

ICE PAGE

EDMONTON / NORTHEAST

2015

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Health and Safety Meeting

July 8th , 2015 @ 1:30 pm

RPAC Meeting

July 15th, 2015 @ 1:30 pm

TIME SHEET HAND-IN:

July 15th, 2015

For all shifts worked between July 1st and July 15th, 2015

July 31st, 2015

For all shifts worked between July 16th and July 31st, 2015



ECAT

Employee &
Client Assistance
Team

780-461-7236

Support Home Operator Spotlight

Linda

Linda is a Support Home Operator with ICE in Edmonton. She is a reliable and positive person who supports one client in her home. Linda makes sure that this gentleman enjoys many opportunities to be socially involved in the community according to his interests which include Special Olympics bowling and riding horses at the Whitemud Equine Centre. With a strong belief in furthering education, Linda

also encourages this person's ongoing learning via creative and fun skill building activities such as writing cards/messages to his family outside the city. Linda says what she enjoys

most about being a Support Home Operator is making a positive difference in her client's life; as a result she notices positive changes in her life too.

Linda is not new to the role of caregiver. In addition to being a parent, foster parent, and caregiver to both her parents, Linda has also worked as a nurses' aide, a day home operator and a respite worker. She has a Bachelor of Arts in Professional Communication and enjoys writing for both print and online publications. Her favourite topic is kindness and Linda writes a regular blog called Kindness Matters

(www.lindajwilkinson.com).

In her spare time, Linda enjoys scrapbooking, spending time with her family and doing volunteer work in the community.



TRAINING

Proactive Behavior Intervention (PBI)

July 9th and July 23rd, 2015

9:00 am - 5:00 pm

Documentation and Reporting Practices

July 29th, 2015

1:00 pm - 4:00 pm

Positive Behaviour Supports (PBS)

July 30th, 2015

1:00 pm - 5:00 pm

Autism

July 14th, 2015

2:00 pm - 4:30 pm

Courses are as described on the ICE website



Meheret Tekle was presented with a Health and Safety incentive mug at the June meeting for her contributions to the Edmonton ICE Health and Safety Committee.

ICE offices will be closed

Wednesday



Please direct all calls to the Employee Client Assistance Team for this day.

Client Success Story

Okello

Okello is a 20 year old gentleman who moved to Calgary 15 years ago from Sudan, Africa. He moved here with his aunt, uncle, older brother and sister. Okello had to leave his mother and three other siblings behind. He has not seen his family for over 15 years. Okello later moved with a foster family when he was 10 years old. Okello is very appreciative of what his foster parents did for him. Okello shares that not only did they show love to him but they also taught him how to receive love. He remembers having bedtime stories read to him each night.

Okello received supports from ICE while residing with his foster family. During this time he



continued to strive for independence and recently made the decision to live on his own. Okello's mother had one wish for him, it was to get a better education and future. Her wish came true as Okello graduated from St Francis High School in 2013 and now works as a cook at Joey Tomatoes restaurant. Okello's goals last year were to live independently, receive his driver's license and purchase a car. He successfully met all three goals.

Okello continues to have regular contact with his foster family. He enjoys reading and his favorite author is John C Maxwell who is a pastor, author and motivational speaker. Okello would like to become a motivational speaker as well. Hopefully he will be able to achieve this dream in the coming years with support from ICE. We congratulate Okello for meeting his goals and wish him all the best.

Policy Review

2.4.1 GUIDELINES FOR PLANNING ACTIVITIES

1. Independent Counselling Enterprises activities are planned to be effective as well as safe in their operation.

2. General guidelines apply in planning activities:

- involve the client in planning activities;
- consider the client's abilities and interests in relation to the activity;
- consider the client's likely level of safety and well being while participating in the activity;
- determine the relationship of the activity to the client's cultural and religious heritage;
- ensure the activity fits in with other scheduled activities and daily routines;
- ensure activities are age-appropriate;
- plan the activity in incremental steps (i.e.: putting, then driving range, then pitch and putt, then golfing) to enhance skill acquisition;
- address safety concerns (i.e.: proper equipment, facilities, etc.). Any adaptive equipment used by the client must be consistently and appropriately used during activities;
- arrange an appropriate meeting place. Have phone numbers and other information available ahead of time;
- all group activities require supervisor review and approval before they take place;
- in the event of an emergency (i.e. accident or injury) employees are to ensure they have all emergency contact names/phone-numbers including their supervisor and ECAT/911 to call for immediate assistance (**see Policy 2.7.3 Critical And General Reporting Incidents and Policy 3.3.6 ECAT Supervision**)

3. Aquatic activities must include the following precautions:

- the presence of a certified lifeguard. Employees are to use public swimming facilities where qualified staff are available;
- in circumstances where I.C.E. clients have access to private pool facilities through their residence a pool safety protocol (**refer to Master Forms Binder: Orientation Manual Section B and Residential Monitoring Manual Section F**) will be developed, reviewed, and signed off by the client, guardian, and I.C.E. staff, a copy of the protocol will be filed in the client green file;
- use of a safety floatation jacket by all participants in a raft, boat or canoe;

- constant and direct supervision of clients during all activities around water.

