibility needs of employees with disabilities and their individual accommodation plans.

Ontario Employment Standard

Performance Management, Career Development, and Redeployment

There are other processes that employees. The standard also has requirements for these:

- [Performance management](#)
- [Career development](#)
- [Redeployment](#)

The standard requires these processes take into account the accessibility needs of employees with disabilities and their individual accommodation plans.

Performance Management

Activities related to assessing and improving employee performance, productivity and effectiveness, with the goal of facilitating employee success.

AccessForward [Read our disclaimer](#) [Return to website](#) PAGE 1 OF 1

Performance Management: Activities related to assessing and improving employee performance, productivity and effectiveness, with the goal of facilitating employee success.

Ontario Employment Standard

Performance Management, Career Development, and Redeployment

There are other processes that employees. The standard also has requirements for these:

- [Performance management](#)
- [Career development](#)
- [Redeployment](#)


The standard requires these processes take into account the accessibility needs of employees with disabilities and their individual accommodation plans.

Career Development

Providing additional responsibilities within an employee's current position and the movement of an employee from one job to another in an organization that may be higher in pay, provide greater responsibility or be at a higher level in the organization or any combination of them and, for both additional responsibilities and employee movement, is usually based on merit or seniority, or a combination of them.

AccessForward [Read our disclaimer](#) [Return to website](#) PAGE 1 OF 1

Career Development: Providing additional responsibilities within an employee's current position and the movement of an employee from one job to another in an organization that may be higher in pay, provide greater responsibility or be at a higher level in the organization or any combination of them and, for both additional responsibilities and employee movement, is usually based on merit or seniority, or a combination of them.

Ontario  Employment Standard

Performance Management, Career Development, and Redeployment

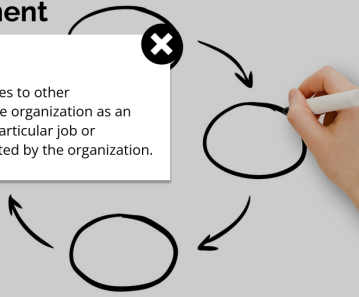
There are other processes that apply to employees. The standard also sets out requirements for these:

- [Performance management](#)
- [Career development](#)
- [Redeployment](#)

The standard requires these processes take into account the accessibility needs of employees with disabilities and their individual accommodation plans.

Redeployment


The reassignment of employees to other departments or jobs within the organization as an alternative to layoff, when a particular job or department has been eliminated by the organization.



AccessForward [Read our disclaimer](#) [Return to website](#) PAGE 17 OF 21

Redeployment: The reassignment of employees to other departments or jobs within the organization as an alternative to layoff, when a particular job or department has been eliminated by the organization.

Page 17 of 21: Performance Management, Career Development, and Redeployment (2 pages)


Ontario  Employment Standard

Performance Management, Career Development, and Redeployment


These requirements apply only if the organization currently has these processes in place. Organizations are not required to establish these processes if they don't exist.

Select the headings below to see some examples of how these requirements could apply:


Performance Plan



Accommodation Plan



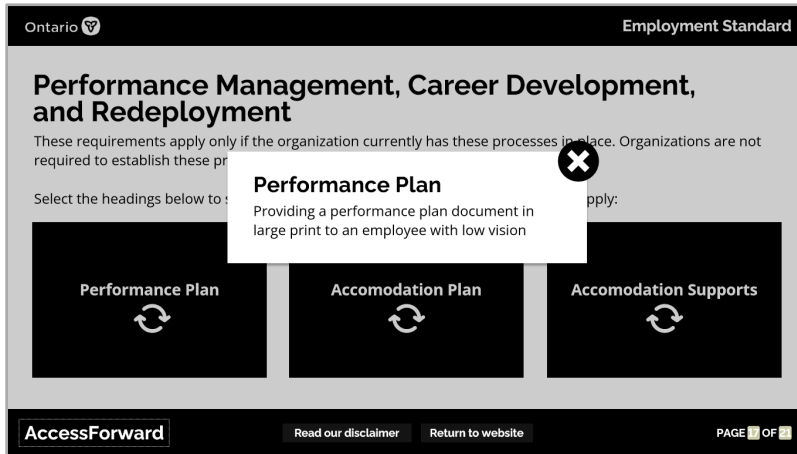
Accommodation Supports



AccessForward [Read our disclaimer](#) [Return to website](#) PAGE 17 OF 21

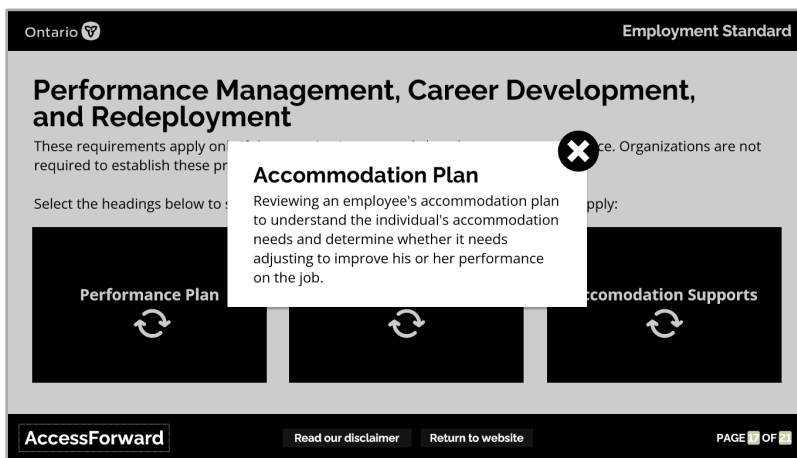
These requirements apply only if the organization currently has these processes in place. Organizations are not required to establish these processes if they don't exist.

