

INTRODUCTION

The Federal Government passed legislation regarding identifying, removing, and preventing barriers in the workplace which negatively impact persons with disabilities. The *Accessible Canada Act* and the *Accessible Canada Regulations* require that federally regulated entities prepare and publish accessibility plans which lay out those entities plans to deal with the requirements in the act. This plan was prepared in response to the requirement.

GENERAL

EXECUTIVE SUMMARY

Fast Trucking Service Ltd. (FTS) is committed to making improvements towards building a barrier free environment for staff and visitors, including persons with disabilities. All Canadians have the right to benefit from our services equally and those who work with us have the right to perform their jobs barrier free. The Company will contribute to a barrier-free Canada by:

- working to identify and remove barriers for persons with disabilities,
- preventing new barriers for persons with disabilities,

DEFINITIONS

Accessibility refers to the needs of persons with disabilities being intentionally and thoughtfully considered when products, services and facilities are built or modified so they can be used and enjoyed by persons of all abilities.

Barriers are anything physical, architectural, technological, or attitudinal, anything that is based on information or communications, or anything that is the result of a policy or a practice that hinders the full and equal participation in society of a person with an impairment, including a physical, mental, intellectual, cognitive, learning, communication, or sensory impairment, or a functional limitation.

Disabilities are an impairment, including a physical, mental, intellectual, cognitive, learning, communication, and sensory impairment, or functional limitation that is either permanent, temporary, or episodic in nature. It can be evident or not in interaction with a barrier to hinder a person's full and equal participation in society.

PUBLISHING AND REVISION

As required by the *Accessible Canada Act*, we will publish a status report every year that measures our progress against our commitments. We will also review and update our Accessibility Plan every three years. Progress Reports and updates to our Accessibility Plan will be shaped by consultations required within the act.

INPUT, FEEDBACK, INQUIRIES

The FTS welcomes feedback on our Accessibility Plan from the public, employees, and our stakeholders. This feedback is a valuable means to assess other accessibility barriers not already identified. Persons who provide formal feedback will receive acknowledgement of their feedback in the same manner in which it was received, unless feedback is submitted anonymously. Anonymous feedback will remain anonymous and confidential unless the person consents to the disclosure of their personal information.

The Company will review the feedback received in good faith and consider steps to address barriers identified in the feedback it receives.

Any inquiries and feedback may be directed to:

Contact: Greg Wall – HSE Advisor/Operations
Mailing Address: PO Box 700, Carnduff, Saskatchewan, S0C0S0
Email: kramer@fasttruckingservice.com
Phone: 306-482-8550

Alternate Communication Formats

The Accessibility Plan will be made available in the following formats/versions upon request: Print, large print, braille, electronic, audio. Alternate communication format requests must be directed to the previously named contact. The Accessibility Plan requests will be made as soon as practicable. Audio or braille formats will be provided within forty-five days of receipt of request. All other formats requested will be provided within fourteen business days of when the request was received.

CONSULTATIONS

FTS has collaboratively developed our Accessibility Plan through consultation with our staff, including those with disabilities and allies. Their perspective has been incorporated into the development of our plan.

We gathered input and feedback from our staff using the following methods:

- Company wide survey – FTS distributed an extensive survey to all staff. Asking all staff with or without disabilities to participate. The survey covered various aspects of accessibility. The survey aided in gathering insight on accessibility barriers within our organization.
- Personal interviews with staff who have disabilities who were willing to share their experiences with accessibility barriers while working for FTS. The

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ADDRESSING AREAS IDENTIFIED IN THE ACCESSIBLE

EMPLOYMENT

Barrier(s) Identified:

- No clear process for requesting accommodation for current staff.
- No process in place for employment candidates to formally request accommodation during the hiring process.

Action(s) Toward Improvement:

- Revise policy to clearly describe the process for current staff to request accommodation.
- Develop formal process for employment candidates to formally request accommodation during the hiring process and incorporate into policy.
- Communicate policy and processes to staff upon completion.
- Train staff (HR, management, and employees) in executing an accommodation request by an employee or perspective employee.

Responsible Party(s): HSE Advisor/Operations representative will be responsible. Stated party will seek assistance from management and HR as required.