4. Overnight trips are not to be planned for any client unless the employee receives approval from their supervisor. The following apply:

- Approval must be given by the Manager in consultation with the Chief Operating Officer only after a written proposal has been submitted outlining the nature of the trip, the duration of the trip, expenses to be incurred (including employee monetary compensation with an agreement signed by the employee), location of nearest medical/emergency facilities and staffing during the time away.
- Proposals are to be submitted a minimum of one week prior to the planned trip.
- It is not expected nor is it this agency's policy that employees take clients on holidays. Often trips are contingent on employees volunteering time unless clients can access programs where supervision is included in the holiday.
- Any time away must not be a financial hardship for the client and their personal budget must be able to support the holiday.
- If funding is being requested from an outside source (i.e. Office of the Public Trustee) sufficient time must be provided in order to meet their documentation processes as per OPT Policy.
- Guardians must be aware of and support the holiday and sign all necessary permission forms prior to the excursion.
- If the travel is out of country I.C.E. requires further supporting documentation including having a copy of the client's valid passport and of their proof of travel insurance.
- Employees must have access to reliable communication such as a telephone or cell phone and contact the office once per day for an update.
- If the location of the holiday is isolated two employees must be present at all times.
- A first aid kit must be carried.

Updated October 2012



Spring and Summer Severe Weather Hazards

Severe spring and summer weather in Alberta ranges from hail and heat waves, to thunderstorms and tornadoes. It is by knowing what to expect and how to prepare for it, that we can protect ourselves and our property from these weather hazards.

Pay Attention to daily weather forecasts and Environment Canada's Public Weather Alerts



Listen to

weather reports and adjust daily routines for clients and staff accordingly. Environment Canada issues public alert bulletins through the media (television/radio) as well as through the Weatheradio service and Weatheroffice website.

The type of alert used depends on the severity and timing of the event:

- **Special Weather Statements** are less urgent but are used to let people know that conditions are unusual and could cause concern.
- **Watches** alert you about weather conditions that are favorable for a storm or severe weather, which could cause safety concerns. If staff hear of a Weather Watch in their area, they need to take care and plan for client/staff safety. Staff should continue to monitor the public alert system and follow recommendations for safety as provided as Watches may quickly progress to become Warnings.
- **Warnings** are provided as certainty increases about the path and strength of a storm system. A **Warning is an urgent message that severe weather is either occurring or will occur.** Staff need to stay on top of such situations and take the appropriate action as advised.

Heat and Humidity Safety

- Avoid working or exercising intensely if it is very hot or humid outside, and head for cooler conditions if your body becomes overheated.
- If working outdoors is an absolute necessity, drink plenty of liquids and take frequent rest breaks. Be sure to maintain salt levels in your body and avoid high-protein foods. Watch for signs of serious medical conditions, such as heat exhaustion and heat stroke.
- If being active outdoors is an absolute necessity, drink plenty of liquids and take frequent rest breaks. In hot, humid

conditions, there is a considerable risk of heat stroke and sun burn.

Ultraviolet Rays - Ultraviolet (UV) rays are the sun's rays that can cause sunburn. Long-term exposure to UV rays is associated with skin aging, eye cataracts, weakening of the immune system, and skin cancer.

- The amount of UV that you receive depends on both the strength of the sun's rays (measured by the UV index) and the amount of time you spend in the sun. The higher the UV Index number, (the UV Index is a 0 - 11+ scale) the stronger the sun's rays, and the greater the need to take sun safety precautions.

Sun protection tips:

Reducing your time in the sun (particularly between 11:00 a.m. and 4:00 p.m., from April to September), and seek shade when outdoors.

Cover up by wearing a broad-rimmed hat, a shirt with long sleeves, and wrap-around sunglasses.

Use "broad spectrum" sunscreen (with both UVA and UVB protection) with a sun protection factor (SPF) of 15 or higher.

Storm Safety

ICE requires residential programs to have storm readiness plans and supplies in place. It is also important for staff working within community based programs to plan for severe weather. Take the opportunity now to choose the best shelter in your regular daily environments. Choose a meeting place to gather after storms to ensure that everyone is safe and accounted for. When a Weather Warning is issued, stay calm and follow your plan.



High Winds

Strong winds, and especially gusty winds, can cause property damage or turn any loose item into a dangerous projectile, and create unsafe traveling conditions that affect your ability to safely steer your car. When there is a threat of high winds in combination with a storm as in the case of a severe thunderstorm or tornado, your first priority is to take shelter.

