

Diane moved to Calgary from Sarnia Ontario in 1981 as she had taken a transfer with the TD Bank and she was looking for a new opportunity in Western Canada. Diane has experience working in financial services and she has an accounting background. Diane has worked with the Calgary Herald as an accountant and she has volunteered in the Calgary School system assisting students with special needs. Diane still has family members in Ontario and she enjoys travelling back home every other year to visit.

Diane moved to Airdrie approximately six years ago where she discovered a job posting for her current client and chose to work with ICE. She has assisted her client to find paid employment at the Airdrie Safeway, Airdrie Food Bank, and Best Western Hotel. With Diane's support, her client volunteers at the Food Bank and Salvation Army Thrift Store. They also join other individuals weekly in the community at the Airdrie Baptist Church and for outings such as bowling, visiting the parks and swimming. Her client also enjoys reading events at the Airdrie Library.

Diane raised three children, now aged 22, 21, and 16. Her one daughter has Cerebral Palsy. Diane is very active in Special Olympics. She is the Vice Chairperson in Airdrie for the organization and coaches the Airdrie Special Olympics softball team. She is currently assisting

EMPLOYEE *Spotlight* Diane

in organizing the Special Olympics Christmas party.

Diane describes her life as being very busy, however she does manage to find time for personal interests. She enjoys reading, golfing, and walking. Diane also enjoys travelling and has most recently visited New York and has taken an Alaskan cruise. She is looking forward to visiting Hawaii.

Diane finds working with persons with special needs to be very gratifying. She enjoys being part of their lives in the community.



**After
Hours
Supervisor**

(780) 512-3129



MEETINGS

Health & Safety Meeting

January 14 1:00pm

(RPAC)

January 22 1:30pm

Team Coordinator

January 6 and 20 at
2:00pm

CET Committee Meeting

January 13 3:00pm

TIME SHEET HAND-IN



Hand-in day will be:

January 15th, 2010

for all shifts worked
between

January 1st and 15th
and

February 1st 2010

for all shifts worked
between

January 16th and 31st

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Client Success Story – Raminder

In June of 2007, Raminder began taking weekly computer courses through the Cerebral Palsy Association of Alberta (CPAA). Raminder, supported by ICE staff, has been attending the computer resource center at CPAA for two hours each Tuesday for the last two years. The courses at the CPAA have helped her learn keyboarding, spelling and basic computer skills.

In October of this year, Raminder was able to purchase her own personal computer for use at home. This exciting event has opened up many new social and educational opportunities. Raminder is able to stay in touch by email with friends and family members living in the city and farther away. One especially important advantage has been for Raminder to be able to maintain close connection with her brother who lives in British Columbia.

Use of her computer provides Raminder with opportunities to express her creativity and manage her personal affairs. Raminder is a thoughtful creative person who has delighted many friends and family members with computer generated personalized greeting cards. She prints off these colourful cards to brighten special days for important people in her life. Raminder also uses her computer for practical purposes. She finds banking on line a very convenient way to manage her personal funds.

One of Raminder's favorite pastimes is to play games on her computer for entertainment and relaxation. She has several games and finds that in addition to being fun to play, they further develop her keyboarding and spelling skills. A bonus! Raminder is proud to have achieved her goal to learn to use and to own a personal computer. She looks forward to the many new opportunities now open to her.



1.1.1. VISION AND MISSION

MISSION: To provide a comprehensive range of community based services and training to individuals and their support network. To enable an individual to strive for personal achievement toward his or her life goals. To be a leading organization, employing skilled and dedicated people.

ICE 2009 Provincial Incentive Prize Winner



Robin Boily, Northwest Regional Manager (right) congratulates the 2009 Annual Provincial Incentive draw winner, Timothy Adeyanju. Timothy won the grand prize of \$1000.00 dollars in the annual ICE draw completed December 9th in Edmonton.

Congratulations, Timothy!

EVENTS IN GRANDE PRAIRIE

Grande Prairie events: See Grande Prairie's Community Connections publication for community events. Additional copies of the Fall issue may be found at:

- City Hall
- Coca Cola Centre
- Dave Barr Community Centre
- Muskoseepi Park Pavillion
- The Leisure Centre
- Centre for Creative Arts
- Centre 2000
- GP Public Library

Mission Possible Winter Driving and Aggressive Driving Awareness Sessions
January 11 (need to take education session on February 8, 5-7:30 for credit) 5p-7:30p
Course developed by AMA. Learn to become more aware of your driving behaviours and the hazards of winter driving and aggressive driving.

CPI

January TBA, 9:30a-4:30p
As described on the ICE website

PBI

January TBA, 9:30a-4:30p
As described on the ICE website

TRAINING



Thank  You!

Hellen Omara

won assorted chocolates for a card from the team leader for organizing the chore schedule in the home.

