

**St. Joseph's General Hospital Elliot Lake  
POLICY/PROCEDURE MANUAL**

<b>Department</b>	<b>Human Resources</b>
<b>Subject:</b>	<b>Accessibility for Ontarians with Disabilities Act (AODA), 2005 – CUSTOMER SERVICE STANDARD</b>
<b>Policy Number:</b>	PRS 1-a-10
<b>Distribution List:</b>	All Departments
<b>Approved By: Chief Executive Officer</b>	M. Hukezalie
<b>Date Originated:</b>	December 1, 2009
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<b>Date(s) Revised:</b> (NB RETAIN PREVIOUS POLICY)	
<b>Senior Manager's Signature:</b>	<i>R. Primeau</i> , Director Human Resources

**POLICY**

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The *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) has as its stated purpose:

*To achieve accessibility for Ontarians with disabilities with respect to goods, services, facilities, accommodation, employment, buildings, structures and premises on or before January 1, 2025.*

- a) St. Joseph's General Hospital Elliot Lake ( which includes the "Hospital", the "Oaks Treatment Centre" and "St. Joseph's Manor") must meet the requirements of accessibility standards established by AODA regulations. Ontario Regulation 429/07 – Accessibility Standards for Customer Service – apply to every designated public sector organization and to every other person or organization that provides goods or services to members of the public or other third parties and that has at least one employee in Ontario.
- b) This policy establishes the accessibility standards for customer service for the Hospital in accordance with the requirements of Ontario Regulation 429/07. The standards outlined in this policy will be implemented by SJGH EL by January 1, 2010.

**APPLICATION**

This policy applies to Hospital staff who deal with the public or other third parties as well as persons involved in developing Hospital policies, procedures and practices pertaining to the provision of goods and services to the public or other third parties, whether they do so as employees, volunteers, agents or otherwise.

In keeping with the principles set out in the AODA, the Hospital is committed to providing respectful services that focus on the unique needs of each individual. To achieve this, the Hospital shall make reasonable efforts to ensure that its policies, procedures and practices pertaining to the provision of goods and services to the public and other third parties adhere to the following guiding principles as set out in Ontario Regulation 429/07:

- a) The goods or services must be provided in a manner that respects the dignity and independence of persons with disabilities.
- b) The provisions of goods or services to persons with disabilities and others must be integrated unless an alternate measure is necessary, whether temporarily or on a permanent basis, to enable a person with a disability to obtain, use or benefit from the goods or services.
- c) Persons with disabilities must be given an opportunity equal to that given to others to obtain, use and benefit from the goods or services.

### **Communications:**

The Hospital supports an accessible Ontario where the independence and integration of those with disabilities is promoted. When communicating with a person with a disability, individuals working on behalf of the Hospital shall do so in a manner that takes into account the person's disability and will make reasonable efforts to have the person with a disability understand both the content and intent of its communications.

### **Use of Assistive Devices:**

The Hospital is committed to serving people with disabilities who use assistive devices to obtain, use or benefit from our goods and services within the facilities that we operate. The Hospital will ensure that staff are trained on or about the assistive devices that may be made available by the Hospital and realize that persons with disabilities may use their own assistive devices to access the Hospital's goods and services. For example, if the Hospital provides a wheelchair for use by persons accessing our goods and services, the staff providing the wheelchair will be trained on how to set up and use the wheelchair.

### **Use of Service Animals:**

- a) The Hospital is committed to welcoming people with disabilities and their service animals on the parts of our premises that are open to the public and other third parties and will permit the person to keep the service animal with them. The Hospital will also ensure that all persons to whom this policy applies have been

trained on how to interact with people with disabilities who are accompanied by a service animal.

- b) If the service animal is excluded by law from the Hospital's premises, the Hospital shall ensure that measures are available to permit persons with disabilities to access the Hospital's goods and services through other means.

**Use of Support Persons:**

- a) The Hospital is committed to welcoming people with disabilities who are accompanied by a support person. Any person with a disability who is accompanied by a support person will be allowed to enter the Hospital's premises with his or her support person. At no time will a person with a disability who is accompanied by a support person be prevented from having access to his or her support person while on the premises.
- b) In the event that a fee is charged in relation to a support person's presence on our premises, advanced notice of the fee will be provided.
- c) On occasion persons with disabilities require the assistance of a support person to protect their health and safety or the health and safety of others. If necessary, the Hospital may require a person with a disability to be accompanied by a support person while on the premises for the purpose of protecting the health and safety of the person with the disability or others on the premises.