- Close all windows and doors, and secure loose outdoor objects or move them inside.
- Go to the basement or to a small interior room in the centre of the house, such as a closet, bathroom or hallway, on the lowest floor of the building. If this is not an option, take cover under a stairway or sturdy table and use a cushion or mattress to protect your head.

- Stay away from all windows, doors and exterior walls, in particular those facing the storm, and avoid buildings with large,



unsupported roofs such as arenas, supermarkets, and barns.

- If you are boating or swimming, head for land immediately.
- Do not travel.
- If you are in your car, open the windows slightly and park off the road with your brakes set, away from tall objects and power lines. Do not leave your car if there are downed lines nearby. In the event of a tornado, abandon your vehicle and move at a right angle to the storm's path. If this is not possible, find a low-lying area, such as a ditch, and lie flat. Hang onto a small tree or shrub if you can.

Lightning Safety

Lightning is an electrical discharge caused by a build up of static electricity between thunderclouds, or between thunderclouds and the ground. It can deliver as much as 100 million volts of electricity and strike a target up to 16 kilometers away, making it an extremely dangerous form of severe weather. Each year lightning kills approximately 10 Canadians and injures approximately 100 to 150 others. Thunder is the noise created when air suddenly expands from the heat of a lightning discharge. By counting the seconds between a flash of lightning and a thunder clap, you can tell approximately how close the lightning is to you: each second will represent about 300 meters.

Tornados

A tornado is a violently rotating column of air extending between a cloud base and the surface (when over water, it is called a waterspout). Most tornadoes develop in the late afternoon and early evening but may occur outside of this timeframe, including overnight.

How to keep safe:

- The first and most important thing to remember is that if you can hear thunder, you are within striking distance of lightning. Take shelter immediately. If you cannot find a sturdy, fully enclosed building with wiring and plumbing, get into a metal-roofed vehicle. Stay inside

for 30 minutes after the last rumble of thunder.

- Once indoors, stay away from electrical appliances and equipment, doors, windows, balconies, fireplaces, and anything else that will conduct electricity, such as sinks, tubs and showers. Avoid using a telephone that is connected to a landline.
- If you are in your car during lightning, do not park under tall objects that could topple, and do not get out if there are downed power lines nearby.
- If you are caught outside, don't stand near tall objects or anything made of metal, and avoid open water. Take shelter in a low lying area.
- If caught on the water in a small boat with no cabin during thunder and lightning, quickly get to shore.



Floods

During heavy rains, avoid roadway underpasses, drainage ditches, low lying areas and water collection areas. They can unexpectedly flood or overflow. **DO NOT TRY TO DRIVE ACROSS A FLOODED ROAD.** You can't tell the condition of the road under the water.



Stay away from power lines or electrical wires during floods. Know potential risks for flooding in your area and plan an escape route to higher ground but keep in mind the threat from lightning which is greater on high ground.

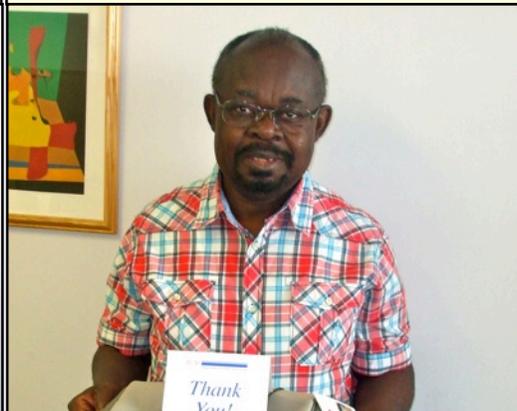
Monitor the provincial government flood forecasts and warnings.

Source -Spring and Summer Weather Hazards - Weather and Meteorology - Environment Canada

Florita Licato was thanked by her C.R. Manager for initiating a community garden at her program and using the garden to provide new learning experiences and opportunities for the residents. Florita won a Hamilton Beach Rice Cooker. Great job!

George KanKam was thanked by his C.R. Manager for his efforts to enhance his leadership skills and for providing quality care at his program. George won a Coleman Wheeled Cooler. Thank you for your excellent efforts!

Annie Joseph Panikulamkara was thanked by her Team Coordinator for her diligent efforts to provide quality client health supports and to maintain standards at her residential program. Annie won a Honeywell Comfort Control Tower Fan. Keep up the good work!



Employee Referral Incentive Program \$100 Recipients!



Innocent Hodari



Simangele Nyoni



Melance Barutwanayo

Employees or Support Home Operators who refer a person to ICE who successfully meets our hiring requirements and completes their three month probation with a minimum of 120 hours worked, receive \$100.00!

