



# Accessibility AODA Committee Terms of Reference

## Alpha Laboratories Inc. Accessibility for Ontarians with Disabilities Act (AODA) Committee Terms of Reference

### Policy

**Accessibility for Ontarians with Disabilities Act (AODA) Committee** is responsible for:

- Promoting quality aspects throughout the medical laboratory and all PSC locations
- Ensuring all aspects of a quality workplace & environment by maintaining AC-D ISO15189Plus accreditation requirements compliance vis-à-vis AODA (2005).
- Developing and maintaining policies and other documents that enables Alpha Laboratories Inc. to achieve accessibility through meeting the AODA (2005) requirements.
- Maintain and document a multi-year (5 years) accessibility plan to meet the Accessibility/AODA (2005) requirements.
- Managing any documented potential accessibility issues
- Reporting potential accessibility issues to Alpha Labs' senior management
- Ensuring Accessibility/AODA training is mandatory for all existing and new staff

### Goals

1. To develop and maintain a robust accessibility program to create a fully accessible environment in all Alpha facilities.
2. To involve and educate all Alpha Labs' leaders, staff, students, and others to understand the requirements of the accessibility policy(ies).
3. To encourage an ongoing awareness of accessibility

### Responsibility

The Accessibility/AODA committee shall report to the Executive Vice President.

### Membership:

- Meetings: Minimum of five (5) members of Alpha Labs staff to make quorum.
  - There must be one (1) Industrial Lab member
  - One (1) SCC phlebotomist member, is preferred
- Meetings will occur directly following the Safety Committee meeting, as the same participants are required.
- The Executive Vice President (EVP) may serve in an ex-officio capacity.
- Membership will be reviewed every two (2) years.
- If the Chair is not present, the Co-Chair will preside.



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## Officers

Chair – Director of Quality

Co-Chair – Operations Manager

Ex-Officio – Executive Vice President

## Meetings

- Minimum 4 meetings a year.
- Minimum 1 random accessibility audit per year (i.e. 1 Alpha Labs location/facility).
- Any recommendations from the Accessibility/AODA Committee shall be submitted to the EVP for review and possible actioning.
- Minutes shall be kept of all meetings copies distributed as follows:
  - Paradigm Action Item to all Alpha Medical Lab staff
  - Each department/area (Medical Lab, Industrial Lab)
  - Executive Vice President
  - Operations Manager