Safe Snow Shoveling

Unfortunately, every year ICE receives injury reports related to snow shoveling. This does not mean that ICE employees can avoid clearing walkways, but rather that staff need to make smart choices when completing this important task.

Safe snow shoveling requires proper preparation, the right tools, good technique and knowledge. **One very important key is not to overdo your capabilities!**

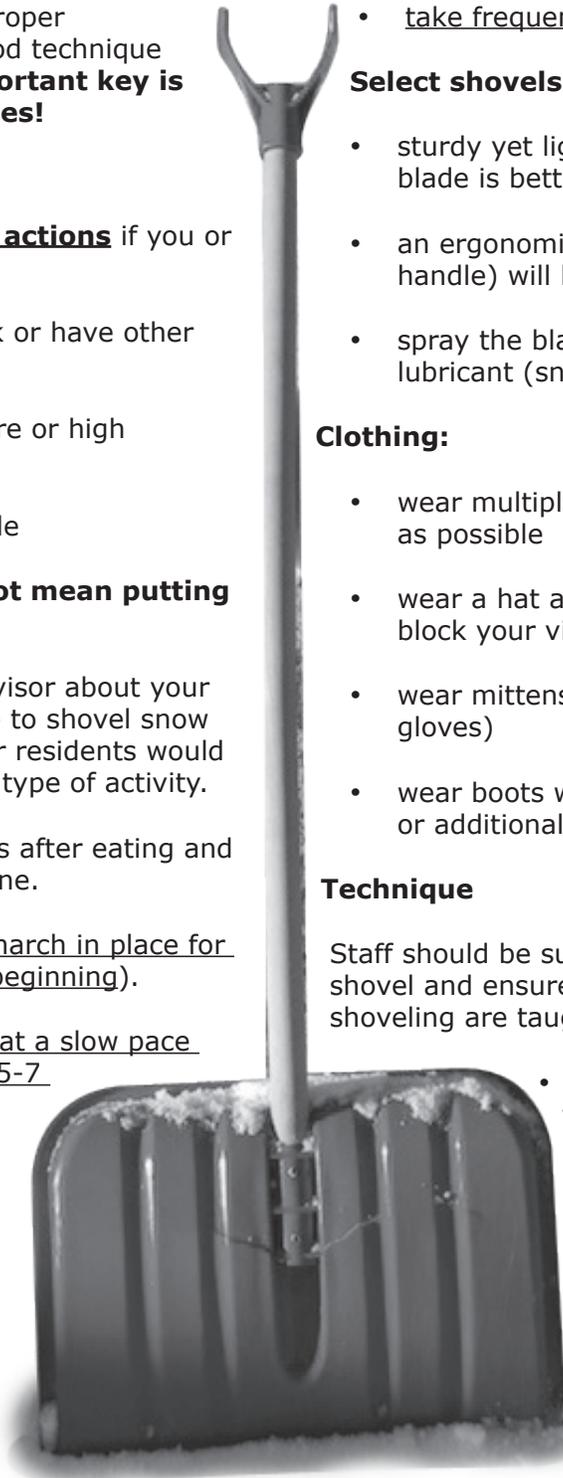
Preparation

Think carefully and take **smart actions** if you or your clients:

- have had a heart attack or have other forms of heart disease
- have high blood pressure or high cholesterol levels
- lead a sedentary lifestyle

Getting the job done does not mean putting staff or clients at risk:

- Discuss with your supervisor about your program hiring someone to shovel snow (i.e. a student) if staff or residents would be placed at risk by this type of activity.
- Shovel at least 1-2 hours after eating and avoid caffeine and nicotine.
- Warm up first (walk or march in place for several minutes before beginning).
- Start slow and continue at a slow pace (Suggestion: shovel for 5-7 minutes and rest 2-3 minutes).
- Drink lots of water to prevent dehydration.
- Shovel early and often
- new snow is lighter than heavily packed/partially melted snow



- take frequent breaks

Select shovels with care:

- sturdy yet lightweight is best (a small plastic blade is better than a large metal blade)
- an ergonomically correct model (curved handle) will help prevent injury and fatigue
- spray the blade with a silicone-based lubricant (snow does not stick and slides off)

Clothing:

- wear multiple layers and cover as much skin as possible
- wear a hat and scarf (make sure neither block your vision)
- wear mittens (these tend to be warmer than gloves)
- wear boots with non-skid/no-slip rubber soles or additional "ice grips"

Technique

Staff should be sure to use safe techniques to shovel and ensure that clients who assist with the shoveling are taught these as well.

- Always try to push snow rather than lifting it.
- Protect your back by lifting properly and safely:
- stand with feet at hip width for balance
- hold the shovel close to your body
- space hands apart to

increase leverage

- bend from your knees not your back
- tighten your stomach muscles while lifting
- avoid twisting while lifting
- walk to dump snow rather than throwing it
- When snow is deep, shovel small amounts (1-2 inches at a time) at a time.
- If the ground is icy or slippery, spread salt, sand or kitty litter to create better foot traction.

