

THE ICE PAGE

Calgary February 2006



GENERAL INFORMATION:

The February Team Leader Meeting is scheduled for: Wednesday February 8th 1:30pm at the ICE Office

The February Health & Safety Meeting is scheduled for: Thursday February 16th 1:30pm at the ICE Office

The ICE office will be CLOSED Monday February 20th. All calls should be directed to the ON CALL Pager 819 - 0583

ICE WEBSITE

www.icenterprises.com
CHECK IT OUT!!!

The ICE website has a special
"ICE Staff Only" section.

The Link is at the bottom of the Home Page. It will ask you for a user name and password:

Username: iceuser
Password: 100smiles

This section has a copy of the current ICE Page newsletter, and copies of the most common forms needed by ICE employees

This could save you a trip to the office if you have a printer!

ATTENTION FIELD STAFF

FOR EXTRA HOURS CONTACT:

Melanie 219 – 8421

If there is anyone interested in viewing new job postings and vacancies, please E-mail MelanieGillespie at (mgillespie@icenterprises.com) with your E-mail address and she will E-mail you with an update on a regular basis.

TIMESHEETS



Hand In Dates

Hand in dates will be Wednesday February 15th for shifts worked between February 1st – 15th and

Tuesday February 28th for shifts worked between Feb. 16th – 28th

ADDRESS CHANGES

Is the address on your pay cheque correct? If not, please contact the payroll department. Your T4's will be mailed to the address on your pay cheques.

Attention Ice Staff

Do you have a current ICE ID Card? Please check the expiration date on your card. If it has expired please bring your current photo ID to the office and a new card will be issued.

Residential Petty Cash & Other Expenses

Please do not use highlighters, tape, and gel pens on receipts for Petty Cash or other expenses. These items degrade the print and make it illegible. Please use a regular pen and underline or circle the amount.

Thank you!

Employee Incentive Awards:

A Thank You to everyone who submitted entries for the December Employee Incentive Draw.

Congratulations to the following staff who was the winner for the January 16th draw:

Linda Sailer:
The winner of the Ladies Diamond-Dialed Watch

Please see Marina at the ICE office to pick up your prize!
Next ICE Thank You Draw
February 15th Noon
ICE Office

THANK YOU

*In gratitude we say,
"We appreciate your time,
your contributions, your commitment,
and dedication
You Do Make a Difference."*

ATTENTION FRONT LINE STAFF:
ICE is hiring a part-time Personnel Coordinator to conduct interviews for potential front-line staff. Hours are three flexible mornings a week 9am-1pm. If you are interested in applying for this position please drop your resume off at the office or fax it to 717-0503 attention Cindy Wiebe.

ATTENTION!



It is critical that all Timesheets, Contact Notes, and Monthly Reviews for this and any other month be on time and correctly completed. Errors and late reports may result in delayed payment of employee wages.

*If you would like to receive the ICE Page via E-mail, please email your request to
icenewsletter@hotmail.com*



Training dates are as follows:

POSITIVE BEHAVIOR SUPPORTS

A workshop to increase awareness of restrictive procedures and to promote positive practice to further enhance service delivery.

February 28TH
9:30am – 3:30pm
MAIN OFFICE

PERSON-CENTERED PLANNING

February 13th 9am-1pm
February 27th 9am-1pm
Main Office

APPLIED SUICIDE INTERVENTION

February 14th
1:30pm - 4:30pm

Main Office

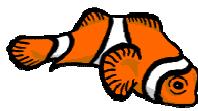


Community Rehabilitation and Disability Studies

**EXCITING, REWARDING,
EDUCATIONAL OPPORTUNITY**
a basic understanding of values, attitudes, and skills that promote choices, independence, and the quality of life experiences for the people they work with. Foundations is a standard diploma, recognized in the field and can be a stepping-stone to a number of faculties in the Rehabilitation Field with recognition of six to nine credits. ICE will be scheduling information sessions for potential participants

**Call your Coordinator to
express your interest**

*Please register with your
Coordinator for the preceding
workshops and ensure that clients
have staff support in place.*



TO GIVE AWAY:
Everything you need to keep a pet fish! Includes: plastic purple container, pebbles, plants, treasure chest, food, and water treatment drops. Anyone who is interested, call Mel G. at 219-8342.



