

THE ICE PAGE

June 2005 Calgary



**Training dates
are as follows:**



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: 100miles**

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

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

ATTENTION!

It is critical that all Timesheets,
Contact Notes, Schedule
Outlines, 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.

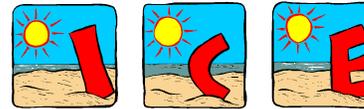
Connecting the Dots

June 23rd 9am – 1pm
at the ICE Resource Center

Emergency First Aid

July 5th 9pm – 5pm
at the ICE Resource Center

*Please register for the preceding
workshops with
Jessica 219-8420*



Employee

Incentive

Awards:

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

**Congratulations to the
following staff who was the May
winners:**

**Kathleen Astel: –
Winner of the Gold Heart and
Chain Necklace.**

Next ICE Thank You Draw
June 15th
at Noon / ICE Office

Hand-In



Hand in day will be **Wednesday**
June 15th for all shifts worked
between June 1st – 15th
and
Thursday June 30th for all shifts
worked between June 16th – 30th

A LETTER FROM COLLEGE

Dear Dad,
School is really great. I am making lots
of friends and studying very hard. With
all my stuff, I simply can't think of
anything I need, so if you would like,
can just send me a card, as, I would love
to hear from you.

Love,
Your Son

The Reply:

Dear Son,
I know that astronomy, economics,
and oceanography are enough to keep
even a home student busy. Do not
forget that the pursuit of knowledge is a
noble task, and you can never study
enough.

Dad



June 19th, 2005
Happy
Father's Day

To My Father

It matters not that Time has shed
His thawless snow upon your head
For he maintains, with wondrous art
Perpetual summer in your heart.
~ William Hamilton Hayne



General Information

The June Team Leader
Meeting is scheduled for:

Wednesday June 8th at 1:30pm
ICE Office

The ICE office will be closed
Friday July 1st for Canada Day.
All calls should be directed to
the after hours
cell phone 819 - 0583



CET STANDARDS:



Creating Excellence Together

STANDARD 33

The service provider promotes the use of individualized Assistive Technology and Environmental Interventions (AT-EI) to help individuals gain personal control and enhance function.

About this standard...

Individuals with disabilities have a long history of using AT-EI to improve their ability to function in daily living, to gain control over their environment, and promote inclusion in community settings. Service providers have a responsibility to facilitate the acquisition and safe use of AT-EI where beneficial and appropriate.

Assistive Technology (AT) is “any item, piece of equipment, product, or system that is used to increase, maintain, or improve functional capabilities of individuals with developmental disabilities.” Such devices range from the simple (e.g., walking aids, special spoons,

modified telephones) to complex (computerized environmental controls, communication systems and custom seating/mobility systems).

Environmental Interventions (EI) are installed equipment such as grab bars, ramps, lifts, or interior and exterior modifications to a building that increases the functional capabilities of individuals with disabilities.

Although the vast majority of AT-EI applications are under the sole control of individuals, some AT-EI applications such as lap belts / wheelchair trays and environmental monitors (such as thermostats and motion sensory devices), can also be used in ways, which limit the autonomy of individuals with disabilities. In order to ensure safe and ethical use of AT-EI applications, an assessment by the appropriate **qualified professional** is imperative to ensure that it is used as intended, and that guidelines are in place to ensure its' appropriate and intended use.

ICE meets this standard by:

- Adhering to ICE policy 2.3.2 - #6 – Planning Client Services. (please review).
- ICE ensures that all adaptive equipment and devices that are used by staff or individuals is monitored and if it is determined that there is potential to limit the client's independence then a qualified professional will authorize the development of a

procedure. Regular safety inspections of assistive devices also occur.

See: “Safety Inspection of Ceiling Tracks/ Hoyer Lifts; Safety Inspection of Wheelchair: Inspection checklist for Wheelchairs.”

- Staff must be knowledgeable about the purpose and techniques for use with any AT-EI in place and how to assist individuals in their use.
- Staff can describe what guidelines are in place for AT-EI to ensure its appropriate use. E.g., providing an opportunity to stand and walk every hour with support.