Timeline: To be completed by the end of the 1st year after publishing the report.

THE BUILD ENVIRONMENT

Barrier(s) Identified:

- Some areas hinder access to staff with mobility issues.
- No proactivity towards ensuring accessibility in future facilities, renovations, or rental properties is considered.

Action(s) Toward Improvement:

- Identify primary pathways for obstacles which would hinder staff with mobility issues (washrooms, main entrances, etc.)
- Develop plan to remove barriers from primary pathways, including any proposed budgetary considerations.
- When possible, we will work with our landlords to improve accessibility in rental properties where our employees conduct work.

- Develop formal policy regarding accessibility considerations in future facilities, renovations, and rental properties.

Responsible Party(s): HSE Advisor/Operations representative will be responsible. Stated party will seek assistance from management and HR as required.

Timeline: To be completed by the end of the 3rd year after publishing the report.

INFORMATION AND COMMUNICATIONS TECHNOLOGY

Barrier(s) Identified:

- Unsure if the company website is accessible.
- Low company knowledge of assistive technologies for staff or persons requesting it.

Action(s) Toward Improvement:

- Check website vs accessibility requirements (accessibilitychecker.org).
- Contact website maintainer to revise items listed as failed in the accessibility checker.
- Research assistive technology options for tools like screen readers, text readers, speech input software, alternative input devices (head pointers, motion tracker/eye tracker, single switch entry devices) text-to-speech, closed captioning, high contrast, etc.
- Compile a list of available assistive technologies, where and how to acquire it, in order to provide it in a timely fashion when accommodation is requested.

Responsible Party(s): HSE Advisor/Operations representative will be responsible. Stated party will seek assistance from management and HR as required.

Timeline: To be completed by the end of the 2nd year after publishing the report.

COMMUNICATION OTHER THAN INFORMATION COMMUNICATIONS TECHNOLOGY

Barrier(s) Identified:

- Low company knowledge of alternatives/accessible formats of communication in order to provide alternative formats when required/requested.

Action(s) Toward Improvement:

- Identify common alternatives/accessible formats of communication.
- Identify and catalogue service providers of those formats.

- Create extensive list of alternatives/accessible formats and service providers in order to execute alternative communication requests within the time frames listed in the Accessibility Canada Regulations.

Responsible Party(s): HSE Advisor/Operations representative will be responsible. Stated party will seek assistance from management and HR as required.

Timeline: To be completed by the end of the 2nd year after publishing the report.

PROCUREMENT OF GOODS, SERVICES, AND FACILITIES

Barrier(s) Identified:

- FTS does not currently have any procedures or practices in regards to accessibility consideration during procurement.

Action(s) Toward Improvement:

- Develop procurement procedures or practices which include accessibility checks to utilize when purchasing goods, services, or facilities.
- Communicate the newly developed procedures/practices to staff for use.

Responsible Party(s): HSE Advisor/Operations representative will be responsible. Stated party will seek assistance from management and HR as required.

Timeline: To be completed by the end of the 2nd year after publishing the report.

DESIGN AND DELIVERY OF PROGRAMS AND SERVICES

Barrier(s) Identified:

- FTS has no formal process to ensure design or revision of company programs, services, and policies are considering accessibility.

Action(s) Toward Improvement:

- Develop formal Accessibility Policy which aids in applying the accessibility lens when developing or revising company programs, services, and policies. Ensure that guidelines and accessibility checklists are included in the policy whenever possible.
- Communicate and train staff in the new policy upon completion.

Responsible Party(s): HSE Advisor/Operations representative will be responsible. Stated party will seek assistance from management and HR as required.

Timeline: To be completed by the end of the 3rd year after publishing the report.

TRANSPORTATION

FTS is a commercial carrier who hauls commodities for customers. FTS does not offer or provide transportation services to people for the purpose of transporting individuals for a fare. This means that standards for transportation defined in the Accessible Canada Act are not in the scope of this Accessibility Plan.

CONCLUSION

We acknowledge we have opportunities for improvement to accessibility. This plan and subsequent plans will assist us in taking meaningful actions to identify, remove and prevent barriers.