



AODA EMERGENCY RESPONSE PLAN

Canada

Document No.:	3-HR-CAN-CRG-101
Version:	2.1
Custodian:	Equality, Diversity & Inclusion Lead - Canada
Approved by:	Senior Vice President, Human Resources (Canada)
Approval Date:	2024-06-06
Revision Date:	2024-06-06
Issued by:	Human Resources
Issuance Date:	2024-06-21

Purpose

This plan is created in accordance with the Integrated Accessibility Standards (Integrated Standards) made under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA).

AtkinsRéalis is committed to creating and maintaining a climate of mutual respect in which all **employees** will be able to fully contribute irrespective of any **disability** they may have. The purpose of this Plan is to establish **AtkinsRéalis'** process for assisting **employees** with disabilities in the event of a **workplace emergency**.

Revision Index

Version	Issuance Date	Revision Details
02	2021-06-01	New Format
2.1	2024-06-21	Issuance in new template with new company brand and new document number (replaces 35-GL-101),

1. Scope

The **scope** of these regional **guidelines** apply to **employees** in Ontario, Canada

2. Audience

These **guidelines** apply to every **employee**, apprentice, student and volunteer of **AtkinsRéalis** with one or more disabilities who may require assistance in the event of a **workplace emergency**.

3. Definitions

All terms in **bold and italics** are defined in the [Global Glossary](#) and as detailed below.

For the purposes of this plan:

“**Designated person**” means a person designated by **AtkinsRéalis**, with the consent of a **worker** with a **disability**, to assist that **worker** in the event of a **workplace emergency**.

“**Disability**” means 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, and degree of paralysis, amputation, lack of physical co-ordination, 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, a condition of mental impairment or a developmental disability, a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language, a mental disorder, or an injury or disability for which benefits were claimed or received under the insurance plan established under the **Workplace Safety and Insurance Act, 1997**.

“**Worker**” means any director, officer, manager, supervisor, **employee**, apprentice, student or volunteer of **AtkinsRéalis**.

“**Workplace**” means any office, building, structure or construction site at which a **worker** works.

“**Workplace emergency**” means any emergency situation occurring at the **workplace** requiring a specialized response so as to protect the health and/or safety of the **worker**, including both planned exercises and unplanned emergencies.

4. Individualized workplace emergency response information

In the event of a **workplace emergency**, **AtkinsRéalis** will take additional steps to assist **workers** with known disabilities to respond to these emergencies in a manner which respects their dignity, equality, integration and independence, where the **disability** is such that an individualized response is necessary.

5. Designated person to assist

In the event a **worker** with a **disability** requires assistance from another individual in emergency situations, **AtkinsRéalis** will provide, with the **worker's** consent, the necessary individualized **workplace emergency** response information to a person designated by **AtkinsRéalis** to provide assistance. This information will be provided to the designate as soon as practicable after **AtkinsRéalis** becomes aware of the need for accommodation due to the **employee's disability**.

6. Reviewing the individualized response

In accordance with the obligations mandated by the AODA, all individualized **workplace emergency** response information for a **worker** with a **disability** will be reviewed:

- When the **worker** moves to a different location within the organization;
- When the **worker's** overall accommodation needs or plans are reviewed; and
- When **AtkinsRéalis** reviews its general emergency response **policies**.

7. Modification to this or other AODA documents

All of our AODA documents will be reviewed on an ongoing basis to ensure compliance with the AODA. Any document that does not comply or fails to promote the dignity and independence of persons with disabilities will be modified or removed.

8. Accessibility of documents

This Plan and all other documents required by the AODA pertaining to our **policies**, plans, practices and **procedures** on the provision of services to persons with disabilities can also be obtained by contacting your local Human Resources. Upon request, reasonable attempts will be made to provide these documents to clients with disabilities in a format that takes into account the person's **disability**.

Notice of availability of these documents will be posted in a conspicuous place on our premises.

9. Guidance

For questions or further information with respect to these **guidelines**, please contact the custodian of this document or email 2366@atkinsrealis.com.

Related documents & regulations (delete if not applicable)

[AODA Procedure](#)

[Individual Accommodation Plan Form](#)

[Individual Emergency Response Plan Accommodation Form](#)

[Return to Work Plan Form](#)

[Individual Accommodation Plan Process Guidelines](#)

[Multi-Year Accessibility Plan Guidelines](#)