If you are supporting an individual who is utilizing AT/EI, please ask your supervisor for a copy of **Appendix V11 Assistive Technology and Environmental Interventions (AT-EI)**, from the CET Manual. This document goes into greater detail.

NOTE – As we approach our CET Survey on June 7 – 10, 2005, I would like to thank all of you for your hard work and team efforts for the benefit of the individuals that we provide services to.



In 1900, fathers shook their children gently and whispered, "Wake up, it's time for school."

Today, kids shake their fathers violently at 4 a.m., shouting: "Wake up; it's time for hockey practice."

Community Capacity

CANADA'S INITIATIVE

Community Inclusion

Building capacity at the community level to successfully include people with disabilities, and their families, in ways that promote and safeguard their full citizenship is one of the primary objectives of the Community Inclusion Initiative. Through efforts within this national initiative, individuals and families have been afforded greater opportunity to participate in and contribute to the life of their community, to demonstrate leadership, and to mobilize community activities that promote greater inclusion of all citizens. The impacts of the initiative have been enormous. With the leadership of the community living movement, partnerships have been created with hundreds of community and government organizations — each working toward transforming the way we live together, and making our communities more understanding and accepting of diversity.



Initially what began as an initiative focused on disability issues, it is now clear that inclusion is of importance, relevance and benefit to us all — as communities and as Canadians.

2005

Seven years after its inception, the Community Inclusion (CI) Initiative continues to represent a unique model of partnership between the Government of Canada (Department of Social Development), the Canadian Association for Community Living, People First of Canada, and has enabled collaboration among diverse organizations at the national, provincial/territorial and local levels. The Initiative has been successful in reframing “community inclusion” from an issue seen originally as being vested and owned by the “disability community” to one that more correctly speaks to issues of *full citizenship, human rights and equal participation.*

The national Community Inclusion Initiative has the following broad objectives:

Increase overall public awareness of inclusion; resulting in increased understanding of barriers to inclusion, the value of inclusion, and strategies to achieve enhanced inclusion.

Increase development and use of best practices to promote inclusion in a broad range of areas: including but not limited to schools, businesses, recreation and leisure activities, community organizations, neighborhoods, and families.

Identification of and provision of support and training to emerging leaders in the inclusion movement (especially parents and persons with intellectual disabilities).

Influence and advance policies, and an associated policy framework, at a national level that will improve the lives of individuals who have intellectual disabilities and their families.

Engage new partners and stakeholders from a broad range of interests and areas, and to provide them with the tools and knowledge to enable them to promote and facilitate inclusion in their respective areas.

Build ways and means for communities to meet people with intellectual disabilities, get to know them, acknowledge and appreciate their contributions.

Increase the capacity of communities to include people with disabilities in all aspects of community life.

Support people with disabilities and their families to become connected to their communities.



**WE CAN'T DO THIS ALONE
— GET ON BOARD —
WE NEED YOU!!!**



In 1900, fathers could count on children to join the family business.

Today, fathers pray their kids will soon come home from college long enough to teach them how to work the computer and set the VCR



The Rewards of Contributing

Kind hearted and friendly, this is how Rhonda is described by those who know her. She enjoys making people happy and does so through her generous nature. Rhonda lives in Fort Saskatchewan with her friend and roommate, Lucy. They have been roommates for a number of years and have become good friends. Rhonda is always busy helping with household chores; she likes things neat and tidy.

To stay fit and healthy Rhonda belongs to Curves work out center



where she goes two or three times a week. She also enjoys walking. Rhonda contributes to her community by volunteering at River Crest Extended Care for the Elderly on Mondays. She serves the residents coffee, tea and cake at their weekly coffee party. She is very caring and helpful with the residents and staff. Her continued help is very much appreciated. Rhonda also has a part time job delivering “Coffee News” to local businesses. Once a week she counts, sorts and labels

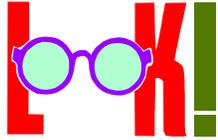
flyers with the assistance from her support workers. With her earnings Rhonda was able to fly to Vancouver with her Mom for a weeks vacation. She is very proud that she was able to save her money and do this on her own. Rhonda is also interested in attending some courses in the near future. Through her involvement in the community Rhonda has become a more outgoing, confident and independent person.

