

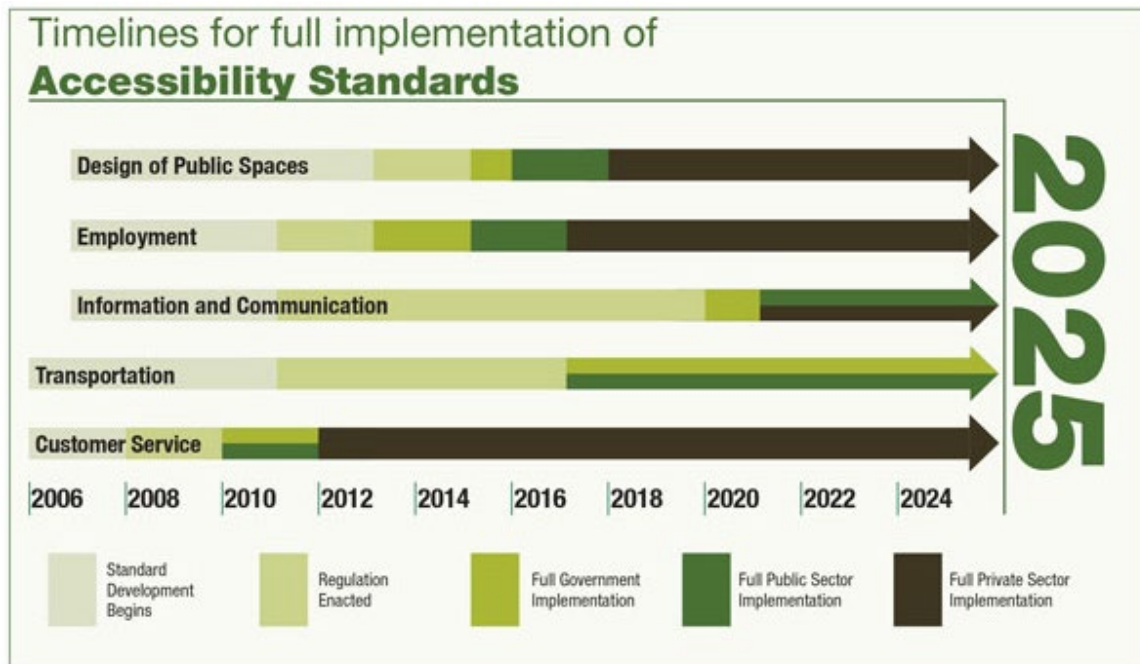
[Aisin Canada Inc \(MYAP\)](#) [Multi-Year Accessibility Plan](#)

[Purpose](#)

Aisin Canada Inc holds strength in the Aisin Way core principle “respecting diverse and individual personalities”. As an organization we are committed to meeting the accessibility needs of individuals with disabilities to the best of our ability and in a timely manner. In order to achieve this goal and show support and compliance with the requirements laid out in the Accessibility for Ontarians Disability Act (AODA) and the Ontario Human Rights Act (OHRA), we as an organization have created the attached Multi-Year Accessibility Plan (MYAP).

A cross functional team is tasked with the implementation of all deficiencies noted in a timely manner and will review this plan twice every year to update the progress and ensure targets are being met or new target dates are assigned in the event a target date is missed.

[Required Milestones](#)



[Compliance Survey Submissions](#)

- June 2017 – Status update.
- June 2020 – ***Extended to June 2021 Status update.***
- June 2024 – Complete AODA compliance deadline.