St. Valentine's Story

Let me introduce myself. My name is Valentine. I lived in Rome during the third century. That was long, long ago! At that time, Rome was ruled by an emperor named Claudius. I didn't like Emperor Claudius, and I wasn't the only one! A lot of people shared my feelings.

Claudius wanted to have a big army. He expected men to volunteer to join. Many men just did not want to fight in wars. They did not want to leave their wives and families. As you might have guessed, not many men signed up. This made Claudius furious. So what happened? He had a crazy idea. He thought that if men were not married, they would not mind joining the army. So Claudius decided not to allow any more marriages. Young people thought his new law was cruel. I thought it was preposterous! I certainly wasn't going to support that law!

Did I mention that I was a priest? One of my favourite activities was to marry couples. Even after Emperor Claudius passed his law, I kept on performing marriage ceremonies -- secretly, of course. It was really quite exciting. Imagine a small candlelit room with only the bride and groom and myself. We would whisper the words of the ceremony,

listening all the while for the steps of soldiers.

One night, we did hear footsteps. It was scary! Thank goodness the couple I was marrying escaped in time. I was caught. (Not quite as light on my feet as I used to be, I guess.) I was thrown in jail and told that my punishment was death.

I tried to stay cheerful. And do you know what? Wonderful things happened. Many young people came to the jail to visit me. They threw flowers and notes up to my window. They wanted me to know that they, too, believed in love.

One of these young people was the daughter of the prison guard. Her father allowed her to visit me in the cell. Sometimes we would sit and talk for hours. She helped me to keep my spirits up. She agreed that I did the right thing by ignoring the Emperor and going ahead with the secret marriages. On the day I was to die, I left my friend a little note thanking her for her friendship and loyalty. I signed it, "Love from your Valentine."

I believe that note started the custom of exchanging love messages on Valentine's Day. It was written on the day I died, February 14, 269 A.D. Now, every year on this day, people remember. But most importantly, they think about love and friendship. And when they think of Emperor Claudius, they remember how he tried to stand in the way of love, and they laugh -- because they know that love can't be beaten!

Big Valentine Cookie

Ingredients:

- 1 package (18 ounces) NESTLÉ TOLL HOUSE Refrigerated Chocolate Chip, Chocolate Chunk, Chocolate Chip & White Fudge, Peanut Butter Chocolate Chip, Reduced Fat Chocolate Chip or Sugar Cookie Dough, well chilled
- Decorator icing (optional)
- Valentine's candies (optional)
- Melted chocolate (optional)

Directions:

- SHAPE an entire package of cookie dough into heart shape on greased baking sheet.
- BAKE according to package directions, adding 3 to 4 minutes to the baking time on the package. Cool on baking sheet for 1 minute; carefully loosen cookie with spatula. Cool on baking sheet completely.
- DECORATE with candies, icing and melted chocolate.



Cookies on a stick

Makes 8 cookies



Ingredients:

- 1 package (18 ounces) NESTLÉ TOLL HOUSE Refrigerated Chocolate Chip Cookie Dough *or* dough from one batch Original NESTLÉ TOLL HOUSE Chocolate Chip Cookies (NESTLÉ TOLL HOUSE Semi-Sweet Chocolate Morsels 6-ounce package recipe)
- 8 flat wooden sticks
- Decorator icing (optional)
- Candies (optional)
- Melted chocolate (optional)

Directions:

- PREHEAT oven to 375° F.
- SHAPE cookie dough into eight 2-inch balls. Place four balls at a time onto ungreased baking sheet. Insert wooden sticks into each ball

to resemble a lollipop; flatten dough slightly.

- BAKE for 13 to 15 minutes or until edges are crisp. Cool on baking sheet for 1 minute; remove to wire racks to cool completely.
- DECORATE as desired. Tie ribbons around sticks and give as a bunch.

Valentine Card Holder



This makes a good school or daycare project. Make this project a day or two before your party and let the children decorate as they desire.

This project is rated EASY to do.