The importance of Stories



Stories are a way of helping us discover the ways that people are participating in their community. Collecting stories about people being included and participating in groups, classes and clubs, is an excellent way for us to know that we are successfully helping people discover and pursue their dreams, desires and interests. We need your help to collect stories. When someone is contributing and participating in their community in a positive way we want you to write a few lines about how they started and what they are doing. This could be meeting new friends, getting a volunteer position, getting a job, learning a skill, or any other milestone or success.

All staff who submit stories will receive a “Thank you!” card and their name will be entered into the incentive draw for a prize. So have your pencils sharpened. Please submit stories to Nadine at the Resource Center (Edmonton), Gony



A Changed Policy

2.7.3 CRITICAL INCIDENTS

1. A critical incident is considered to be any event or series of events, real or alleged, that is or could potentially be life threatening/cause injury, resulting in charges being laid, legal action and/or further investigation by outside authorities.
2. Examples of critical incidents include:
 - physical injury or accidents involving clients or employees;(note that if an employee injury further documentation may be required for WCB claims management **Refer to Policy 3.5.5**)
 - deterioration of client's physical well being e.g. Emergency medical attention, hospitalization
 - client death
 - physical assault
 - disclosure of criminal activity by a client;
 - disclosure of abuse by a client;
 - restraint situation
 - property damage by client
 - severe verbal threats made by a client;
 - allegations of theft or damage by a client towards an employee
 - client AWOL;
 - suicidal behaviour by a client;
 - delegated task not performed in accordance with delegated care plan
 - medication errors (including omissions).
3. When a critical incident occurs, these steps are to be followed:
 - To the best of your ability, ensure the immediate safety of the client and yourself;
 - If necessary, immediately contact the appropriate emergency authorities: (911, poison centre, pharmacy, etc.);
4. Documentation of a critical incident includes:
 - Contact your supervisor or the on-call supervisor immediately by phone;
 - The supervisor will provide the employee with direction and contact the appropriate office management to facilitate follow-up;
 - The employee is to document the incident on a critical incident form.
 - Should the incident involve an employee injury the employee will be required to complete further documentation as per **Policy 3.5.5**.
5. Unless otherwise directed, submit the completed Critical Incident Report to the office within 24 hours;
6. If another agency is involved, you may need to fill out a Critical Incident Report for them. Do so using the guidelines outlined above.
7. The management staff/on-call supervisor who directly receives the information concerning the critical incident must complete part two of the critical incident form and follow up with the appropriate supervisor of client care. Should the incident involve an employee injury refer to **policy 3.5.5**. For any subsequent documentation/follow up. This person will then ensure that follow up is completed and documented.
8. Manager of client care will ensure that the documentation is complete and that an action plan is devised for follow-up as required. The Manager of client care will ensure that the critical incident report is returned to the residential program and a copy will be filed in the client and employee file as appropriate in the main office files. Note that if the program is not residential then the original remains at the regional main office. If an

employee injury is involved then the employee is to receive a copy of page one of the report.

9. Managers will forward a copy of critical incidents involving employee injury to the Health and Safety Manager for follow up. This may involve review by the Health and Safety Committee. The copies of these reports are filed in the office of the Manager of Health and Safety. Should there be a WCB claim as a result of a critical incident then the C.I. becomes part of the employee's personnel file. In addition for each regional office a summary of all C.I.s will be forwarded to this manager for review on a monthly basis.
10. Managers will forward a copy of any Critical Incidents involving client aggression and property damage as per **Policy 2.5.1** to the Restrictive Procedures Advisory Committee for follow up.
11. Managers will review the incidents weekly at unit meetings and provide the Chief Operating Officer with a summary of incidents for review with the President
12. Delegation errors that may have been the result of the employee's error or omission will necessitate the employee being re-delegated at the next shift with that client. If the incident involved a client transfer, that transfer will be evaluated by the nursing supervisor both at the next shift the employee has with that client and the next shift any employee has with that client.
13. Note: If the critical incident involves a client who is receiving residential services from I.C.E. copies of the critical incident form are in the staff room of each of I.C.E.'s homes. For any other situation the form must be obtained from the main office should the employee not have the proper documentation form.
14. The employee's supervisor will follow up with the employee as appropriate. (**Refer to Policy 3.5.5**)

