

ICE PAGE

NORTHWEST

2015

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Health and Safety Meeting

December 10th , 2015 @ 3:00 pm

RPAC Meeting

December 1st, 2015 @ 1:30 pm

ECAT

Employee & Client Assistance Team

780-512-3129

TIME SHEET HAND-IN:

December 16th, 2015

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

December 31st, 2015

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



Making it Happen!

Supporting Social Inclusion

Jonathon Kline is a friendly, helpful young man. He also happens to have an incredible talent for art, particularly clay sculptures. Jon creates a variety of small sculptures with great detail and can complete one in a short period of time. In his home Jon has a huge collection of sculptures on display.



Jon began taking classes for clay art through a local art studio in Lethbridge called CASA. While taking the course he found that he really enjoyed helping his

classmates with their projects. Recently when Jon did not get into the clay classes he wanted to enroll in he was disappointed. Knowing Jon's skills and how much he had enjoyed helping others in the previous class, Jon's ICE staff Jamie approached the class coordinator about Jon assisting in the class instead of attending as a student.

CASA embraced the idea and were happy to have Jon come aboard to help out with their clay making course. He would however have to sign up as a volunteer worker and complete the proper forms to do so. Jon's staff Jamie helped him to fill out the forms and to quickly acquire a Police Record Check so Jon could start his volunteer work at the studio. Jon has now been involved in a few classes as a volunteer assistant providing help, direction and suggestions to students in the classes. Not only does Jon work one on one with the students but he

helps with prep work before and between the classes. Jon enjoys sharing his talents and enthusiasm for art and hopes to spark that same interest in those he assists. After each class Jon and Jamie review how the class went. Jamie encourages Jon by pointing out the positives of the day and helps him to see ways he could improve.

Jamie has also been assisting Jon to share his talents with a broader audience. They



Clay Artist, Jon Kline (Above Left) and ICE Support Staff, Jamie Derbyshire (Right)

began working on a website Jon could use to share his completed works for others to enjoy, comment on and even purchase a sculpture if they desire. Jon knew very little about setting up a website or how to get started on one. Jamie showed him the steps he would need to do in order to set it up. He then helped Jon to photograph each art piece before working on the format they would use on the site. Jamie then taught Jon how to access his messages and how to determine the number of people visiting his page.

Since signing up as a volunteer Jon has helped CASA with a variety of classes for children and individuals with special needs through the summer and into the fall. He hopes to continue to assist in future classes



at CASA and is building a good relationship with the coordinator. Jon enjoys the friendships he has made through helping with these classes and being able to give back to his community in doing so. His confidence in his talent is growing. He hopes to inspire and encourage others to pursue their passions as he has.

Interested in visiting Jon's site?

Here's the address:
www.jkcreations.da.bz/

Staff Spotlight

Jamie has been working with Jon since June of 2014. He enjoys seeing the positive differences Jon has made in his life and he is proud he has been able to support them. Jamie appreciates the strong rapport and level of trust that he and Jon have built. They work through Jon's challenges together and Jamie enjoys seeing Jon's reaction when they are able to come up with a solution. He knows that Jon sincerely appreciates the assistance he provides.

Thank you Jamie for your excellent client support!