What You Need

- 1 and 1/2 paper plates per child
- Hole punch
- Tape
- Stapler, optional
- Ribbon or yarn in red, white, or pink

To decorate the plates:

- Stickers
- Paints, markers, or crayons
- Construction paper
- Lace, eyelet, or ribbons

- Tacky craft glue
- Old Valentines cards

How To Make It

1. Cut one of the paper plates in half. Each card holder is made with 1 paper plate on the back, and 1/2 of a paper plate on the lower front - making a pocket to put the cards into.
2. Decorate the plates. You'll be decorating the inside of the whole plate, and the backside (underside) of the half plate. Any of a variety of methods can be used to decorate the plates, this is a great place for creativity to shine. Let glue and paint dry before proceeding.
3. Attach the plates together with a couple staples. Then punch holes around the plate to thread the ribbon/yarn through.
4. Cut the ribbon at a slant on the end to keep it from unraveling. Wrap a bit of tape around the end of the yarn or ribbon to help make a 'needle' for lacing. Lace the plates together, and tie a loop at the top for hanging
5. If lacing the plates together is too challenging, they can just be stapled together.



Outdoor Places to Skate & Toboggan

Even in winter, there are lots of fun activities to do outdoors. Two of these activities include skating at City-maintained outdoor rinks and tobogganing at hills in your community.

There are many locations throughout Calgary where you can do these free activities, get some exercise, enjoy the winter and have lots of fun!

Skating

Bowness Park (lagoon), 8900 48 Ave. N.W.
Prairie Winds Park, 223 Castleridge Blvd. N.E.
Olympic Plaza, 228 8 Ave. S.E.
Big Marlborough Park, 6021 Madigan Dr. N.E.

Skating with hockey sticks and playing hockey are NOT allowed at these outdoor City rinks.

Tobogganing

Always remember, helmets on heads! Tobogganing is an activity that you do at your own risk. The City of Calgary is not responsible for any personal injury or damage to personal items.

Northwest

Confederation Park, 2800 10 St. N.W. (north side of park,

immediately west of Rosemont Community Centre)
St. Andrews Heights, 2504 13 Ave. N.W.

Northeast

Calgary Marlborough Dry Pond, 636 Marlborough Way N.E.
Deerfoot Athletic Park, 14 Ave. & 16A St. N.E.
Laycock Park, Blackthorn Rd. N.E. (northwest section of park)
Marlborough Park Dry Pond, 6021 Madigan Dr. N.E.
Monterey Park, Catalina Blvd. & California Blvd. N.E. (northeast corner only)
Prairie Winds Park, 223 Castleridge Blvd. N.E. (central hill)
Rundle Dry Pond, 2400 50 St. N.E.

Southwest

Glendale Community, 45 St. & 25 Ave. S.W.
Glendale Park, 22 Ave. & 45 St. S.W.
Kingsland Dry Pond, Heritage Dr. S.W. (behind Rose Kohn/Jimmy Condon arenas)
Richmond Green, 33 Ave. & 25 St. S.W.
Sacramento Dry Pond, Sacramento Dr. & 104 Ave. S.W.
Scarboro, 15 Ave. & 15 St. S.W.
Sirocco Joint Site, Sirocco Dr. & Signal Hill Heights S.W.
Stanley Park, 4011 1A St. S.W.
Strathcona, 277 Strathcona Dr. S.W.
West Glamorgan, 4207 41 Ave. S.W.

Southeast

Elliston Park, 2020 - 60 St. S.E.
Erin Woods Park, Erin Woods Dr. S.E.
Fish Creek Escarpment, Midnapore site (S.E.)
Maple Ridge Dry Pond, Maple Glade Close S.E.
Valleyview Regional Park, 28 St. & 30 Ave. S.E.

All listings are weather dependent.

For more information, please call (403) 268-CITY (2489).

February is Family Month @ VSLC

Village Square Leisure Centre offers a wide variety of activities for all ages. Below are some of the events, opportunities and specials planned for 2005. Call (403) 280-9714 for more information.

Join us as we celebrate families by hosting a special family activity each week, which is free with regular admission.

Wednesday, February 1 – All day

Bring a guest family and both families receive 50% off admission. Enjoy the Waterpark, gymnasium, fitness centre or arenas during public skate.

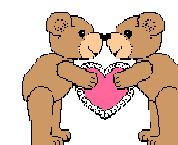
Wednesday, February 8 – 6:00 - 7:30 p.m.
Customer Appreciation Night – Free Chili Dinner from 6:00 – 7:30 for all our patrons.