Updated February 7/05



Stay Healthy During the Summer

Staying healthy during the summer requires more than just eating the right foods. Below is a partial list of things to do that will help you stay cool and healthy during the hot summer months

1. Drink plenty of water. It is very important to drink water. Your body needs water to prevent dehydration during warm summer days. Take special care to make sure infants and toddlers drink enough water. They can become dehydrated much more easily than adults.
2. If you have asthma or other respiratory problems, keep a careful watch on the daily air quality reports. Also, don't forget to take your inhaler or other medication with you when you go out.
3. Take a rest or nap. Don't push yourself beyond your physical limits.
4. Wear Sunscreen. Sunburn is painful and unhealthy. Use a sunscreen that is right for your skin.
5. Stay Cool. Wear light, loose-fitting clothing to help you stay cooler.
6. Wear Sunglasses. Sunglasses protect your eyes from the sun's UV rays.
7. Maintain your energy level by limiting your intake of fat and sugar; focus on carbohydrates, fruits and vegetables.
8. Before leaving for vacation pack a few items (calamine lotion, baking soda) that will help with itchy or painful insect bites.
9. If you have allergies and plan to be traveling/vacationing, find out which plants will be pollinating in your vacation spot.

10. Know your body. If you are feeling ill, see a doctor. An average of 400 people die each year in the North America due to extreme heat.

Your Health and Safety Program

HAZARD IDENTIFICATION, ASSESSMENT AND CONTROL

The Government of Alberta, under legislation defined in The Occupational Health and Safety Code, requires employers to identify, assess, and control all hazards faced by its workers. Here is a review of how we do it at ICE.

Hazards are identified in two basic ways: one way is when an incident occurs, which is then investigated. This investigation can be as simple as turning around to see what you tripped over, or it can be a large-scale gathering and analysis of facts to determine cause of an incident. This way of hazard identification is *reactive*. The hazard is identified after an incident happens.

Another, better way to identify hazards is to look for them and find them before they do any damage. This *proactive* approach is done mainly through inspecting our surroundings for the things or behaviours that could hurt us, and then we make sure that everybody is aware of the danger. Like investigations, inspections can be large-scale - like our EQA's, or as simple as checking a med label. Whenever we look for or find any hazards, it must be documented in the Hazard Control Logbook.

The ICE Health and Safety Committee has done much work in identifying hazards. A comprehensive list called the *Hazard Assessment and Control Document* is found in your Health and Safety Manual, in the Hazards section. There are, one can be sure, still hazards not yet identified. ICE relies on all workers practicing *hazard awareness* to get more hazards identified and published in the Hazard Assessment and Control Document. One practices *hazard awareness* both proactively and reactively. Take note of incident and near-miss causes, and bring them to the attention of administrative staff. Look for hazards – always try to be aware of your surroundings and the behaviours of those around you, and how these might affect safety. If you find danger, you must report it.

Hazard assessment is **ranking hazards, to determine how best to control them. If you look at the Hazard Assessment and Control Document, you will see that each hazard listed is indeed given a priority ranking, based on:**

- 1) the frequency of exposure to the hazard,
- 2) the potential consequences of the hazard,
- 3) the probability of injury from the hazard.

Hazard controls are done in a number of ways. The best way is to completely eliminate it – remove the hazard. This works great for many slipping and tripping hazards, which are a major source of injury. For hazards that are impossible or impractical to remove, we use either:

- 1) engineering controls – these are devices to protect us. Examples are handrails, guards, insulation on electrical cords, lighting, security locks, machinery guards, and many more.
- 2) administrative controls – these are procedures that, when followed, ensure control of hazards. Examples are planned procedures for anticipated behaviours of concern, proper use and storage of sharps, proper medication administration, avoidance of cross-contamination during food preparation, and many others.
- 3) Use of personal protective equipment (PPE) – like gloves, masks, footwear.