General Requirements

LEGISLATIVE REQUIREMENT	REQUIRED DEADLINE	REQUIRED ACTION	IMPLEMENTATION STATUS	CURRENT STATUS AS OF NOVEMBER 12, 2022
Compliance Audit	December 22 2022	Complete full audit using new MYAP created November/December, 2022	Create MYAP for ACI. Audit existing conditions and complete sections for implementation status and assign completion dates and updates under current status as of November 12, 2022. Assign champions that oversee areas of the required legislative responsibility to ensure tasks have assigned dates and targets are met.	Documentation requirements audit completed December 9, 2022. Full Facility audit underway started November 18, 2022. Champions assigned December 12, 2022.
The Ontario government requires all government, profit, and non-profit organizations to file an accessibility report once every three years.	June 2021	Since this became a requirement in 2017, the last report that businesses had to file was in June 2020. However, the deadline was extended to June 2021. This means the next AODA compliance deadline is June 2024.	2017 and 2021 reports have been obtained and reviewed to help understand internal compliance and knowledge of compliance. Deficiencies noted and plans need to be created to meet or exceed minimum requirements as set out by regulation 191.	AODA compliance reports from 2017 and 2021 have been obtained by HSE Assistant Manager. Continue to work with the Ministry and legal team to determine if new compliance report is required, next known AODA target date is set for June 2024. Confirmed December 14, 2022, no new report is required until 2024 deadline due to P1-audit.
Development of Accessibility Policies and Statement of Commitment	January 1, 2014	ACI must create written policies pertaining to meeting the requirements under the Integrated Accessibility Standard. The policies must include a statement of commitment. ACI must ensure that the policies are available to the public and in an accessible format	Complete full review of current policies and procedures. Create an Accommodation Policy, a Mental Health and Addictions Accommodations policy, create secondary medical questionnaire, review, and update early, safe, return to work program and management policy. Return to work / modified work sheet updated to include the	Mental Health Accommodations program and secondary medical information form sent to legal on December 1, 2022. Accommodations policy approved and training completed on November 30, 2022. Statement

		upon request.	need for specialized emergency evacuation plans. Statement of commitment must be added to all electronic job postings and internal job postings.	of commitment added to ACI-info on November 24, 2022. Aisin Canada .com website update with commitment statement on December 1, 2022. HSE/HR team adding commitment statement to email signatures by December 21, 2022.
Development of an Accessibility Plan	January 1, 2014	ACI must create a multi-year accessibility plan that must be reviewed at least once every five years. ACI must post the plan on the ACI websites and make it available in an accessible format upon request.	ACI's Multi-year Accessibility plan (MYAP) to be created during the months of November and December 2022 by one of the Health, Safety and Environmental Assistant Managers after consultations with legal, and various acts and regulations. Cross functional team set to meet every Friday starting December 9, 2022, to build and complete all fields in the newly created MYAP. Post on all public Aisin Canada websites before December 22, 2022.	Accessibility for Ontarians with Disabilities Act. (AODA) Ontario Human Rights Act. (OHRA) Blind Person's Rights Act. (BPRA) Canadian Hard of Hearing Association. (CHHA) Fire Protection and Prevention Act. (FPPA) Ontario Building Code Act. (OBC) Canadian Standards Association Accessible Design for the Built Environment. (CSA B651) Ontario Business Improvement Area Association. (OBIAA) Aisin Way Manual. All reviewed and information used to assemble Aisin Canada's MYAP. Kick off meeting held December 9, 2022. Champions for completion of sections Implementation status and current status

				as of November 12, 2022 , chosen on December 12, 2022. Target date for sections completion is December 17, 2022.
Self-Serve Kiosks	January 1, 2014	ACI must provide training on the requirements of the accessibility standards to all employees and volunteers, individuals involved in the development of policies and any third parties providing goods or services on the behalf of ACI.	Training and reference resources are required for current uses of kiosks and available technologies. Work instructions, scheduled training sessions to be completed by the IT department upon creation. Set target timelines for noted training needs. Visitor kiosk in building process. All IT team members responsible for the maintenance and creation of kiosks require training on the actual requirements that need to be integrated for accommodations.	Will conduct individual training as needed when situations arise that accommodations are requested. Using newly created kiosks and technology related work instructions for iPhone and windows resources. IT and electronic content editors to be trained on what AODA requirements are, training to be sourced by January 30, set mile stones for new fiscal 2023.
Other	January 1, 2017	Design of Public Spaces Standard for the building environment is in development. Accessibility for standard traffic types and mobility aids. ACI will review handrails onsite for compliance to section 80.25 (9) and 80.24 (7) and of regulation 191/11, ACI will provide the compliant amount of parking spaces for accessibility as required under section 80.36 of Regulation 191. ACI must determine a method to distinguish between public and	Lunchroom audit completed, identified entrance, and exit doors do not meet requirement; smoking areas not accessible. 3 out of the 4 hand rails found not in compliance, one in stores has a cabinet interfering with continuous use, both hand rails leading to the training and 3-P office and dojo areas have drywall issues interfering with continuous use. Review regulations and requirements and add as needed. Private versus public areas to be reviewed by HSE, Executives and ACI President to determine	Entrance and exit doors removed to allow for access with mobility aids December 2022. Access to smoking area under review, any changes to be considered for new fiscal year April 2023. Move cabinet in stores area to allow for uninterrupted use of handrail by January 30, 2023. Have drywall issue on other two hand rails fixed by end of February 2023. Front lobby and lobby washrooms