Friday, February 10 – 9 – 11 p.m.
Youth Valentine Pool Party. Teens 12 – 17 yrs. are welcome to join us in the Waterpark for a groov'n pool party.

Sunday, February 12, 2006 – 12:00 – 4:00 p.m.
Calgary Winterfest Multicultural Celebration
Calgary Winterfest Multicultural Celebration will be hosted by Village Square Leisure Centre. Come join us for free entertainment, refreshments, face painting and more. Located in the main lobby area.

Wednesday, February 15
Family Skate Night 7 - 8:30 p.m. Come in out of the cold and bring along the family to our family skate night. Hot chocolate will be provided.

Wednesday, February 22 – 6:30 - 8:30 p.m.
Come to our Family Carnival and try your hand at some of carnival games, face painting, and laugh at the clown.



Family Night in the Water park - Wednesdays 6:30 - 10:00 p.m.

Enjoy 30% off regular admission and join us for fun, games and activities in the pool focused around families.

Pool Party Fridays - 8:00 p.m. - 11:00 p.m. (Youth 12 - 17 yrs. Only)

Admission: \$4.85 (No pool party April 14, 2006)

Join your friends in our pool as we have weekly theme nights and events. We feature a DJ spinning the hottest tunes every Friday. Youth Leaders are giving away great prizes such as Gift Certificates, Sports and Concert Tickets and even MP3 Players. Visit us on any Friday for fun times with your friends and great times in the pool. For more information on youth programs or our youth council call 280-9714 ext. 742.

Drop-in Hip Hop or Break-dance Admission: \$4.85 (includes admission to Pool Party)

Every Friday from 7:00 p.m. - 9:00 p.m. Ages: 12-17 years

Drop-in Badminton

Fridays 6:00 p.m. - 10:00 p.m. Available on a first-come, first-

served basis. Tournaments may be organized.

Friday Late night Gym Drop-in - \$1.00

Friday's from 10:00 - midnight. Youth 12 - 17 years can stop by to play basketball, badminton, volleyball and more. Tournaments can be organized with assistance with Youth Leaders.

Drop-in Jungle Gym

The jungle gym is open for public drop-in when not in use for programs and private bookings. Please call the Leisure Centre at 280-9714 on the day of your visit to check availability. General admission fees apply.

Jungle Jamboree - Wednesdays & Fridays 6:30 - 8:00 p.m.

Drop-in to Jungle jamboree where your preschooler can try out our new preschool gym equipment. Improving your child's spatial and body awareness and increased hand/eye coordination through exploration of games, songs and small equipment. Walking - 7 yrs. + parent. General admission applies.

Join your preschooler in open playtime in the Kinder room. Unsupervised children must get

a stamp from the cashiers prior to entry. Drop in fee: \$2.00, Inclusive pass holders: Free. Maximum participants: 15 children

Group Activity Days

Bring your school to Village Square Leisure Centre for a fun-filled Activity Day! We offer a variety of activities to suit any large group needs. Check out our Specialized Activity day packages, which include a Spectacular Sports Day or Funky Fitness and Yoga packages. Also available, is a combination package where your group will get to sample a combination of activities offered in both packages. If requested swim time can be included in your activity day.

Activities offered include sports such as gym ringette, goal ball, cardio-funk, boxing, karate, strength, yoga, rugby, experiential educational opportunities, Improvisation Theatre, jungle gym games, cooperative games and more. (All ages welcome)

Best Deals

Last Call Swim
Monday & Wednesday \$2 admission - 9 - 10 p.m.

Community Association Discount - Every Monday receive **30% off** regular admission with a valid

community association membership card.

Terrific Tuesday - 50% off regular admissions every Tuesday after 7:00 p.m. (Public Skating excluded)

Wednesday is Family Night - Take advantage of **30% off** our Family Admission every Wednesday after 5:30 p.m.

Drop-in Fitness - Join us for one of our many drop-in fitness classes from Yoga to Deep Water workouts. Admission \$5.50, see our Fitness schedule for more information.