**Notice of Temporary Disruption in Services and Facilities**

- a) In order to obtain, use or benefit from the Hospital's services, persons with disabilities usually use particular facilities or services of the Hospital. If there is a temporary disruption in those facilities or services in whole or in part, the Hospital shall give notice of the disruption to the public.
- b) The notice of the disruption will include information about the reason for the disruption, its anticipated duration and a description of alternative facilities or services, if any, that are available. Notice may be given by posting the information at a conspicuous place in the Hospital, by posting to the Hospital's website, by public announcement through the media, or by such other method as is reasonable in the circumstances.

## **Training**

- a) The Hospital will ensure appropriate levels of training to all employees, volunteers, students, agents and others who deal with the public or other third parties on behalf of the Hospital as well as those who are involved in the development and approval of policies, practices and procedures dealing with the provision of goods and services to the public or other third parties.
- b) This training will be provided to all staff as soon as practicable and in keeping with the requirements of Ontario Regulation 429/07.
- c) Records of training will be kept that include the dates on which training occurred and the number of persons trained.
- d) Training will include the following topics:
  - i) the purpose of the Accessibility for Ontarians with Disabilities Act, 2005
  - ii) the requirements of the Accessibility Standard for Customer Service
  - iii) how to interact and communicate with people with various types of disabilities
  - iv) how to interact with people with disabilities who use an assistive device or require the assistance of a service animal or a support person
  - v) how to use the assistive devices available at the Hospital
  - vi) what to do if a person with a disability is having difficulty in accessing the Hospital's goods and services
  - vii) the Hospital's policies, practices and procedures relating to the provision of goods and services to the public and other third parties
- e) Staff will also be trained on an ongoing basis when changes are made to policies, practices and procedures dealing with the provision of goods and services to the public and other third parties.

### **Feedback Process**

- a) The ultimate goal of the Hospital is to meet and surpass customer expectations while serving customers with disabilities. Comments on the Hospital's services regarding how well those expectations are being met are welcome and appreciated.
- b) Feedback regarding the way the Hospital provides goods and services to people with disabilities can be made in person, by telephone, in writing or by delivering an electronic text email, diskette or other reasonable method directly to the Chief Executive Officer's office. Complaints will be addressed by the Chief Executive Officer or designate.

### **Availability of the Accessible Customer Service Documents**

- a) The Hospital shall prepare any additional documents describing its policies, practices and procedures as may be required by Ontario Regulation 429/07 and, upon request, shall give a copy of such documents to any person. Further, the Hospital shall post a notice that the documents required under Ontario Regulation 429/07 are available upon request.
- b) The Hospital shall give the person the documents, or the information contained in the documents described above, in a format that takes into account the person's disability.

### **DEFINITIONS**

The AODA and Ontario Regulation 429/07 contain and refer to various definitions that are relevant to this policy, some of which are set out below:

- a) **Assistive device** means,
  - any device that is designed, made or adapted to assist a person perform a particular task and may include, but is not limited to, wheelchairs, reading machines, recording machines, hearing devices and devices for grasping.
- b) **barrier** means,
  - anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability, including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, a policy or a practice ("obstacle").

c) **disability** means,

- i) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical coordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
- ii) a condition of mental impairment or a developmental disability,
- iii) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- iv) a mental disorder, or
- v) an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997 (“handicap”)

d) **guide dog** means

a dog trained as a guide for a blind person and having the qualifications prescribed by the regulations (Blind Persons' Rights Act 1990 s1 (1))

e) **service animal** means an animal acting as a service animal for a person with a disability,

- i) if it is readily apparent that the animal is used by the person for reasons relating to his or her disability; or
- ii) if the person provides a letter from a physician or nurse confirming that the person requires the animal for reasons relating to the disability

f) **support person** means,

in relation to a person with a disability, another person who accompanies him or her in order to help with communication, mobility, personal care or medical needs or with access to goods or services

(typist's initials)

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References:

Reviewed in consultation with: Senior Managers, Managers

**St. Joseph's General Hospital Elliot Lake  
HUMAN RESOURCES  
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