Select the headings below to see some examples of how these requirements could apply:



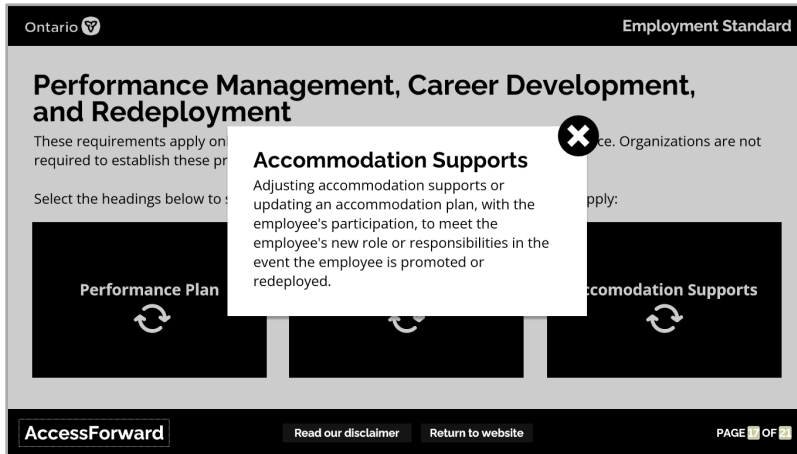
Performance Plan

Providing a performance plan document in large print to an employee with low vision.



Accommodation Plan

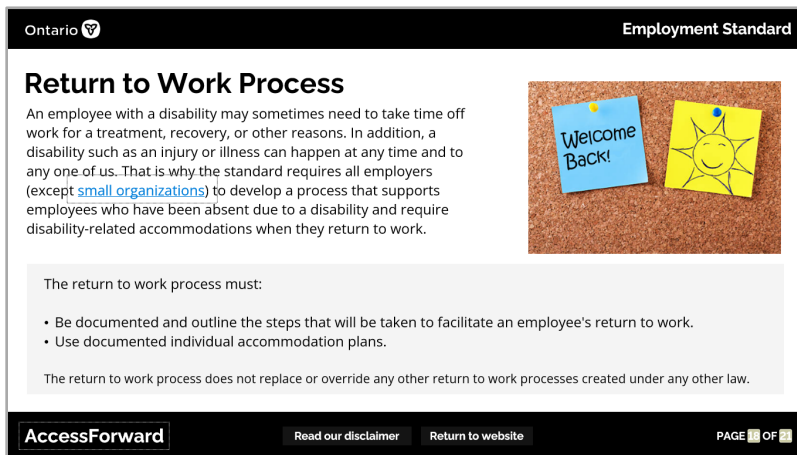
Reviewing an employee's accommodation plan to understand the individual's accommodation needs and determine whether it needs adjusting to improve his or her performance on the job.



Accommodation Supports

Adjusting accommodation supports or updating an accommodation plan, with the employee's participation, to meet the employee's new role or responsibilities in the event the employee is promoted or redeployed.

Page 18 of 21: Return to Work Process



An employee with a disability may sometimes need to take time off work for a treatment, recovery, or other reasons. In addition, a disability such as an injury or illness can happen at any time and to any one of us. That is why the standard requires all employers (except [small organizations](#)) to develop a process that supports employees who have been absent due to a disability and require disability-related accommodations when they return to work.

The return to work process must:

- Be documented and outline the steps that will be taken to facilitate an employee's return to work.
- Use documented individual accommodation plans.
- The return to work process does not replace or override any other return to work processes created under any other law.

Small Organization: Refers to a private or not-for-profit organization that provides goods, services or facilities to the public or to other organizations and has one to 49 employees in Ontario. It does not include the Government of Ontario, Legislative Assembly, or designated public sector organizations.

Page 19 of 21: Knowledge Check

Ontario

Employment Standard

Knowledge Check

In what instances must an employee's individualized workplace emergency response information be reviewed? (Choose all that apply and select Submit Response.)

A

During their yearly performance review

B

When you review your organization's emergency response policies

C

When the employee moves to a different location in your organization

D

At least every two years

SUBMIT RESPONSE

AccessForward

[Read our disclaimer](#)
[Return to website](#)

PAGE 19 OF 21

In what instances must an employee's individualized workplace emergency response information be reviewed? (Choose all that apply and select Submit Response.)

