

**PROPWORKS PROPELLER SYSTEMS INC.
INITIAL ACCESSIBILITY PLAN**

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2025-2027**

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PropWork Propeller Systems Inc.

53 Bannister Road

Winnipeg, Manitoba, Canada

R2R 0P2

Telephone: (204) 837-4961

Fax: (204) 779-3085

Website: www.propworks.ca

This publication is available for download at our website

www.propworks.ca

It is also available upon request in multiple formats

(large print, Braille, audio CD, or DAISY)

Request can be made on csr@propworks.ca

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General

Propworks Propeller Systems Inc. is a private MRO (Maintenance, Repair, and Overhaul) facility. The administration and maintenance departments are housed in a 12,000 square foot building employing approximately 20 people. The shop area is divided into 7 general work areas:

Front Office Area	Tear down and inspection area
Receiving inspection	Assembly and balancing area
Rework area	Shipping and receiving
Painting area	

In 2025, Propworks initiated steps to improve workplace accessibility. To support this initiative, we hired the Manitoba League of Persons with Disabilities (MLPD) as consultant.

Our operation is located in a leased building, and is significantly restricted from making major structural or permanent changes to the property both internally and externally. Despite the limitations, Propworks is fully committed to improve accessibility wherever it is reasonable and permitted under our lease agreement.

Accessibility Statement

Propworks Propeller Systems Inc. is committed to providing a respectful, inclusive, and accessible workplace for employees. We recognize that accessibility is not only a legal obligation but also a key part of our values as a responsible employer. We are actively working to improve accessibility through practical changes, training, and inclusive practices.

Consultation

Manitoba League of Persons with Disabilities (MLPD) was hired to assist with the plan which included a physical accessibility audit. Their review included feedback from three individuals with varieties of disability that covered all areas of our workplace environment. Our Initial accessibility plan is based on the finding raised during the audit.

Our Commitment

At PropWorks, we are committed to build a barrier free environment for everyone that respects the dignity and independence of people with disability. We recognize the importance of identifying and removing the barriers that limits access to our services and facility. Through our accessibility plan, we aimed to continuously improve our facility to ensure equal access and opportunity for everyone.

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Accessibility Action Plan

The PropWorks Accessibility Plan is divided into short-term and long-term goals. Short-term goals are set to be completed within 6 to 8 months, while long-term goals will be completed within 12 to 24 months after the final publication. These goals are assigned to the PropWorks management team.

Short-Term Goals (6–8 Months)

Facility & Equipment

- Clear, high-contrast signage to washrooms, lunchroom and emergency exits will be displayed.
- Customer may be accompanied by a service animal in all public areas. Reception areas, and other areas open to the public. “Service animal welcome” sign at entry points of the building.
- Waiting rooms, reception areas, or other areas open to the public should be configured to allow for the use of a wheelchair, scooter, walker or cane.
- Label cabinets and storage areas with clear fonts and contrast
- Digitize policies and manuals for screen reader compatibility (upon request).
- Mark protruding equipment that may pose hazards
- Ensure that doorways, walks, ramps and parking areas are kept clear of snow or other blockages.

Training & Education

- Provide specialized training for HR and hiring managers on accessible hiring
- Educate staff on assisting individuals with disabilities and service animals

Long -Term Goals (12–24 Months):

- Request landlord approval for portable ramps or automatic door openers
- Explore possible retrofit of one washroom with basic accessibility features
- A reserved parking spot for people with disabilities.
- Introduce ergonomic and supported seating options (If required).

All physical building changes will require **landlord approval**, due to lease restrictions. Where this is not possible, temporary or assistive alternatives will be considered.

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Feedback

Your feedback is important to us. If you are experiencing any barrier to get access to our services and want to help improve and advance our accessibility services, please contact us at 204-837-4961 or email us at csr@propworks.ca