# [Individualized Accessibility Plan (IAP) Infographic](#)



For HR directors, one of the hardest parts of complying with the *Accessibility for Ontarians with Disabilities Act* (AODA), *Accessible Canada Act* (ACA), and other [accessibility laws](#) that have recently taken effect is to implement a process for developing what are called Individualized Accessibility Plans (IAPs) for disabled employees. Here's an Infographic to give you a visual sense of the IAP process. Go to the HR Insider website for an explanation of the IAP process and how to [avoid common pitfalls](#) when implementing it.

# Individualized Accessibility Plan (IAP)
## — Compliance Guide —

## 1. Triggers
- Employee Request
- Return to Work
- Observed Workplace Barrier
- Other Disability-Related Need

## 2. Employee Input
- Consult with Employee
- Document Input Provided
- Review Plan with Employee

## 3. Plan Content
- Functional Limitations & Barriers
- Accessibility Supports
- Emergency Response Needs
- Formats & Communication Supports

## 4. Implementation
- Assign Responsibilities
- Set Timelines
- Track Completion

## 5. Review & Update
- Scheduled Reviews
- Role/Needs Changes
- Document Updates

**Document Every Step – Maintain Privacy – Version-Controlled Records**

**IAP FORMS**

**SUPPORTING DOCS**

**REVIEW LOG**