



*Assessment Rehabilitation Services Inc.*  
*150 Consumers Road, Suite 500*  
*Toronto, Ontario M2J 1P9*  
*Tel: 416-510-2468 Fax: 416-510-8766*  
*Toll Free 1-877-304-2239*  
*Email info@arsi.ca Web www.arsi.ca*

<b>Disability Management Program Promotion Checklist</b>	<b>Date completed</b>
1. The Occupational Health or Human Resources departments have a (who, what, where, when, why, how) information brochure explaining disability management program to all staff, unions, management and external services providers. The brochure should make reference to values of the organization.	
2. An electronic version of the disability management program brochure is available on the company intranet site.	
3. Disability management policy and procedures documents are available on line and strategic locations at all work locations including lunch bulletin boards, health and safety department office and in each department.	
4. Supervisors and managers are formally trained on obligations of disabled employees and management, best practices when communicating with disabled employees, roles and responsibilities of other stakeholders and legislative obligations. This information is then passed along to employees during staff meetings or one on one as required.	
5. Disability management program information is included in orientation packages for all new employees.	
6. Statistical data is released quarterly and shared with the Joint Occupational Health and Safety Committee, employees and management about number of lost time claims, average length of claim and average age. This data can be presented as an average for the entire corporation or by department.	
7. Success stories such as a unique job accommodation story or wellness program that helped a disabled employee return to work are usually well received by employees assuming all involved are agreeable to making the story public.	