

Emergency Preparedness

Persons with Disabilities

Objective

It is the policy of the Company to ensure the health and safety of individuals in the workplace who are disabled. This policy applies in the event of any emergency with respect to preparedness planning and actual emergencies. The Company is also obliged under the province's Accessibility for Ontarians with Disabilities Act (AODA) to maintain and provide to the public (as requested) information in this regard.

There are two categories of Persons with Disabilities as applied to the workplace, namely: employees and non-employees. *Employees* are defined as temporary, part-time or full-time employees of the Company who are employed on a regular basis and/or work under the direction of Company management. *Non-employees* are defined as members of the public, vendors, contractors or invited guests who visit Company premises.

Employees

It is the responsibility of the Company to ascertain which employees require assistance in the event of an emergency. Emergency preparedness, such as fire drills, controlled evacuations, etc, provide a means of addressing the protection of Persons with Disabilities who are employees. Identification is managed by several means – voluntary self-identification by individuals, permanent or temporary disabilities as identified through workplace injuries (and the Workplace Safety & Insurance Board-WSIB), as well as being identified during safety inspection audits by members of the Company's Joint Health & Safety Committee (JHSC).

In such cases, employees are to be assigned (including 'back-up' employees) who will see to the safe removal of a Person with Disability under his/her watch. Such individuals responsible include, but are not limited to, members of management, designated members of the emergency response team and JHSC members.

Non-Employees

Controlled access to Company premises is paramount in ascertain emergency preparedness for non-employee Persons with Disabilities. With respect to invited guests, customers, prospective customers and dealers, the Company employee who is conducting the tour, showroom visit, meeting, etc, is responsible for that individual's safety in the event of an emergency. With respect to contractors (such electricians, heating and air conditioning contractors, etc), these individuals are the responsibility of the Company official who required their presence on Company property.

Noting that Persons with Disabilities may exhibit a broad range of disabilities (eg – physical – auditory, visual, or require support devices), Company individuals who are designated as being responsible for the health and safety of employee and non-employee Persons with Disabilities in the event of an emergency, will be trained concerning disabilities and the AODA. Non-employees may request information concerning the Company's emergency preparedness measures prior to visiting Company premises.