Group Discounts - 10% off for groups of **10 - 29**, **20% off** for groups of **30 or more** (must be paid in one transaction)

Senior's Society - 55+ Senior's Society meets each Monday from 11:00 a.m. - 4:30 p.m. Fee: \$5.00

Exclusive Pool Rental - Village Square Leisure Centre offers after-hours pool bookings for groups of 50 or more. Minimum two-hour rental is required. Call 280-9714 ext. 732 for information and booking.



February - Activities Calendar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 ICE Bowling League at Pacific Place 10:30 am – 12:00pm	2	3	4
5	6 Exercise with Karen <u>(Client Workshop)</u> 9:30 – 11:00 & Activities until 1pm Resource Center	7	8 ICE Bowling League at Pacific Place 10:30 am – 12:00pm	9	10	11
12	13 Cooking with Heather <u>(Client Workshop)</u> 9:30 – 11:00 & Activities until 1pm Resource Center	14 APPLIED SUICIDE INTERVENTION 1:30pm – 4:30pm MAIN OFFICE	15 ICE Bowling League at Pacific Place 10:30 am – 12:00pm	16	17	18
19	20 FAMILY DAY MAIN OFFICE & RESOURCE CENTER CLOSED	21	22 ICE Bowling League at Pacific Place 10:30 am – 12:00pm	23	24	25
26	27 PERSON-CENTRED PLANNING 9AM-1PM MAIN OFFICE ASL with Karen 9:30am-11am	28 POSITIVE BEHAVIOR SUPPORTS 1:30pm – 4:30pm MAIN OFFICE				

2006



3.1.1 HIRING PROCEDURES

ICE employees are recruited and hired without discrimination based on age, gender, sexual orientation, ethnicity, nationality, disability, or religion. An employee of ICE is considered to be anyone who is in receipt of wages paid to that person by the agency. This includes practicum/internship placements etc. and as such all policy and procedures apply.

1. Vacant positions may be filled internally (i.e. from current staff members) or through open competition. All vacant positions are posted in the reception area and will remain posted until they are filled.

2. All candidates are required to submit a completed application form and personal resume. Applications are reviewed and candidates interviewed to determine:

- educational preparation;
- applicable work experience;
- technical skills;
- ability to provide clients with necessary support requirements

3. Interviews will focus on the candidate's qualifications for the job. Labour and Human Rights legislation will be observed at all times. Questions of a personal nature, not part of the requirements for the job, will not be asked.

4. Documentation will be gathered on each candidate (See **Policy 3.1.2**)

5. Candidates with appropriate qualifications will be invited to attend a **Pre-Employment Training Program** at their own expense. Attendance is mandatory to be considered for employment. On completion of the program, candidates will be evaluated for: technical skill; communication skills; problem-solving skills; and decision-making skills. Those with positive assessments will be assigned to a supervisor and to one or more of the following job categories:

- Home Care
- Community Support and Intervention
- Residential and Community Support

6. Normally, all new employees are initially employed on an on-call basis. These staff are considered to be casual staff. (see **policy 3.1.4**)

7. Staff positions are available within the Community Rehabilitation Unit (C.R.) that require an employee to work standard hours in accordance with a specified schedule. These staff must attend the Pre-Employment Training Program. These employees may be exempt from the Home Care training component of the program if they will only be working within the C.R.

Unit. In addition to Pre-Employment Training C.R. staff members will meet with their appropriate supervisor (Community Support Coordinator) and receive an orientation and complete their terms of employment. The orientation will cover an overview of clients they will be working with, the documentation involved in their position, medication training, review of petty cash procedures and a review of their terms of employment.

8. Relatives of employees will be given equal opportunity to compete for all vacant positions. ICE will select the most appropriate person for the vacant position; no preference will be given to relatives of employees. Relatives will not be employed, promoted, or transferred where another relative would provide direct supervision or be responsible for the completion of their performance evaluations.

9. Students (practicum/interns) must meet all the hiring requirements as set out for all employees. They will participate in PET and provide all required documentation (see **Policy 3.2.1 Documentation For Employees**).