ICE offices will be closed

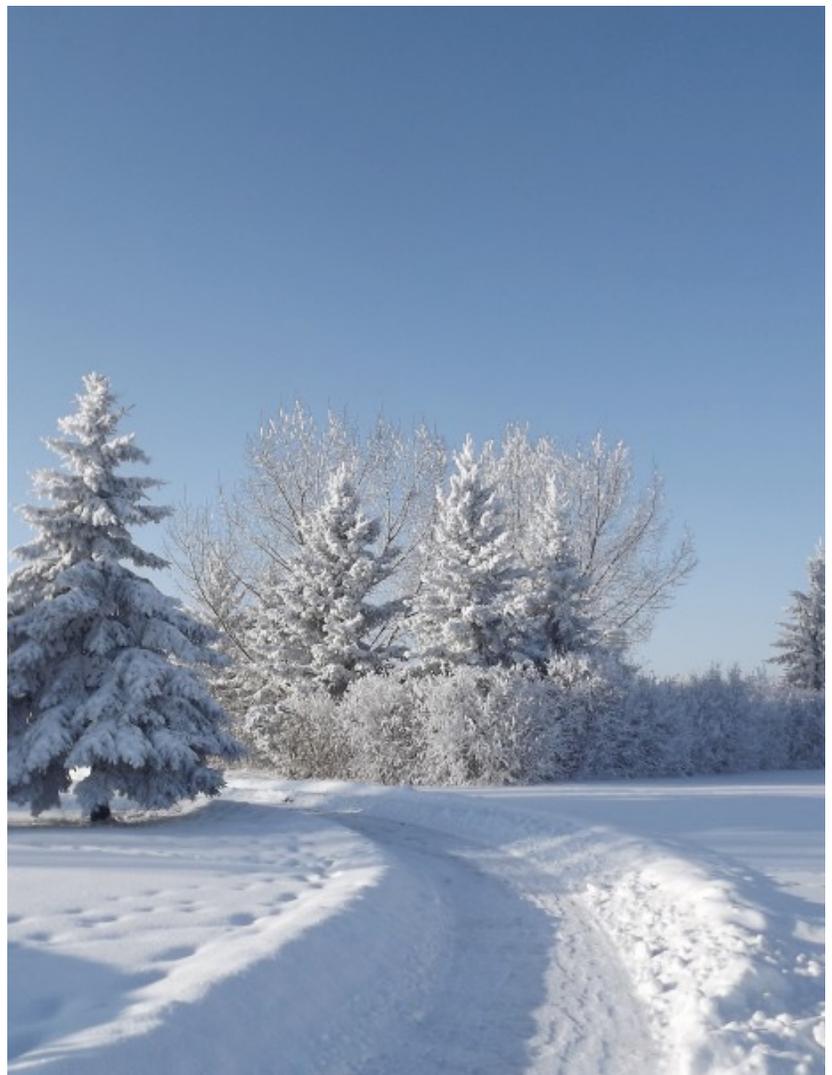
**Friday, December 25th & Monday,
 December 28th, 2015**



&

Friday, January 1st, 2016

**Please direct all calls to the Employee
 Client Assistance Team for these days.**



Monthly Incentive

Award Winner



Rachael Olaoye

Rachael received a thank you card from the Personnel/ Training Coordinator for extra work and hours put in to assist at an ICE residence. She won a 2016 Daily Planner and Pen set.

\$100 Employee Referral Incentive

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!



Please Join Us!



The 2015 ICE Christmas Open House and Employee Awards Celebration will be held: Wednesday, December 9th, from 11 am to 3 pm at Muskoseepi Pavillion, 102 Ave & 102 St, Grande Prairie.

There will be an employee awards ceremony as well as sandwiches and treats. For those who would like to participate there will be a (\$10) gift exchange as part of the festivities.

TRAINING

Pre Employment Training December 15th and 16th, 2015

9:30 am - 5:00 pm

Pro-Active Behavior Intervention December 10th, 2015

9:30 am - pm

Food Safety for Clients December 16th, 2015

10 am - 12 noon

Hurt at Work?

Employees and Support Home Operators are reminded of their responsibility to report **all workplace injuries immediately** to an ICE supervisor or manager. In the event of an injury the employee will follow all agency policies and procedures.

*While not all injuries are reportable to WCB, **all** injuries and work related health concerns are required to be reported within the company. This is done so that health and safety investigation and follow up may be completed for the safety of all parties.*

Policy Review

ICE employees are reminded of the importance of maintaining consistent and quality supports for ICE clients throughout the holiday season.

3.4.11 VACATION

An employee will accrue vacation pay at a rate of 4 %, after 5 years of employment at a rate of 6%, as per Employment Standards for the province of Alberta and after 10 years of employment at a rate of 8%.