		private spaces.	public allowed spaces.	determined for public use, front offices, production areas, lunchroom are for authorized personnel only. Signage to be placed above keycard access doors in lobby area complete with pictogram for Authorized personnel only. Completion target date of March 1, 2023.
Specifics to training	December 31, 2017	<p>ACI must provide Management staff with specific training pertaining to the AODA and the OHRA as it pertains to disabilities,</p> <p>Other training opportunities for compliance a) all people who are an employee of, or a volunteer with, the organization; b) all people who participate in developing the organizations policies; and c) all other people who provide goods, services, or facilities on behalf of ACI. Training requirements must be met as soon as practical.</p> <p>Training records of attendance, dates and number of attendees must be available upon request.</p>	<p>Human Resources Manager to source and arrange for in-person training on AODA for all Supervisors and above, potentially utilize teams for Assistant Managers and above and in class sessions for direct Supervision.</p> <p>Discuss current control over aisincanada.com with corporate counter partners who are currently in sole control of any updates or content. Once control is established ensure corporate controlling members receive AODA training at the same level as other ACI leadership and ensure WCAG training occurs with documentation forwarded for completion of training from corporate. Include aisincanada.com compliance dates to MYAP from corporate should they remain in control of aisincanada.com.</p> <p>All training records pertaining to AODA must be filed together and held on ACI's network.</p>	<p>Target date to source training is January 30, 2023.</p> <p>Conference call with corporate control members to be scheduled prior to January 30, 2023.</p> <p>All training records and data to be scanned for electronic storage starting January 16, 2023, for AODA.</p>
File an Accessibility Compliance Report	December 31, 2017. June 30, 2020 – June 30, 2021	<p>Complete and file report. Complete and file report. 2020 Delayed due to COVID-19, new due date June 30, 2021.</p>	<p>File compliance report with as much information as available at the time.</p>	<p>Completed on time, 2017, report available and saved on the network. Second report submitted May 2021, report</p>

				is available and saved on the network. Obtained by the Ministry of Seniors and Accessibility.
Feedback	January 1, 2015	ACI must ensure that its feedback process is accessible to people with disabilities by providing accessible formats and communication supports upon request.	<p>Develop a multifaceted means for communicating comments or concerns pertaining to the accommodations program in place at ACI.</p> <p>Assign contacts for means of returning communications. ACI must establish a program that is designed to effectively respond to feedback pertaining to AODA and accommodations.</p>	<p>Assign feedback contact to a small group using a generic email address that will notify a select group of people that a comment or feedback request is pending. Target date February 28, 2023.</p> <p>Add comments section to both aci-info.com and aiscanada.com that contain our desire to obtain feedback, our commitment to communicate back to all feedback received. Information needs to include multiple ways to communicate feedback. HR internal mailbox, email address and potentially a telephone number.</p> <p>Target implementation date of February 28, 2023</p>
Accessible formats and communication support	January 1, 2016	ACI must provide accessible formats and communication supports to individuals with disabilities when requested at no additional cost.	<p>Determine current support needs of team members pertaining to assistive communication devices to understand current scope. Review data from findings with the IT department to determine next steps for current team members. Determine means of increasing accommodations in new fiscal year starting April 2023.</p>	<p>List received back. Google translate is available and widely used on all ACI issued work phones, bi-lingual Japan support members and North American support members used for translations. Multiple team members noted as having various</p>

				<p>levels of hearing loss and are using assistive devices. Final list received December 12, 2022.</p> <p>The IT department will create work instructions pertaining to the use of accessibility features for windows and Iphone technologies and have in doc control by January 30, 2023.</p>
Emergency Procedures, Plans and Public Safety Information	January 1, 2012	ACI must provide any emergency procedures, plans or public safety information that is made available to the public in an accessible format upon request.	No actions required. ACI is a private high risk industrial establishment, but the processes used do not negatively affect neighboring facilities or communities. Therefore this information is not required to be posted for the public. ACI has designated substances onsite, flammable liquids, items stored at heights and numerous aerial platforms, forklifts, and an overhead crane.	High risk industrial establishment, no action required at the time of the creation of this (MYAP) December 2022.
Accessible Websites and Web Content	<p>January 1, 2014, for new websites.</p> <p>January 1, 2021, for all web material.</p>	<p>All new internet websites and corresponding content must comply with the WCAG 2.0 Level A by January 1, 2014. All internet websites and web content must conform with WCAG 2.0 Level AA, other than (a) success criteria 1.2.4 Captions (Live), and (b) success criteria 1.2.5 Audio Descriptions (Pre-recorded) by January 1, 2021.</p> <p>ACI is required to post its MYAP on all public websites.</p>	All Aisin team members who can make modifications to public webpages are required to take specific training in the WCAG 2.0 level A, WCAG level AA. Live captions, pre-recorded audio, and success captions. This includes corporate members that currently oversee aisincanada.com Once MYAP is established it must be posted on aisincanada.com and aci-info.com	<p>Investigation phase. MYAP currently in development from November 2022 through December 2022. Target date for public posted access for MYAP is December 23, 2022. Set new mile stones after next bi-annual review.</p> <p>Current website developers for aisincanada.com are reporting training completed for WCAG. Hart Inc. to forward training records</p>