We also use equipment and procedures to keep us safe when faced with emergency situations. Smoke detectors, evacuation procedures, and fire extinguishers are to keep all from harm during a fire emergency. Positive or restrictive approaches to unanticipated behaviours of concern are another example of an emergency response to ensure safety.

Another function of **inspections** are to maintain hazard controls.

The *Hazard Assessment and Control Document* is reviewed regularly by your local ICE Health and Safety Committee, so that it remains accurate.

Training is very often required to enable proper use of hazard controls. The law says that employers must provide such training, and that workers must participate when called upon.

The law also says, basically, that all people involved must do their part to ensure that all people on the work site are kept safe.

Check out these sites for some excellent info:

<http://www3.gov.ab.ca/hre/whs/learning/hazard/hazard.htm>

<http://healthcare.healthandsafetycentre.org/s/HomeCare.asp>

HAZARD IDENTIFICATION, ASSESSMENT AND CONTROL – QUIZNAME: _____

- 1) When we make safety improvements in response to incidents, the approach is called
a) proactive b) reactive c) inspection d) positive
- 2) When we make safety improvements to prevent possible incidents, the approach is called
a) proactive b) reactive c) inspection d) positive
- 3) Using the *Hazard Assessment and Control Document*, list three hazards present at your work-site.

- 4) How does the *Hazard Assessment and Control Document* rank each of those hazards in terms of frequency of exposure, potential consequences, probability of injury, and in total?
frequency of exposure _____ potential consequences _____
probability of injury _____ Total _____

- 5) How specifically, are each of those hazards controlled, and is the control *engineering, administrative, PPE*, or a combination?

<u>Specific hazard control</u>	<u>type of hazard control</u>
_____	_____
_____	_____
_____	_____

- 6) Can you think of any hazards at your work-site that is NOT identified in the *Hazard Assessment and Control Document* ?
If so, list them below:

- 7) As an exercise in proactive hazard awareness, think of a leisure activity that you regularly do, such as walking the dog, going to the movies, camping, or anything else. Identify, assess, and name controls for **three hazards** of that activity.

<u>Hazard Identified</u>	<u>Hazard Ranking</u>	<u>Hazard Control</u>

SUBMIT THIS QUIZ TO THE OFFICE TO RECEIVE AN ICE THANK YOU CARD AND BE ELIGIBLE FOR PRIZES



Lawnmower Safety Tips

from the CDC (<http://www.safetycenter.navy.mil/articles/lawnmower.htm>)

It was 12-year-old Bill's turn to mow. He was in a hurry so he could join his younger brothers and sisters, outside playing in the yard. As he was mowing, he ran over a toy left in tall grass. The mower threw the toy and it flew across the yard, hitting his sister in the eye. She lost sight in that eye.

This example illustrates how easily injuries can happen with lawnmowers. Mower-related injuries are an everyday occurrence. The U.S. Consumer Product Safety Commission estimates that 57,000 operators and bystanders require medical treatment each year for mower-related

injuries.

This example illustrates how easily injuries can happen with lawnmowers. Mower-related injuries are an everyday occurrence. The U.S. Consumer Product Safety Commission estimates that 57,000 operators and bystanders require medical treatment each year for mower-related injuries



Mower hazards

The mower is a cutting machine designed to trim grass but has the potential to cut anything that is placed in its path. The cutting edge of the mower blade can travel at speeds of up to 200 miles per hour. Even a dull blade at that speed can slice fingers and toes that get in its way.

Other materials, such as toys, stones, sticks, and equipment parts, can become projectiles when struck by the blade. These items, too, can travel up to 200 miles per hour as they leave the discharge chute. Items thrown from mowers can cause serious injury to other people in the area or to the operator when there is no rear guard. Thrown items also can cause property damage.

In addition to cutting and projectile dangers, mowers also can cause burns. The muffler and cylinder head heat up during operation, and remain hot for some time after the engine has been turned off.

Fuel is another danger. Most mowers are powered by gasoline-driven combustion engines. Gasoline is a very explosive and flammable material that should be treated with respect. One gallon of gasoline combined with the correct amount of air is equivalent to 83 pounds of dynamite. Gasoline is flammable because it vaporizes with air to form a mixture that ignites easily. Vaporization can occur in temperatures as low as zero degrees.