The student will receive a schedule to follow. An agreement will be signed between the student, their educational institution and ICE confirming the terms of the agreement. The student will be regarded as an employee and is subject to complying with all ICE Policy and Procedure

10. Anyone working frontline with ICE clients must be a paid employee, ICE does not provide volunteer opportunities.

Health Corner: **Kitchen Safety**

All kitchen accidents are preventable. Most kitchen fires in homes as well as in restaurants occur because someone started heating fat or oil and forgot about it. As the oil gets hotter and hotter, it turns to smoke and may burst into flames. So, whenever you are cooking with oil, never leave the stove un-attended. If a pot is on fire, turn off the stove, put a lid on the pot, and remove it from the source of heat. Never pour water in the pot if there is oil or grease, and do not attempt to carry a burning pot outside.

Two important ways to prevent fire on the stove are to pay attention whenever you are cooking and to ensure that the stovetop/burner wells are clean. Avoid wearing loose, long-sleeved clothing when cooking because a sleeve or loose fabric can catch on fire. Also, avoid coming into contact with steam while cooking as it can cause severe burns.

Open/remove pot or pan lids with the opening of the cooking equipment directed away from you so that you don't get scalded. It is also a good idea to always double-check that the stove and oven are turned off before you go out.

CET Standards



Creating Excellence
Together

CET STANDARD 15

Individuals are supported in building strong, positive relationships.

(This Quality of Service Standard # 15 complements the Quality of Life Standard # 3)

About this standard...

Individuals' social bonds are developed through opportunities to stay in touch and interact with family members, friends, neighbors, co-workers and fellow community members. Support should be provided to assist individuals in strengthening existing relationships, and developing new ones. Support may include: assisting with phone calls, letters and transportation; offering family

counseling; and providing information and\or education on sexuality.

Key indicators include...

- Staff assist the individual with arrangements to meet his friends, and provide the supports that such arrangements need to the level that the individual desires.
- Staff assist the individual with arrangements to meet his family, and provide the supports that such arrangements need to the level that the individual desires.
- The individual is supported to visit with friends or family in private, and as appropriate to the setting (e.g., work, home).
- Staff take concrete and appropriate steps to support the development of relationships that are of the individual's choosing.

Aug 31/05

Here again, I fight my never ending battle,
will I win, I will not know. Here I sit in
this lovely brown wooden bench in loving memory
whom I don't know. I see Sun light with
flowers bloom, Children and Adults happy as they can
be. Few hours past by, the Sun light fades away,
flowers starts to die, Children and Adults go away.

I sit alone in my darkness, Tears falling like rain
drops, will there be another day when Sun light
shines and flowers starts to grow? I do not know.

I hope so. When will I overcome this never ending
battle? I just don't know!!

Somkiet Nakutnok

ICE MOMENTS

January 15, 2005 Incentive Thank-you Card Draw Winner

Linda Sailer received a thank-you card from her supervisor acknowledging Linda on developing natural supports and community capacity opportunities for her client. Excellent work Linda.

Other Thank-you Cards Received for January's Draw

Trisha Banwell received a thank-you card for all the extra support and hours she has done in her program. Trisha is a great team player and is very appreciated by her supervisor and other home support staff. Great work Trisha!

Bill Damer received a thank-you card from his supervisor for going over and beyond in his program and providing an emergency home placement. Bill, ICE is very appreciative of all the work that you have done. You're fantastic Bill!

Marshall Young received a thank-you card from the on-call supervisor for providing coverage needed over the Christmas season. Thank-you Marshall for always willing to help out. Keep up all the great work you are doing Marshall!

Brandi Upson received thank-you cards from her supervisor for working additional hours in one of her programs. ICE appreciates and acknowledges Brandi for always willing to provide assistance and being flexible. Awesome work Brandi!

Lynn MacDonald received a thank-you card from a co-worker acknowledging Lynn for being supportive and understanding. Great team work Lynn!

Tanya Hirsche received thank-you cards from her home team leader for all the great work and assistance that she has been doing in the home. Super job Tanya!

Parween Moulai received a thank-you card from the on-call supervisor for taking a relief shift on short notice. Great work Parween!

Cathy Petite received a thank-you card from the on-call supervisor for her dedication with her program. Your efforts are very much appreciated Cathy, thank-you!

Julie Chambers received a thank-you card from her supervisor for the exceptional work she is providing her client at the clients' workplace. The employers are very pleased with the support they have witnessed Julie give to her client. Excellent work Julie!

Lyda Greer received a thank-you card from the Team Leader for the additional support and coverage she provided to the home.