				<p>and confirm aisincanada.com WCAG compliance.</p> <p>Aci-info.com to be changed from public access to private via password protected login by February 28, 2023.</p>
General Recruitment	January 1, 2016	ACI must notify current employees and the public about the availability of accommodation for applicants with disabilities in its recruitment processes.	<p>ACI's New accommodations policy has been shared with all team members, training signoffs have also been returned and filed, new hires continue to learn about ACI's accommodation policy within orientation.</p> <p>Accommodations statement must be placed on all internal job postings, electronic job adds, and recruiting confirmation emails. Accommodations availabilities need to be discussed during interview process or job offer phone calls.</p>	<p>Human Resources Specialist to create check sheet for orientation to help ensure Accommodations Policy and programs are in place at ACI.</p> <p>HSE/HR team to add accommodations commitment to email signatures by December 21, 2022.</p> <p>Accommodations commitment statement has been added to all job postings, both internal and electronic and confirmed December 21, 2022.</p> <p>Accommodations commitment statement to be added to successful job offers. Target date December 22, 2022.</p>
Recruitment, Assessment or Selection process	January 1, 2016	Job applicants that are individually chosen to participate in the selection process must be notified that accommodations are available. If an	Accommodations statement must be placed on all internal job postings, electronic job adds, and recruiting confirmation emails. Accommodations availabilities need to be discussed prior to interview	Completed and confirmed December 21, 2022.

		accommodation is requested, ACI must consult with the applicant when determining a suitable accommodation.	process or job offer phone calls.	
Notice to successful applicants	January 1, 2016	ACI must notify successful job applicants about its policies related to the accommodation of employees with disabilities.	ACI's accommodations policy to be shared at new hire orientation and statement of accommodations to be added to the bottom of all written job offers both paper and electronic.	Add accommodations information to HR orientation check sheet, add, to all job offers and check sheet for HSE Dec 21. Human Resources Specials to complete.
Informing Employees of Supports	January 1, 2016	Employees of ACI must be informed of policies used to support employees with disabilities, including policies related to job accommodation for employees with disabilities. This information must be provided as soon as practicable to new employees. When changes are made to current policies related to job accommodation, updated information must be provided to employees.	Covered in orientation during HR section for all new hires. Re-training for leadership Supervisors and above on accommodations. Policies, procedures, documentation, why we accommodate. Current condition after policy change by HSE is to send for training and obtain signatures. Continue process.	Investigate online customized training package to be produced by Aisin legal team same as other required customized training. Determine frequency of re-training. March 30, 2023. Human Resources Manager to complete.
Accessible Formats and Communication Supports for Employees	January 1, 2016	ACI must provide accessible formats and communication supports to an employee with a disability for: (a) information that is needed in order to perform the employee's job; and (b) information that is generally available to employees in the workplace. ACI must consult with the employee when determining the suitable format or communication support	Conduct internal survey for assistive hearing devices and gathered what current team members are using so we can support with proper integration of support systems. IT to be tasked with a manner in which electronic work instructions can be made available in other languages when needed.	Google translate, hearing aids, connect clips, larger fonts identified as currently used resources as of December 12, 2022. Necessary hardware and resources procurement to be reviewed before the end of February 28, 2023. Budgeting set for new fiscal year that starts April 2023.

