

Accessibility for Ontarians with Disabilities Act - AODA Program

Policy Statement

Greely Construction Inc. is committed to ensuring equal access and participation for people with disabilities. We are committed to treating people with disabilities in a way that allows them to maintain their dignity and independence.

We believe in integration, and we are committed to meeting the needs of people with disabilities in a timely manner. We will do so by removing and preventing barriers to accessibility and by meeting our accessibility requirements under Ontario's accessibility laws.

Barriers to accessibility are obstacles that make it difficult — sometimes impossible — for people with disabilities to do the things most of us take for granted, like shopping, working or accessing facilities. Greely is committed to removing these barriers and providing an accessible work environment with an atmosphere of mutual respect.

Employee Training

All employees at Greely must be aware of our internal AODA Program and follow the associated criteria. Employees must complete AODA training online so that they are aware of legislative requirements and their work place obligations.

Click on the link below to access the free online course. Employees should contact Evan Maddock at 613-297-9371 if they are experiencing any issues or barrier to training. When certificates are generated employees must send them to emaddok@greely.com so that training can be documented and recorded (Follow the Link Below):

[Certificate Version | Ontario Human Rights Commission \(ohrc.on.ca\)](#)

Note - New Hires will be required to complete AODA training after they are orientated and complete their probationary period at Greely Construction Inc.

Accessibility

Greely Construction is taking steps to create a safe point of access for wheel chairs at our facility located at 5689 Power Road. This project will be implemented by the end of 2024. We are currently reviewing the criteria for wheelchair ramps and are in the process of getting permission to complete the work from the owners of the facility.

Anyone with a seeing eye dog is permitted to enter our facility without any issue. When members of the public enter the building there will be a secretary at the front desk who will

greet them and direct them to where they need to go. If an usher is required to ease access through the facility it will be provided upon request.

We do not have a designated waiting area at the office so anyone who is planning on entering the building should wait in their vehicle until their scheduled appointment. This will avoid any undue stress on the person(s) with the disability. **Note** - There is no pedestrian access to the industrial park so everyone that comes here should have access to a vehicle. If they traveled here in that vehicle, it will naturally be suited to accommodate their needs.

Notice of Disruptions

Workers in the field will ensure safe access to pedestrian pathways around their work areas. They will redirect pedestrian traffic to safe and accessible pathways whenever their work area obstructs regular pedestrian routes. Advanced warning will be posted whenever pathways are obstructed. Employees will use Hi-Vis traffic markers and signs to provide the public with advanced warning and to create a physical barrier to entry. Alternative pathways will be assessable for use whenever sidewalks are closed.

Employees must use plates to cover holes located along public pathways and sidewalks. The plates must have a lip around the edge to ease accessibility over the devices for all people with disabilities. If steel plates are used then employees are required to apply cold patch around the edge to eliminate barriers to use. All pathways around the work area will be adequately salted if ice/snow is creating a slipping hazard or impeding mobility.

If anyone with a disability asks for assistance crossing through a work area then employees must ensure that they have a safe alternative path to use. If in the event that a safe pathway cannot be utilized then employees must pause work and usher the disabled individual through the work area and back onto the sidewalk.

Note - There should never be any disruptions to accessing the corporate offices at 5689 Power Road during regular business hours.

Alternative Forms of Communication

If anyone needs to communicate using in an alternative format or has a disability that is preventing them from participating in the health and safety program then accessible formats will be made available. Options include but are not limited to the following:

- Reading the written information aloud to the person directly and helping them write down their responses to questions
- Exchanging hand-written notes
- Using Assistive listening systems (This software is available through most web browsers).

- **Screen reader:** is a software that reads the text on a computer screen in a computerized voice, and it can also convert the text into braille. This software is commonly used by people who are blind or have sight loss. The information on screen must be formatted properly (in a structured electronic file) for the screen reader to recognize it.
- Repeating, clarifying or restating information

Submitting Feedback

Issues regarding accessibility can be brought forth directly to any manager or foreman at Greely Construction. Managers and foreman are expected to document feedback and notify the office so that concerns can be reviewed and actioned in a timely manner.

Alternatively, people can contact the office directly to provide their feedback at [\(613\) 822 0500](tel:6138220500). Calls will be directed to the safety manager for consideration. Your feedback will be evaluated and your comments could in turn impact how this program is structured. All inquiries will be reviewed and followed up on in a timely manner.

Action Items – Identified Barriers

- We need to create an accessible entry point to the office keeping wheel chairs and the elderly in mind. Installing a ramp with guard rails to the entrance to iconic blinds would provide a reasonable solution without incurring any large costs. Evan Maddock has spoken to Pierre Blais about this and he is on board with the idea. Jesse Fernandes does not have any issue with doing this but suggested that we also consider creating a ramp at the front entrance to Greely Construction.
- In terms of washroom accessibility, we will need to assess what the criteria is and see if it is feasible at our facilities given the limited options. Evan Maddock has emailed the AODA for the requirements and will follow up on this.

Note – Even though we are in an industrial park and do not deal with individuals with disabilities we still will need to adhere to the AODA legislation unless it imposes undue hardships on the company (i.e. We would need to prove to them that we had to down size our operation due to meeting the requirements).

Your responses indicate that the organization is not in full compliance with Ontario's accessibility laws. You indicated

non-compliance to the following questions:

2.a.i Is your organization's accessibility plan posted on your organization's website?

5.a Do all your organization's internet websites conform to World Wide Web Consortium Web Content Accessibility Guidelines 2.0 Level AA (except for live captions and pre-recorded audio descriptions)? In the comments box, please list the complete names and addresses of your publicly available web content, including websites, social media pages, and apps.

- Any updates to the webpage would need to be done by someone other than myself as I am not tech savvy but this can be accomplished.