Health and Safety Minutes Edmonton Health and Safety Meeting - June 3rd, 2015

3.0 STANDING ITEMS

3.1 A) Review of Regional Health and Safety Meeting Minutes - Section 3.2 Internal Incidents

Calgary- May 20th, 2015 Meeting Minutes
No Current Internal Incidents

South – May 12th, 2015 Meeting Minutes
No current internal incidents to investigate.

Grande Prairie – May 7th, 2015 Meeting Minutes
No current internal incidents to investigate.

3.1 B) Review of Regional Health and Safety Meeting Minutes - Section 3.3 (Near Miss Incidents)

Calgary- May 20th, 2015 Meeting Minutes
April 24, 2015

Staff and client were walking across a street on the cross walk. The client stumbled over staff's foot and staff reached out to stabilize client from falling. Client grabbed staff's hand which then caused staff to also stumble and fall onto the client causing no injury.

Recommendations: Allow enough time to get to bus stop to avoid client rushing. Staff not to attempt to catch client when they are falling.

Near Miss Investigation Completed
Additional recommendations: Staff to adjust their pace and position to provide safe ambulation support to clients (a pace the client can accommodate). Ensure adequate opportunities for clients to rest during physical excursions. Rushing and fatigue increase walking hazards.

South – May 12th, 2015 Meeting Minutes
No Current Near Miss Incidents to Report

Grande Prairie – May 7th, 2015 Meeting Minutes
March 21, 2015
Staff was walking down the stairs holding onto the railing when the stair nosing broke. Staff was wearing appropriate footwear.

Recommendations: Staff to continue to use caution when walking down the stairs. During monthly safety inspections look carefully for signs of wear and tear in the stair nosing pieces. Repair immediately.

3.2 Evaluation of current Internal Incident Investigations for Injury, Health, Property Damage:

May 4th, 2015

Staff was providing personal care assistance to a client completing their am shower. The client was in poor humor, they became agitated and grabbed the staff's hand and twisted it backwards injuring the staff.

Recommendations: Follow Proactive Behavior Intervention guidelines, i.e. if the client is agitated do not proceed with activities that require close physical proximity. Offer alternate safer options i.e. have the client shower later in the day/ evening when they are calm. If the client has Positive Approaches, review these to see if there are positive strategies that may be included /enhanced for provision of showering supports.

Internal incident investigation to be completed.

May 22nd, 2015

A Support Home Operator (SHO) was travelling with a client in their vehicle when their vehicle was struck by another vehicle. An EMS driver was in the area and stopped to provide first aid. The vehicle was damaged but the client and SHO were not injured (medical follow up was completed as a precaution.)

Recommendations: The SHO may benefit from attending Mission Possible driver awareness training through ICE. The collision happened over the lunch hour at 12:30 pm : it is recommended whenever possible to schedule appointments/ travel outside of rush hour traffic periods. Internal incident investigation to be completed.

3.3 Evaluation of current Near Miss Incident Investigations (Incidents, Recommendations):

May 22nd, 2015

A manager discovered that hazardous materials for yard care had been inappropriately stored at a residence. Corrective measures were immediately implemented to remove the hazardous material and purchase alternate less hazardous equipment.

Recommendations: Staff is to carefully investigate the hazards and safety requirements for use and storage of equipment before making such purchases. Additional training/ orientation for staff is recommended for yard care equipment and materials including review of the Hazard Assessment and Control Document, Material Safety Data Sheets and

information provided in the Health and Safety Binder.

Near Miss Incident Investigation to be completed.

3.4 Review of COR Audit and Action Items – The 2014 COR report section 6 pages 61 – 65 was reviewed for Emergency Response. The committee discussed ideas to meet the COR recommendations for 6.1 a quick reference guide for various types of emergencies. It was suggested to include an Emergency guide at the front of the ICE Health and Safety Binder printed on coloured paper, much like the Emergency reference pages previously included in White Pages Telephone books. The group provided suggestions for various Emergency Responses to be included.

3.5 Hazard Assessment and Control document (H.A.C.D.) review – The committee was offered an opportunity to provide their final suggestions/ recommendations for the 2015 HACD review. The 2015 HACD revision is due for completion by June 30, 2015.

3.6 Policy review – The committee reviewed revised Policy 2.3.6 Risk Assessment

4.0 OTHER BUSINESS

ICE Page suggested article for July 2015- Summer Weather Hazards

NEXT MEETING – July 8th, 2015, at 1:30 pm (Please note the date and time revision due to the July 1st Holiday).

**ICE has a TD Group
RSP plan!**

**Refer to Policy 3.4.18
ICE FUTUREBUILDER RSP.**

**If you are eligible,
ICE will match your contributions!**

**To sign up, please contact
Linna Roem at 780-453-9664**