**Workplace
Emergency Response
Information**

January 1, 2016

Individualized workplace emergency response information must be provided to employees with disabilities where the disability is such that the individualized information is necessary and ACI is aware of the need for accommodation due to the employee's disability. ACI must consult with employees who have disabilities to ensure that the individualized workplace emergency response information meets the employees' needs. ACI must provide the workplace emergency response information to the person designated by the employer to aid the employee, with the consent of the employee, if an employee who receives individualized workplace emergency responses information requires assistance. ACI must provide the individualized workplace emergency response information as soon as practicable after it becomes aware of the need for accommodation due to the employee's disability. ACI must review an employee's individualized workplace emergency response information when: (a) the employee moves to a different location ACI; (b) the employee's overall accommodations need, or plans are reviewed; and (c)

ACI needs to add accommodations to the suitable work plan to capture individual needs of those with disabilities. Return to work program needs to be updated to reflect these additions, additional information must include what the plan is for internal and external evacuations, designate(s) who are responsible for ensuring the accommodated team member gets out in the manner discussed and agreed upon. Emergency evacuation program including training needs to be updated to bring in the details surrounding how ACI will accommodate those who need specialized and or personalized evacuation plans for both internal and external evacuations. Once all surrounding policies, procedures, programs, and training materials have been updated, retraining must be done for all ACI team members by the training department.

HSE / HR departments to complete detailed over haul of emergency evacuation program and ensure compliance obligations are met including the creation of new training materials by March 30, 2023.

Full re-training of evacuation procedures to be completed by June 30, 2023.

Assigned muster points created and fire conducted in fall 2022. Visual strobes to be added to the audio alarm system for fire and external evacuations. Included in 2023 fiscal year budget.

Continue to show ACI team members, contractors, visitors, and vendors evacuation points and gathering points. For those who utilize mobility devices review exit point of front lobby door that is ramped for accessibility and other ground level exits along the North wall.

		<p>when ACI reviews its general emergency response policies.</p> <p>Train your staff and contract workers to be prepared for emergency scenarios. Implement visual and tactile notifications. Designate areas of refuge such as the PR hall, allowing for two-way communication and space for two wheelchairs. Include a visual alarm as part of the auditory alarm system.</p>		
<p>Individualized Accommodation Plan</p>	<p>January 1, 2016</p>	<p>ACI must prepare a written procedure for the development of individualized accommodation plans for employees with disabilities, addictions, and mental health concerns. The procedures must include the following elements: 1. The manner in which an employee requesting accommodation can participate in the development of the individual accommodation plan. 2. The means by which the employee is assessed on an individual basis. 3. The manner in which ACI can request an evaluation by an outside medical or other expert, at ACI's expense, to assist the employer in determining if accommodation can be achieved and, if so, how accommodation can be achieved. 4. The manner in which the employee can request the</p>	<p>ACI will write a policy and procedure that includes all the required information listed from items 1 – 8c. Training on additional policies and procedures will take place after revisions are completed and approved by the training department.</p>	<p>Create policy for individual accommodations, how evacuation designates are chosen. Policy must include a procedure that explains how to create an individual accommodations emergency plan.</p> <p>Create supporting form for accommodations. Rosanne March 30, 2023.</p>

		<p>participation of a representative from their bargaining agent, where the employee is represented by a bargaining agent, or other representative from the workplace, where the employee is not represented by a bargaining agent, in the development of the accommodation plan. 5. The steps taken to protect the privacy of the employee's personal information. 6. The frequency with which the individual accommodation plan will be reviewed and updated and the manner in which it will be done. 7. If an individual accommodation plan is denied, the manner in which the reasons for the denial will be provided to the employee. 8. The means of providing the individual accommodation plan in a format that considers the employee's accessibility needs due to disability. The individualized accommodation plan must: (a) include information regarding accessible formats and communication supports, if requested; (b) the employee's individualized emergency response information, if required; and (c) identify any other accommodation that is to be provided</p>		
<p>Return to Work Process</p>	<p>January 1, 2016</p>	<p>ACI must have in place a documented return to work process for</p>	<p>ACI will review current return to work program including policies, procedures, and forms to</p>	<p>Original return to work program created in April 2008, Mental</p>