**Health and Safety Committee
INDEPENDENT COUNSELLING ENTERPRISES
Health and Safety Committee
Jan 19, 2006
Calgary**

Present:

Theresa Sanborn
 Cindy Wiebe
 Marina Dobirstein
 Deb Garrioch

Recorder: Marina Dobirstein
cc: Krista Fulford (ICE Page), post to H&S Bulletin Board, Residential Homes, ICE Resource Centre, Regional Health and Safety Committees

1.0 Approval of the Agenda

2.0 Review the Previous Minutes / Business Arising from Minutes:

- Reviewed January Health and Safety Committee Meeting Minutes from Edmonton.
- Reviewed Calgary November Meeting Minutes.

Agenda Topic	Discussion	Action	Person Responsible	Due Date
3.0 Standing Items				
3.1 Evaluation of current injuries and near misses	<p>Marina updated that there were 2 investigation reports to review:</p> <p>(Last Month Situation #2): Investigation Report was not written properly by CSC and it was difficult to determine what actually happened or not.</p> <p>Situation 1 & 2 (same day): Client was agitated and staff continued to be in close proximity which resulted in further aggressive behaviors.</p> <p>Situation 3: Client was agitated and slapped staff. Guardian was transporting client at the time the incident occurred.</p>	<p>Committee member Cindy W will review Investigation report with CSC and request CSC to re-write the report. UPDATE: CSC did not complete as requested. Cindy has offered to complete the Investigation Report as CSC is leaving ICE.</p> <p>CR updated that as Program Manager she has advised program/staff that staff are no longer permitted to transport client. Staff also received additional training.</p> <p>Committee recommending that staff take PBS as PBI was just re-taken and that CSC complete a formal written Safety Plan to be approved by CR (Marina) while CSC is completing the Restrictive Plan Procedure.</p>	Cindy Marina Cindy will follow up with CSC	ASAP Completed ASAP

	Situation 4: Staff person had an asthma attack at a client's workplace. Attack was attributed to paint fumes.	Workplace had offered to call EMS for staff but staff refused. Staff and client will not go back to workplace until painting/renovations are completed.	CSC followed up with situation.	Completed
3.2 Review and updates of a section of the Hazard Assessment Document	<p>Committee has started to re-review Hazard Assessment to ensure Hazard Identification Rating Table is accurate.</p> <ul style="list-style-type: none"> - Wet Floors - Objects on the floor - Client Assault 	<p>Committee discussed that there is no change to rating. Marina updated that Residential Homes are to Wet Mop and then Dry Mop the home bare floors. Coordinators are responsible to ensure that homes know about this practice.</p> <p>Committee discussed that there is no change to hazard rating.</p> <p>Committee discussed that there is no change to the hazard rating. Committee discussed the importance of all ICE staff to report any near miss or hits. Critical Incident Reports are important so that ICE can prevent personal injury. Marina relayed that sometimes staff think that if they write a CI report that they will be in trouble or look at a CI report as doing something. ALL staff need to know that this is NOT the case. CI reports help everyone.</p>	All CSC's All CSC's ALL ICE Employees	As needed As needed As needed
3.3 Development of action plan for a section of the COR Audit recommendations.	Committee discussed COR questions and answers & evaluation write up on # 2 Hazard Identification and Assessment.	Committee read through the COR Audit and Auditor comments. Discussed the importance of all staff contributing to this process.	CSC's and Managers to ensure that they discuss this process when doing follow up with CI's and Incident Investigations.	As needed

3.4 Environmental Quality Audit Random Inspection Audits	All Homes are up to date (Marina) CSC's completed all Random Inspections for this quarter reporting period. Great job CSC's!!		All CSC's April 30, 2006
4.0 New Business			
4.1 Marina updated that due to possible hazard that was reported to her re: location of coffee pot and form caddy in the ICE foyer was moved from the slanted position to directly against the wall to allow staff more table space without the chance of having hot coffee poured on them. .			
4.2 Marina updated that Regional Manager, Deanna R, was updated that the ICE office requires soft white fluorescent lighting instead of cool white lights as a number of office staff have made a complaint about headaches. Deanna in the process of purchasing new lighting.			

5.0 Next Meeting: February 16, 2006 @ 1:30 pm ICE office