

Human Resources Corporate Policies and Procedures			
TOWN OF PETAWAWA			POLICY #: G-06
POLICY: Workplace Emergency Response Information			
DATE: JULY 2013	REV. DATE:	COVERAGE: All Employees	PAGE #: 1 of 1

POLICY STATEMENT:

The Town of Petawawa shall provide individualized workplace emergency response information to employees who have a disability.

PROCEDURE:

1. If the disability is such that the individualized information is necessary and the employer is aware of the need for accommodation due to the employee's disability.
2. If the employee who receives individual workplace emergency response information requires assistance and with the employee's consent, the Town of Petawawa shall provide the workplace emergency information to the person designated by the Town of Petawawa to provide assistance to the employee.
3. As soon as practicable after becoming aware of the need for accommodation due to the employee's disability.
4. Review the individualized workplace emergency response information when the employee moves to a different location in the organization, when overall accommodation needs or plans are reviewed and when the employer reviews its general emergency response policies.