		<p>employees absent due to disability, mental health or addiction concerns who require specific related accommodation for returning to work. The process must outline the steps ACI will take to facilitate the return-to-work process and incorporate individualized accommodation plans.</p>	<p>ensure they align with the requirements.</p>	<p>Health and Addictions program currently with legal, draft sent on December 1, 2022.</p> <p>HSE department to create policy, procedure, forms, train all supervisors and above. Policies completed by March 30, 2023. Supporting forms by June 2023.</p> <p>Retraining targets for new program with all leadership set for summer shutdown 2023.</p>
Performance Management	January 1, 2016	<p>ACI must consider the accessibility needs of employees with disabilities as well as any individualized accommodation plan in place during performance management.</p>	<p>The General Managers must create a program to support those with accommodations to ensure they are treated equally, fairly, and so that their accommodations do not reflect negatively on their performance reviews. Supervisors and above responsible for performance reviews must be retrained to the new program.</p>	<p>General Manager of Affairs to work with Aisin Corporate legal on a written policy that protects workers. Target completion date of January 30, 2023.</p>
Career Development and Advancement	January 1, 2016	<p>ACI must consider the accessibility needs of employees with disabilities as well as any individualized accommodation plan in place when considering career development opportunities.</p> <p>Absenteeism cannot be used as grounds to deny employees the opportunity to advance or move to other positions made available in the workplace when they are known to be or ought to be known to be caused by disability, mental health concerns or</p>	<p>Create policy for properly defining what it means to be in good standing with the company for promotional or bi-lateral movements so those with accommodations clearly understand their eligibility without bias or stigma.</p>	<p>Human Resources Manager, Payroll and Benefits Specialist to create policy and have controlled by March 1, 2023.</p>

		addictions; unless undue hardship results in making the move or promotion impractical.		
Redeployment	January 1, 2016	ACI must consider the accessibility needs of employees with disabilities as well as any individualized accommodation plan in place during the redeployment process.	During the redeployment process accommodations required need to be discussed with the team member(s) prior to taking their new redeployment assignment. These offers need to be clearly documented if accommodations are needed using suitable work programs.	Add check box to change of status form, if “yes” a section that outlines the necessary information and details needed to support the transfer of accommodation during redeployment process to ensure success. Human Resources Specialist to complete by January 31, 2023
Procurement	January 1, 2013	ACI must incorporate accessibility criteria and features into their procurement practices so that goods, services, and facilities are more accessible to people with disabilities, unless it is not practicable to do so.	When the procurement or purchasing of items to upgrade or improve the building or items within it such as signage is being done; accessibility needs to be considered. Washroom signs having braille on them but also at an accessible height for those who use mobility devices outside the confines of high-risk industrial establishments is an example.	Accessible signage added to front lobby washrooms in November 2018, signs need to be lowered for easy access to those with mobility devices that require the use of braille. Sign to be lowered by January 30, 2023. Continue review of needs during procurement processes.
Outdoor Eating Areas	January 1, 2018	ACI must ensure 20% or more of the outside eating areas are accessible to persons using mobility aids; unless there are 9 or less tables available. If less than 9 tables are available for use, then 1 table needs to meet the criteria for accessibility. These areas must be level, firm, stable. Eating	The current outside eating areas are not accessible to those who use mobility devices, forward approach techniques cannot be used by members using mobility devices. 20% of the seating is not in compliance and there is not knee and toe clearance. There is no separation from the smoking pad to non-smoking areas should someone with a breathing problem wish to	Fiscal year April 2023 budget to upgrade concrete pad as necessary so the outside eating areas are more accessible to those who use mobility devices, lay out changes to happen after new pad is poured if needed to comply with the

		<p>areas must allow for forward approach techniques to be utilized and allow for knee / toe space under the table when using mobility aids.</p>	<p>enjoy outside amenities but also uses a mobility device.</p>	<p>requirements listed for knee and toe separation.</p> <p>Smoking and non-smoking areas being investigated for separation to further accommodate those with breathing disabilities. They must also be firm, level, and stable.</p> <p>Target week summer shutdown July 15 – 23, 2023.</p>
<p>Building Structure</p>		<p>ACI must confirm and make plans to comply with the following building conditions.</p> <p>Building code 3.8.2.1 (3) A barrier-free path of travel described in sentence (1) is not required to extend (g) into high hazard industrial occupancies.</p> <p>Designated Wheelchair Spaces and Adaptable Seating (6) over 100 seats 3% of the seating capacity, 5 seats designated for adaptable seating.</p> <p>3.8.3.6. Wheelchair Spaces and Adaptable Seating</p> <p>(1) Spaces designated for wheelchair use required by Sentence 3.8.2.1.(4) shall be,</p> <p>(b) not less than 900 mm wide and not less than,</p> <p>(i) 1 525 mm long where designed to</p>	<p>High hazard industrial spaces identified on production floor, designated substances, flammable liquids, aerial platforms, forklifts and storage 16' + above the ground. No barrier free access is required into this area. Barrier free access needs to be in place for access to amenities such as the lunchroom and outside eating areas. Automatic door openers to be installed on keycard access doors that segregate public from private spaces.</p> <p>Confirm lunchroom, public washrooms, office areas and exterior eating areas for conditions to understand compliance improvement needed for wheel chair adaptable spaces.</p>	<p>High hazard industrial space determined internally December 2022 by HSE, General Managers and AODA implementation team.</p> <p>Signage required to identify transition point from where low hazard and high hazard area begins. Signage to be in place by March 1, 2023.</p> <p>Audits to be completed with improvements made by July 23, 2023.</p>