Safe practices

1. **Prepare lawn for mowing.** Every time before you mow, check your lawn for items such as sticks, rocks, toys, sports equipment, dog bones, wire, and equipment parts. Make sure miscellaneous items are not hidden in tall grass. Also look for and remember immovable objects, such as pipes, or partially buried rocks. Running into a fixed object can shatter the blade and throw jagged chunks of metal out the discharge chute or under the housing.
2. **Handle fuel with care.** Always use care when filling the tank with gasoline. Wipe up spills. Never fill the tank on a mower that has been operating and is hot. Vapors from the gasoline can be ignited by a hot muffler.
3. **Wear appropriate clothes.** Close-fitting clothes are less likely to get caught on controls or moving parts. Long pants and sturdy leather shoes protect you from flying sticks, stones, or other items not caught by the rear guard. Shoes also should provide good traction. A canvas or open-toed shoe cannot protect your foot if it slips into the blade. When mowing for long periods of time or if noise is objectionable, wear hearing protection such as earplugs.
4. **Use safe mowing techniques.**
 - ✓ **Make sure other people, especially children, are out of the area.** Young children should be supervised in the house while the yard is being mowed. They cannot understand the dangers, and the operator may not hear or see children approach.
 - ✓ **Never point the discharge chute at anyone.** You never know when something will be thrown from the mower. Never run the mower over gravel.
 - ✓ **Do not mow wet grass.** Wet grass is slippery and the operator can lose footing, slip under the mower, or allow the mower to roll backwards. Wet grass also clogs the discharge chute and can cause the engine to falter. When this happens, always turn off the engine and wait a few seconds for the blades to stop rotating before correcting it.
 - ✓ **Use care on inclines.** Some slopes are too steep to mow safely, so use good judgment. Always push walk-behind mowers **across** slopes to avoid coming in contact with the mower (e.g., by sliding down the hill onto the mower, or allowing the mower to roll backwards on top of operator). Drive riding mowers **up and down** slopes.
 - ✓ **Never leave a running mower unattended.** When you leave the operator's position the mower should be turned off. New models have an operator presence switch that automatically kills the engine when the operator releases the handle.
5. **Disconnect spark plug to service.** Disconnect the spark plug when you work on the mower. This prevents the engine from accidentally being started. Many people are hurt every year because mowers start unexpectedly when the blade is turned by hand. Keep all parts in working condition. Fluid leaks (gas or oil), blade sharpening, and balancing may require professional service.



Safe mower features

Safety features on newer mowers help prevent hazardous situations that can lead to injury. Do not disconnect special features or controls to avoid using them. Look for a shield on the back blade housing behind the rear wheels of the mower. This shield protects the operator's feet from exposure to the blade and thrown objects.

A deadman switch, or operator presence switch, requires the operator to hold the device to keep the mower running. If for some reason the operator releases the switch, the engine is turned off. When placed at the correct location, the switch makes it physically impossible for an operator to hold the switch and reach down to the danger area where the blade is operating. Some switches also have a braking device that stops blade rotation.

Other solutions

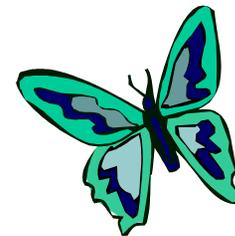
Think of the layout of the yard and ways to make mowing safer. Do you have steep slopes that are dangerous and difficult to mow? Are there lots of trees with low-hanging branches to mow around? Retaining walls can help reduce inclines, and flower beds eliminate the need for mowing in difficult areas. Adding mulch one to three feet around a tree (depending on size) makes trimming easier. Keep trees pruned properly so that you can see while mowing. Filling depressions or low spots with soil can help you prevent sprains.

Lawnmower safety - How much do you know?