All casual employees may request a pay out of vacation pay **no more than two times per calendar year** but not within the first year of employment. The employee can continue to work and receive a vacation payout. Any vacation pay received will only be processed through payroll. The request form is to be submitted **two weeks** prior to the date requested for approval. Supervisors will not approve a request to pay out vacation pay unless the form for a request is submitted within these time lines.

All Casual Employees who have signed terms of employment and work a fix schedule may also take their earned vacation time off with pay. The employee is entitled

to his/her vacation with pay only after he/she has worked for the year and earned it. The employee must complete the vacation request form.

All full time employees must take their earned vacation time off with pay. The employee is not able to request a pay out of his vacation pay and continue to work. The employee is entitled to his/her vacation with pay only after he/she has worked for the year and earned it. I.C.E. will not advance vacation with pay in the current working year. All holidays should be taken within one year after they are earned. Employees should submit their request for annual vacation **no later than 6 weeks prior to the dates being requested or 2 weeks if requesting less than 40 hours of time off.**

Vacation will not be approved prior to one year of employment and must be approved in advance by your supervisor for all employees regardless of your status.

The employer has the final approval of the time when the annual vacation is to be taken. No vacation will be approved over Christmas or Easter for those employees providing direct client care.

Updated October 2015

Health and Safety Minutes Northwest Health and Safety Meeting - November 12th, 2015

3.0 STANDING ITEMS

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

Calgary:

No Internal incidents to review

Edmonton:

Sept 13, 2015

A Support Home Operator (SHO) was stopped in their vehicle at a Yield sign waiting to turn right. A vehicle following struck the SHO's vehicle from behind.

Incident Investigation Completed

Recommendations: The SHO was not at fault in this incident. The other driver was responsible and may have been distracted or impatient. One concern related to the ICE SHO was that the incident was not immediately reported to an ICE supervisor. All ICE SHO's and employees are required to report such incidents within 24 hours. Manager to review reporting requirements with the SHO.

South- No Internal incidents to report

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

Calgary:

No Near Miss Incidents to Review

South: No Near Miss Incidents to Review.

Edmonton:

Sept 18, 2015

Client desired more personal funds than she had available and became upset with staff when, despite her demands, they could not provide them. Client threw a phone at the staff and threatened to harm herself with a plastic knife. 911 was called. Follow up with the client's psychiatrist and RPAC has been initiated. Plastic knives have been locked up with other sharps at the residence.

Near Miss Investigation to be completed.

Recommendations: Explore alternate external control systems for client finances (to staff managing daily funds) for this client in order to avoid power struggles.

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

No current Internal Incidents to review.

3.3 Evaluation of current Near Miss Incident Investigations:

No current Near Miss Incidents.

3.4 Review of COR Audit and Action Items:

Review of section 2 Pages 29-32 (2.1, 2.2, 2.3, 2.4)

3.5 Review of Master Hazard Assessment and Control Document

Grande Prairie:

Office Related Work:

Use of telephone (landlines),
Paperwork – Writing, Computer
Use, Use of office equipment

(photocopying, printer, fax), Use of Visual Equipment (projector, overhead, screens)- all no additions.

Other regions review & and recommendations and regional response to recommendations:

Calgary:

Review the Office Specific HACD Meetings/Communication – recommended adding additional location of First Aid kit in the CSC office.

South:

Site Specific HACD reviewed for the new office space. Locations of fire extinguishers, smoke detectors and first aid kit reviewed.

Emergency plans reviewed due to the changes. Suggestions on the best Muster Point reviewed with Health and Safety committee.

Edmonton: – General Section, Pages 68-69 Travel on wet or slippery surfaces was discussed. One suggested addition to physical hazards is to add “possible concussion” to the document. No other changes were recommended.

3.4 Policy Review:

Policy Review – 3.5.3

Communication/Staffing Supports
and 3.5.4 Working Alone

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