	<p>permit a wheelchair to enter from a side approach, and</p> <p>(ii) 1 220 mm long where designed to permit a wheelchair to enter from the front or rear of the space</p> <p>3.8.3.11. Lavatories (g) have a soap dispenser that is,</p> <p>(i) located to be accessible to persons in wheelchairs,</p> <p>(ii) located so that the dispensing height is not more than 1 200 mm above the finished floor,</p> <p>(iii) located not more than 610 mm, measured horizontally, from the edge of the lavatory, and</p> <p>(iv) operable with one hand, and</p> <p>(h) have a towel dispenser or other hand drying equipment that is,</p> <p>(i) located to be accessible to persons in wheelchairs,</p> <p>(ii) located so that the dispensing height is not more than 1 200 mm above the finished floor,</p> <p>(iii) operable with one hand, and</p> <p>(iv) located not more than 610 mm, measured horizontally, from the edge of the lavatory.</p> <p>Which Doors Need to</p>	<p>All soap dispensers need to be audited for accessibility in public washrooms.</p> <p>All paper towel dispensers and hand dryers to be audited for accessibility in public washrooms..</p>	<p>Audit to be completed with improvements made by January 30, 2023.</p> <p>Audit to be completed with improvements made by January 30, 2023.</p>
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	<p>be AODA Compliant? You must ensure easy access to disabled individuals into essential areas of your building. Entrances, vestibules, washrooms, elevators, and amenity rooms must comply with AODA standards. AODA requirements for entrance doors and washroom doors:</p> <p>Every doorway located in a barrier-free travel path shall have a clear width of not less than 34 inches when the door is in the open position. Minimum 35-inch-wide openings for disabled washroom doors.</p> <p>A push-button activates the power opener of a handicap automatic door. The AODA clearly states:</p> <p>Requirements for power door operators to be provided at the entrance door and entry vestibule of most buildings. Requirements for power door operators at the door to amenity rooms.</p> <p>Paths must have firm, stable, and slip-resistant surfaces that canes, crutches, or the wheels of mobility devices will not sink into. Likewise, if there are openings in a path's surface, they must be smaller than 20 mm. This size prevents mobility</p>	<p>Doorway widths need to be confirmed, push buttons needed for doors in front lobby that separate public from private / authorized personnel only areas. Investigate requirements for push button needs for the HR/HSE office, IT office, access to the PR hall from the main office, access to the new training from the main offices. Push buttons to be completed based on priority through fiscal years 2023 and 2024 depending on feasibility.</p> <p>Conditions are okay.</p>	<p>Doorway widths to be confirmed by February 28, 2023. Doors needing openers to be prioritized and budgeted appropriately for fiscal years April 2023 and 2024.</p> <p>No action needed at the time of creation of this MYAP.</p>
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	<p>devices from getting stuck in the openings. Long, narrow openings should be at right angles to the direction of travel. Finally, any change in the level of a path must have a slope or ramp. Similarly, sidewalks with steep or depressed curbs must have curb ramps. All slopes and curb ramps must comply with the requirements for them listed in the Design of Public Spaces Standard.</p> <p>Minimum Requirements The Standard lists minimum requirements for many aspects of exterior paths. Entrances must have clear openings of at least 850 mm. Moreover, paths must have minimum clear widths of 1,500 mm. This width allows room for mobility devices or service animals going both ways along a path. However, parts of a path that connect to a curb ramp can be 1,200 mm wide. In addition, paths must have minimum head room clearances of 2,100 mm. This height ensures that paths are free of obstacles overhead that white canes cannot detect, like signs or tree branches. If part of a path does not have this clearance, that section should have a cane-detectable railing or barrier around it.</p>	<p>No action needed at current time of the creation of this MYAP.</p>	<p>No action needed at the time of creation of this MYAP.</p>
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		CSA standard B651 Accessible design for the building environment must be utilized when implementing accommodation changes to the building or surrounding grounds.	Need to obtain CSA standard B651 for building design environment. Review with Facilities Manager and make plans to improve deficiencies that may be noted during audit process.	Engineering Manager provided to the AODA team on December 19, 2022.
Signage	January 1, 2021	<p>ACI will meet the requirements for signage to ensure necessary accommodations are met for workers who need them, this includes translation of documentation such as policies, procedures, work instructions. When necessary, will provide documentation in larger font for the visually impaired upon request.</p> <p>Will comply with CSA standard Z1007 for hearing loss prevention and post if there are workers onsite who suffer from hearing loss. Accommodations can be things such as but are not limited to, putting in partitions, offering a quiet room, use of technology.</p>	<p>ACI will complete a full review of signage. Signage must be legible for those who utilize mobility devices in approved areas, 3-Pillar requirements and rules need to be updated so they are compliant, made available to others in different languages by using technology or translators. Warning signs need to be put up for the presence of team members who have significant hearing loss. It is the responsibility of the direct report to work with the team member in inquiring if they need something in a preferred language or method of material presentation.</p> <p>Reporting Supervisors must consult with IT on necessary support systems needed to accommodate the translation of necessary documentation.</p>	<p>Training and 3-Pillar Manager added to cross functional team on December 15, 2022. First available meeting attendance scheduled for January 6, 2023. 3-Pillar Department is responsible for procurement of required signs and labels that are needed based off full audit of AODA requirements versus what is already in place.</p> <p>3-Pillar plant standards to be changed and updated to meet the standards required by AODA, rules to be updated by July 30, 2023.</p>
Communications	December 31, 2021	ACI must consider the workplace and communications accommodations for those who need them. "T" coils in meeting or training rooms when people have significant hearing loss, connect clips or similar devices for room speakers, preferred seating for the hearing impaired, large font for memo's and posters, when made aware of or	<p>An ACI representative will discuss with the employee(s), vendor(s), contractor(s) or visitor(s) their needs and preferred communication supports who have disabilities prior to them coming onsite. ACI will make every effort to ensure those needs are met.</p> <p>Using the information gained from the Assistive Communication Devices questionnaire ACI will review meeting rooms and other gathering places to</p>	<p>Accommodations information must be added to contractor package, ACI's team members responsible for bringing in contractors, visitors or vendors must be encouraged to promote our accommodations program.</p> <p>HSE Department</p>