1. How fast can a stick or toy fly out of a lawnmower discharge chute?
 - a) 10 miles per hour
 - b) 20 miles per hour
 - c) 200 miles per hour
 - d) 500 miles per hour
2. Always mow across slopes and inclines when using a walk-behind mower. True or false?
3. What kind of shoes should you wear when operating a walk-behind mower?
 - a) Sandals
 - b) canvas athletic shoes
 - c) bare feet
 - d) leather shoes
4. What is the most important thing to do before doing any service work on a mower?
 - a) put on gloves
 - b) drain fuel tank
 - c) disconnect spark plug
5. One gallon of gasoline combined with the correct amount of air is equal to 83 pounds of dynamite. True or false?



SUMMER



Lawnmower Safety - What can you do?

- ✓ Pick up objects before mowing.
- ✓ Handle fuel with care.
- ✓ Wear close-fitting clothes and closed-toe leather shoes.
- ✓ Keep children out of the area.
- ✓ Never mow wet grass.
- ✓ Always shut off engine before unclogging discharge chute.
- ✓ Push mower across inclines; drive riding mower up and down inclines.
- ✓ Never leave a running mower unattended
- ✓ Disconnect spark plug before working on mower.

[Answers to quiz: 1-c; 2-True; 3-d; 4-c; 5-True]

“PLEASE NOTE CALGARY’S NEW SMOKING BYLAW IN THE HEALTH & SAFETY MEETING MINUTES”

Resource Center Newsletter



June 2005



Please drop by on scheduled days or give us a call (number below) and we can meet in person. The Resource Center is ready to provide you with information, direction, and encouragement. We are focused on Community Access, Employment, and Gifts, and believe in Client Directed Planning. See you soon! Gonny & Jeremy

IMPORTANT DATES

Please Drop in for the following **Activities**
Or Register for the following **Workshops**

ASL with Karen. June 6th & June 20th from 9:30 - 10:30 stay and share (chat) until 1pm. (beginner sign language) *Activity*

Fun & Games with Kathy June 13th from 9:30 - 12:30 come and join us for sharing and fun. *Activity*

Connect the Dots Workshop: June 23rd from 9 - 1pm. Learn about Community Capacity - it's origin - it's purpose and how much of a difference it makes in people's lives by facilitating natural supports and inclusion.

Our Pre-Stampede Country Hoedown Dance: June 27th from 9am - noon. Dress up if you want. You may bring your music and be sure to kick up your heels. *Activity*

First Aid & CPR Workshop July 5th from 9am - 5pm. Please bring a pad to kneel on and a blanket to lie on.

Functional Communication If you support someone with limited communication skills this is the time to come and join us at the Resource Center in developing some alternative ways to express yourself and facilitate others in doing so as well. Let us know and we'll schedule a time.

Please register Early for any workshops listed on this page or Calendars attached by calling Jessica at 219-8420

Share your interest and/or skills with others. Call us.
Interested in starting up a GOUP? Call us - we'll help.
Giving ICE your e-mail so we can send you the ICE page will help you to stay on top of things. You will have the information you need for planning and scheduling that much sooner.

Community Events & Resources

On June 21st it is National Aboriginal Day. Watch for special events - see dancers and drummers - taste bannock and other food - look at arts and crafts

June 2nd there will be popcorn and a movie as Picture This... joins Access Awareness 2005 and the Fraternal Order of Eagles for an evening of videos, popcorn and a barbeque. The event will be held at the Rehab Society - #7 - 11th Street, NE.

June 4th there is a Mosaic Community Cultural Festival from 12 - 5pm in Central Memorial Park at 12 Ave & 4 St. SW/Ph 265-2880

William Watson Lodge in Kananaskis Country provides barrier-free accommodations for people with disabilities. Reservations can be made up to 4 months in advance. For bookings, fees, and general information call (403) 591-7227.

SARAW is a facility that provides a literacy learning environment in reading - writing - and math. They provide training for staff and then you can register if your client is interested for a 2 hour computer time slot during the day - evening - or Saturdays. There is a \$25 registration fee per session (sessions are from January to June and July to December). If you are a participant then you have priority for subsequent sessions. SARAW is located in the Bow Valley College and the phone number is (403) 410 - 1503

Don't forget to pick up the "English Express" at the Office or the Resource Center. This is a free newspaper for adults who are improving their English reading skills.

