Amherst Group
Accessibility Standards Policy

Amherst Crane Rentals and Amherst Concrete Pumping have established a Policy in keeping with the Accessibility for Ontarians with Disabilities Act, 2005. A current copy is available through our Joint Health & Safety Committee and upon request, will be provided to employees, potential employees being recruited, and customers working together or alongside our employees during the provision of services by Amherst. This policy is separate from the human rights code but does not supersede it in any way.

Accessible Employment – Recruitment

Accommodation is available to employees with disabilities being recruited into our office environments. Before the interview stage of our recruitment, we shall inquire as to any material assistance the job prospect would need for fulfilling the interview process. If a prospect does need such aid, we collaborate with them to tailor the interview process according to their needs to the best of our ability. If they are successful at passing their interview, we will then notify them of relevant policies relating to disability accommodations. Depending on their intended job role and function at Amherst, as soon as is practicable, we will provide them with an opportunity to review an accommodation plan that factors in the nature of the work they will be performing along with their particular needs.

For roles in mobility & operation and repair of our heavy equipment, and related environments, available accommodation is very limited in scope and is considered consequent to our Health & Safety Policy and Manufacturer's Recommended Procedures. Hiring is also limited by the terms of our Provincial Collective Agreement with Local 793 of the International Union of Operating Engineers, and Ontario Skilled Trade requirements.

Accessible Employment – Communication

At Amherst, every employee is made aware of the policies that support them if job accommodations are necessary. New employees are referred to these policies upon hiring as part of their required career training and/or testing. If a change is made to one of our accessibility policies, an updated policy is made available to all employees and the new policy shall become part of the annual safety training package to which all employees are required to respond. If an employee requests a copy of the new policy, we will provide them a printed copy. In the event an employee requests an alternate format of the policy due to an existing disability, we will also provide that for them when possible. In addition to alternate formats for changes to policy, disabled employees will also be given similar accessible formats for any information generally available to all employees. We will consult with our employees in need to create suitable format substitutes when these circumstances arise.

Accessible Employment – Emergency Response

We will provide individualized workplace emergency response information for employees who are in need of assistance or aid. If the disabled employee would need help in an emergency scenario we shall train and designate other employees to help in an emergency response. For possible emergencies

(medical, fire etc.), relevant training is conducted during our First-Aid Certification courses and renewed in accordance with course requirements.

Accessible Employment – Accommodation Plans

We have a process for documenting written disability accommodations. It allows for and encourages the individual to explain their disability, help design their accommodation, and create their individual emergency response plan. Under certain circumstances the accommodation plan will cater and relate directly to the individual's disability. Upon request, to the best of our ability, we will convert the accommodation plan to a more accessible format. Any omissions or oversights in this policy will be addressed when new accessibility challenges occur.

Accessible Employment – Return to Work Process

Amherst has developed an extensive modified duties program for injured and disabled employees who wish to return to work. If an employee is absent due to an injury or disability, this process ensures that there is communication regarding the plan for return to work. It outlines the accommodation plans for returning workers. Using this system we can facilitate and supervise the recovery of our employees and protect them with appropriate accommodation plans.

Accessible Employment – Performance, Development and Redeployment

When we are determining the performance of an employee we consider the effect their disability would have on their metrics. Our process accommodates their needs fairly. The same applies for circumstances where employees are redeployed or reassigned to work in a different department at Amherst.

Multiyear Accessibility

We will update and revise this policy every 5 years to mitigate accessibility barriers and to meet the integrated accessibility standards for workers in Ontario.

Training

All staff are trained with respect to these policies including those who provide services on behalf of Amherst. We cater this training directly to the trainee's role, and do so at minimum as part of our annual Health & Safety Training Review. This ensures that they are aware and knowledgeable of this policy and its application. We also retrain employees on a post-accident basis and maintain a record of training that details the time, place and personnel that underwent training.