



AODA Committee

January 20, 2016 @ 2:30 pm
TG – RFE 1S 415

MINUTES

Present:

Jacqueline Silvera (Co-Chair)
Rick Pews (Co-Chair)
Maria Anna Calamia
Kelly Campbell
Laura Layland
Elke Ruthig

Regrets

Dianne Barham
Gabrielle Streeter
Ian McDermott

Invitees:

Shirley Turunen, Recorder
Erin Culhane, Patient & Family Education
Jeanette MacLean, Occupational Health
& Safety
Hugh Amiel, Procurement
Sean Holman, Plexxus

Welcome

New members welcomed to the committee:

- Erica DiMaio, Public Affairs replacing Melissa McDermott
- Kelly Campbell, Volunteer Resources replacing Ivetka Vasil

1. Minutes

Minutes will be posted on the Internet and Intranet as of January 2016.

2. Service Animals at UHN

An emergency teleconference was scheduled on December 21, 2015 to discuss an incident that occurred in November and December at Princess Margaret Cancer Centre regarding the inappropriate treatment of a Service Animal. The committee's recommendations regarding the following have been approved:

- Installing Service Animal Welcome signage on premises at UHN.
- Dedicated training regarding service animals be made available to all staff.
- Any employee involved in inappropriate treatment or conduct of a service animal and/or owner that breaches the AODA policy 1.20.011 may be disciplined.

- Existing policies regarding Service Animals at UHN have been revised and/or retired.
- Service Animal signage has been created and will be posted across UHN as soon as possible.
- Signs will be translated into the top five languages and available in electronic format.

The Council recommends purchasing one Kennel per site.

The Council recommends that the Kennels be kept in the Security offices at each site.

3. Accessibility Audit

- The Accessibility Audit is an in-house review of the environment to identify accessibility barriers and make recommendations.
- A number of Joint Health & Safety Committee (JHSC) members took part in accessibility orientation/training. Members of the JHSC Committee are expected to identify any accessibility issues related to safety during their audits.
- After consultation with the executive sponsor, it was agreed that JHSC members will participate in the audit process on a voluntary basis. The Managers will be notified of the member's participation.
- Anyone engaged in the audit will be known as a "Audit Monitor".
- R. Pews is co-leading the audit with I. McDermott
- Safety Huddles and Work Orders (with the addition of an accessibility category) may be used to help identify accessibility gaps within the hospital.

4. Plexxus Procurement

- Plexxus has confirmed that appropriate clauses are included in all procurement documents in compliance with the AODA requirements.
- Plexxus (external) lawyer regularly reviews changes to their legal documents, including AODA.
- All Plexxus sourcing people are receiving training on AODA.
- Plexxus and UHN Procurement have different documentation and the committee recommends harmonization of language where possible.

5. AODA Policies

- Policy 1.20.011 (Accessibility for People with Disabilities – Customer Service) and policy 1.20.007 (Accessibility for Ontarians with Disabilities Act – Integrated Accessibility Standards Regular) will be sent to Committee for feedback to ensure that both of these policies are aligned.

- Policy 4.70.006 (Infection Prevention & Control – Pet Visiting) has been updated. The section on Service Animals has been removed as it is covered in policy 1.20.011

6. SIMS

- Committee is requesting an individual from SIMS who has IT accessibility experience to assist with all communication and device requirements.
- A document will be prepared for the IT Committee to assist them in recommending a lead for this project.
- Once a SIMS representative is appointed, it is recommended by the committee that the CNIB print requirements be standardized at UHN.

7. Other Business

- The Patient Guide and Employee Guide have been revised and will be sent to Committee for final approval.
- The accessibility section on the Internet has been updated. Public Affairs did a great job in revamping the section.
- The consolidation of AODA Part 1 and 2 eLearning modules is underway.

8. Next Meeting

- February 22, 2016.