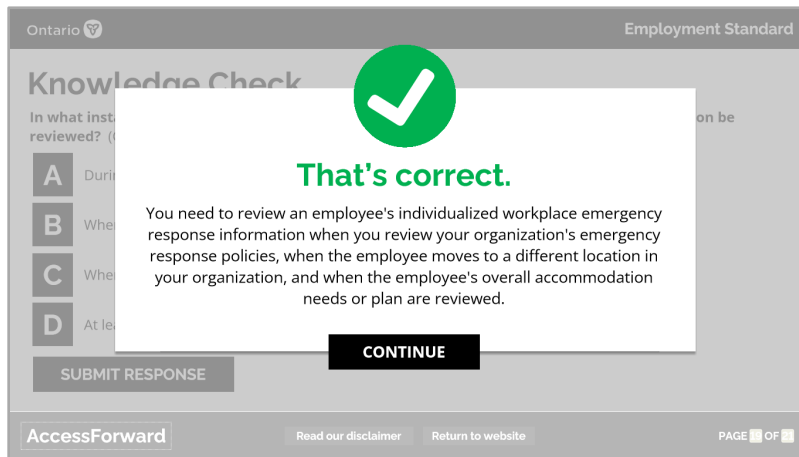
A - During their yearly performance review

B - When you review your organization's emergency response policies

C - When the employee moves to a different location in your organization

D - At least every two years

SUBMIT RESPONSE

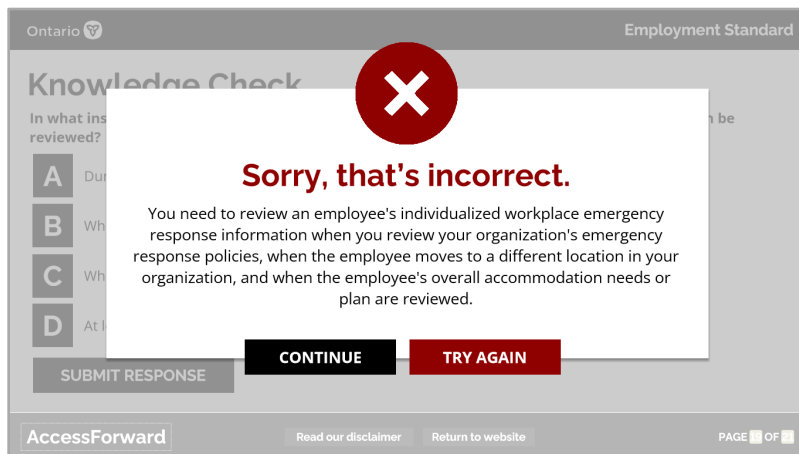


B, C

That's correct.

You need to review an employee's individualized workplace emergency response information when you review your organization's emergency response policies, when the employee moves to a different location in your organization, and when the employee's overall accommodation needs or plan are reviewed.

CONTINUE



A, D

Sorry, that's incorrect.

You need to review an employee's individualized workplace emergency response information when you review your organization's emergency response policies, when the employee moves to a different location in your organization, and when the employee's overall accommodation needs or plan are reviewed.

CONTINUE

TRY AGAIN

Page 20 of 21: Summary

Ontario

Employment Standard

Summary

You have now completed the Employment Standard module.

Module Topics

✓ About the Employment Standard	✓ Workplace Emergency Response Information
✓ Informing Employees of Supports	✓ Performance Management, Career Development, and Redeployment
✓ Accessible Recruitment Process	✓ Return to Work Process
✓ Accessible Formats and Communication Supports	✓ Compliance Deadlines for the Employment Standard
✓ Documented Individual Accommodation Plans	

AccessForward

[Read our disclaimer](#)
[Return to website](#)

PAGE 20 OF 21

You have now completed the Employment Standard module.

Module Topics

- ✓ About the Employment Standard
- ✓ Informing Employees of Supports
- ✓ Accessible Recruitment Process
- ✓ Accessible Formats and Communication Supports
- ✓ Documented Individual Accommodation Plans
- ✓ Workplace Emergency Response Information
- ✓ Performance Management, Career Development, and Redeployment
- ✓ Return to Work Process
- ✓ Compliance Deadlines for the Employment Standard

Page 21 of 21: Certificate

AccessForward cannot certify completion. It is the responsibility of the individual to certify that they have completed the module content.

If you are required to provide confirmation of your training covered in this module, a sample completion certificate which you can sign and date is provided on the [AccessForward.ca](https://www.accessforward.ca) website.

Download Certificate

Disclaimer

This training resource is provided as information and not legal advice and should you require assistance in interpreting the legislation or the regulation, please contact your legal adviser. This resource has been created to assist in understanding the legislation and/or regulation and does not replace the official version of the Integrated Accessibility Standards Regulation, Ontario Regulation 191/11 and the Accessibility for Ontarians with Disabilities Act, 2005 (AODA). If there is any conflict between this resource, the Integrated Accessibility Standards Regulation and the AODA, the regulation and the AODA are the final authorities.

Disclaimer Statement

Completion of this AccessForward training course by an individual should not be construed as compliance by them or their organization with the AODA and its regulation.

© King's Printer for Ontario, 2012-24