		<p>ought to be aware of the need for braille to accommodate visually Impaired people Aisin must make every attempt to obtain secondary means of accommodations. This also can include work instructions in preferred language, interpreters, or other use of technology advancements. Phones or intercoms must be accessible to those who utilize transportation assistive devices.</p>	<p>ensure those who are already known to need an accommodation are given the appropriate support including the use of technology where applicable.</p> <p>The Facilities Manager with the HSE Department must audit all areas that assistive transportation devices will be permitted to be used to ensure amenities, telephones and other items are at an appropriate height for use and font of appropriate size.</p>	<p>to discuss needs with General Managers at one of the weekly safety meetings to determine how we can support currently known team members who require accommodation. To be reviewed January 24, 2023.</p> <p>Audit with Facilities Manager and the HSE department to be completed before February 28, 2023.</p>
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Internal AODA compliance team

Tyler Keenan Health, Safety and Environmental Assistant Manager.
 Rosanne Stewart Human Resources and General Affairs Manager.
 Jerry Bannister Health, Safety and Environmental Assistant Manager.
 Eric Sampson General Manager of Technical Operations.
 Paul Whittaker IOT/IT Assistant Manager.
 Rob Gottscheu Maintenance-Energy/Facilities Manager.
 Bill Boon General Manager of Affairs.
 Eric Schwartztruber Manager of Training and 3-Pillar.
 Chris Gradwell General Manager Plant Operations.

References

Infrastructure Health and Safety Association. (IHSA)
 Accessibility for Ontarians with Disabilities Act. (AODA)
 Ontario Human Rights Act. (OHRA)
 Blind Person’s Rights Act. (BPRA)
 Canadian Hard of Hearing Association. (CHHA)
 Fire Protection and Prevention Act. (FPPA)
 Ontario Building Code Act. (OBC)
 Canadian Standards Association Accessible Design for the Built Environment. (CSA B651)
 Ontario Business Improvement Area Association. (OBIAA)
 Aisin Way Manual.

END OF DOCUMENT

REVISION #	DATE	REASON
0	3/1/2010	Inception

Senior Manager	Departmental Manager	Certified Health & Safety
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		Committee Members