Jeremy is a Mentor for the "My Life Workbook" - which is a tool to plan and reflect on rights, home, work, and activities - give him a call if you would like to discover in a simple but fun way, if things are going well and how to change them.



ICE RESOURCE CENTER

Gonny & Jeremy

Phone Number: 273-3942

Address: 14A 416 Meridian Rd SE

Health and Safety Committee
INDEPENDENT COUNSELLING ENTERPRISES
Health and Safety Committee
May 19, 2005
Calgary

Present:

Ian McLean
 Gonny Debski
 Denise Peterson

Recorder: Gonny Debski
Regrets: Marina Dobirstein

cc: Gonny Debski (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: Note Calgary's meeting scheduled for April 21/05 was cancelled as only Chair was present.

- Reviewed minutes from Edmonton. It was discussed that the storage of emergency supplies has not been reviewed in Calgary (TABLED FOR FURTHER REVIEW AT NEXT MEETING). Edmonton complimented Calgary for Calgary's detailed information on near hits/misses. Thank-you Edmonton your comments were very much appreciated. The importance of dryer lint catchers and vent maintenance was discussed
- **Action still needed:** Calgary waiting for a confirmation date from Edmonton when an ICE RN will be coming down to do and ICE Ergonomics check & falling In-service. It was decided that Marina will email Gord and Pam to inquire if a time has been scheduled for the ergonomics check as Calgary will need for COR audit.
- **Action:** Safe Driving Information: brief discussion took place on approach/outline to workshops. Denise took home resources to familiarize herself with content. Gonny and Denise will connect in June to finalize course content. Course will be scheduled in July.

Agenda Topic	Discussion	Action	Person Responsible	Due Date
3.0 Standing Items				
3.1 Evaluation of current injuries and near misses	Gonny provided update on the three (3) near misses that occurred: Situation # 1: a client threw a remote control at staff person's calf area and though no injury occurred leg was bruised. No time loss claim. Situation #2: a staff person was re-directing a client and was subsequently struck 3 times in the face. No time loss. CR Manager met with Coordinator Wendy Karst to review matter further	Behavior Guideline is being developed in conjunction with client psychologist. Staff provided strategies and safety plan is in place at the home. Wendy K will be developing a Behavior Guideline as client has had previous history of striking out. CPI training is also to be arranged since John K is an	New Coordinator (Kelly Pierce) and John Kmera Wendy Karst/John Kmera	By end of June Plan by July and CPI to be scheduled with John.

	and Coordinator providing further education to staff re: PBI practices Situation #3: a relief staff preformed an improper lift and transfer procedure. WCB modified light duties is being arranged.	instructor. Relief staff will not be able to do any lift and transfers. Staff to be re-trained in this area to ensure they are aware of their own safety in any procedures. Personnel Barry K (Relief supervisor) is aware that their staff are not to do any lift & transfers, etc.	Barry to make arrangements with John K for re-training of Lift and Transfers (for educational purposes only).	By end of June
3.2 Review and updates of a section of the Hazard Assessment Document	◆ Tabled for next meeting			
3.3 Development of action plan for a section of the COR Audit recommendations.	◆ Tabled for next meeting.			
3.4 Review of completed Environmental Quality Audit and Random Inspection Audits	Coordinators have completed last quarter Inspections..		Residential and Non-Residential Coordinators	April 30/05
3.5 Residential Home Audits	Marina will be commencing new Home EQA's over the next 4 months.		Marina	To be completed on a yearly basis
4.0 New Business				
4.1 Calgary New Smoking By-Law.	Marina had provided ICE office, Admin staff, PET trainers, and Resource Centre the new By Law information which states: 'Except when on a public sidewalk, no person shall carry or possess a lit cigarette, cigar or pipe or burn tobacco in any manner within 3 meters of an entrance or exit to a public premise'			
4.2 Ian McLean informed the committee that due to his increasing busy schedule he regrets that he will not be able to continue with his role on the Health and Safety Committee.	Committee thanked Ian for his support and help on the Committee for over the past couple years. You will be missed Ian!!!			

5.0 Next Meeting: June 16, 2005 @ 1:30 pm ICE office