

## FEDERAL REGULATED ACCESSIBILITY PLAN

(ACA - Accessible Canada Act)

### **GENERAL**

506199 Alberta Ltd. , operating as Classic Hot Shot, has prepared an accessibility plan to meet the obligations required under the Accessible Canada Act (ACA).

We have performed an inspection of our premises to recognize any physical barriers, and consulted with various individuals to help recognize personal, technical or communication barriers. We have listed our findings below and will implement an action plan to address these to the best of our ability.

Upon review of our findings, should you have questions or concerns you may contact our Health & Safety Committee:

Safety Representative :	Darcy Firth – 403-382-9654	darcyfirth@classichotshot.net
Safety Assistant:	Breanne Shaw - 403-223-9690	chotshotoffice@gmail.com
Office Administrator:	Deanna Glas - 403-223-9690	chotshot@telus.net

### **CONSULTATIONS & INSPECTIONS**

#### **Employment**

We identified the following barriers:

1. Our HR/ Health & Safety Committee has not been trained on disability related accommodations in the workplace.
2. To date, our job postings have not be written to address accessibility and Inclusion
3. Employees need to be made aware of issues surrounding individuals with disabilities

To remove these barriers we would have to:

1. Have committee members complete AODA training ( Alberta does not have training so we would have to use the Ontario version)
2. Ensure future job postings are inclusive to those with disabilities
3. We will educate our employees at safety meetings.

#### **The Built Environment**

We performed an inspection of our premises and identified the following barriers :

1. Office – main office is not wheelchair accessible
2. Washroom in shop - is not wheelchair accessible
3. Employee lockers- access to lockers is upstairs , not on main floor
4. Yard, shop & garages do not accommodate persons with visual or hearing impaired

To remove these barriers we would have to :

1. Install ramp at front door of office
2. Renovate washroom to accommodate wheel chair access
3. Create personal locker space for employee on ground level
4. Due to the constant moving of heavy equipment , we feel it would be a significant safety hazard for the sight/hearing impaired

Our employee lunch room, mechanic's shop, garages and outbuildings are all on ground level and would be wheelchair accessible.

### **Information & Communication Technology**

We identify the following barriers:

1. Our main office is not equipped with braille displays, voice recognition software or specialized screen readers for anyone who has visual or hearing impairments
2. Our employees could not communicate with a deaf employee

To remove these barriers we would have to:

1. All employees have personal computers / tablets, we could install applications on their devices to assist with hearing / visual situations if required.
2. Should we have to interview an employee with a hearing impairment, we would have to locate an interpreter . We will check & see if any employee would like to learn ASL so that this tool is available if needed

### **Communication, other than Information & Communication Technologies**

1. We could not find any barriers in this area. We are not open to the public so we don't have issues with communicating with customers. All contact from customers is by phone or email , initiated by them.
2. We do not have any communication problems with our employees . We don't require changes at this time.

### **Design and Delivery of Programs & Services**

We identify the following barriers:

1. To ensure that all outside venues are checked for accessibility. To ensure when booking company functions that there are no barriers. As we have not experienced an employee with a hearing or sight impairment we have not researched venues able to accommodate these individuals.

To remove these barriers we would have to:

1. All onsite meetings are held in the lunch room which are accessible to all individuals .  
Provide appropriate material / equipment for individuals as needed. When we book outside venues we ensure that they are also inclusive.

### **Transportation**

We have identified the following barriers:

1. We do not own a vehicle , large tractor truck unit or passenger truck , that could be accessed by an individual with a wheelchair .
2. A deaf individual is not able to perform a majority of our cargo hauling as we are required to use pilot cars. Communication between trucks & pilot cars is by 2 way radio.

To remove these barriers we would have to:

1. As vehicles are job specific & driver specific, we could not transform all vehicles into wheelchair accessible. We could only transform a smaller passenger vehicle if this became necessary
2. There is no solution for this barrier.

### **CONCLUSION**

We are a small company of 25 people. Our main job scope is delivering cargo & equipment to our customers. We can deliver over-dimensional and over-weight cargo , which we haul with tractor trailer units and pilot cars. We also deliver equipment , pipe & tanks to oilfield leases – mostly in Alberta & Saskatchewan.

We are situated in a small rural community where required equipment &/or training may be not be available. We will approach each case as it is presented and do our best to accommodate each individual. We will remove the barriers that we can and educate ourselves on any barriers that could present themselves going forward.

We will re-visit this accessibility plan on an annual basis to ensure that we are dealing with any feedback from employees or outside sources and to continue to make progress.

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