Important knowledge:

- Shoveling snow is strenuous activity that is very stressful on the heart.
- Exhaustion makes you more susceptible to frostbite, injury and hypothermia.
- **Stop shoveling and call 911 if you have:**
 - discomfort or heaviness in the chest, arms or neck
 - unusual or prolonged shortness of breath
 - a dizzy or faint feeling
 - excessive sweating or nausea and vomiting



Health Corner

N95 RESPIRATOR TIPS

- Respirator is to be used once and then discarded. If a task requires you to wear an N95 respirator, you may also need to wear other PPE such as gowns and gloves.
- Do not write on your mask as it affects the filter
- Do not place stickers on the mask
- Fit testing will be completed every 2 years if one's physical condition has not changed.
- Store your N95 respirator in a clean environment
- You need to be retested for the N95 respirator if you have lost weight or gained weight (10%)
- There should be no facial hair or makeup when wearing the mask as this impairs the seal.
- Do not cross the straps when using the mask
- If you wear glasses, they should be worn over the respirator.
- Check the mask's seal each time. Cup your hand over the front of the mask and breath in (you should feel cool air) and breath out (you should feel warm air)
- There is no expiry date on the N95 respirator.
- If your respirator gets wet or dirty, a new one would be needed.
- Do not give your N95 respirator to anyone else as each person must be fit tested. (Your mask may not fit other people.)

Refer to ICE Policy: 3.5.12 Code of Practice for Respiratory Protective Equipment for further information.



The Annual Christmas Open House and Employee Awards Events in Edmonton and Calgary were addressed by the ICE Vice President of Administration, Wendy Rutherford. Wendy took the opportunity to share a message with ICE employees across the province and reviewed ICE's accomplishments and successes, specifically in the areas of health and safety.

In her speech, Wendy noted the key importance of health and safety in the workplace whether in a residence, in the community or in an office setting. She requested that employees continue their best efforts to maintain safe environments and perform job duties safely.

Wendy reflected on the agency's responsibilities to develop and update written policies including effective practices and procedures. She emphasized that policies and procedures should be implemented in our day to day practices to ensure quality service is given. She also noted the importance of open communication as well as the provision of training to ensure everyone within the agency understands their roles and responsibilities.

Wendy announced achievement of 96% in the internal 2009 Certificate of Recognition (COR) Audit. She provided congratulations on this achievement and a thank you from senior management to all employees working diligently in accordance with ICE Health and Safety Policies and Procedures.

As part of ICE's pandemic plan to keep employees and clients healthy, Wendy encouraged employees and clients to receive the H1N1 vaccination. She reminded employees that those who provide proof of immunization to the ICE office are eligible for incentive prize draws.

Wendy concluded her address by sending best wishes to everyone for the holidays and a healthy, happy and prosperous New Year.

Christmas Open House



Robin presenting the Annual Community Capacity Building award to Dan Shea to recognize Dan's commitment to helping his and other clients to get connected to their communities



Robin presenting the Annual Health and Safety award to Denis Therrien to recognize Denis's ongoing commitment to promoting the health and safety of his clients and coworkers.



Robin presenting the Annual Outstanding Employee award to Christina Adeyemi to recognize all of her hard work and her dedication to ICE and her clients at ICE.



Clients and staff joined together in singing Christmas carols
Pictured from left to right are Timothy Adeyanju, Michael Knox, Mike Heckbert, and Linda Norris

Health and Safety Minutes

3.1 Review of Regional Health and Safety Minutes

Edmonton Region – Minutes not available at this time

Injury Investigations: None to review

Near Misses-None to review

Calgary Region – November 18, 2009 Meeting minutes

Injury investigations- None to review

Near Miss- None to review

South Region – Meeting minutes date: November 18/09

Injury Investigations- None to review

Near Miss- None to review

3.2 Evaluation of current Injury Investigations

December 1, 2009 Staff transferred client from manual chair to power chair. Then staff performed a boost to help position client, staff felt a sharp pain in her back which progressed through out the day.

Recommendations: Home care assessed boosting procedure. Still waiting for written recommendations.

3.3 Evaluation of Near Miss Investigations

No near miss Investigations for this period.

3.4 Review of COR Audit Action Plan. (2008)

The committee reviewed the Executive Report.

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The committee reviewed the Executive Report.

3.5 Review of Master Hazard assessment and Control Document

Committee reviewed Storing and Using Household Cleaners, Changing Light bulbs, Use of Ladder, Using a floor mat, Seasonal yard work., Snow shoveling, medication Administration, Blood glucose testing, use of epi pin, giving injections.

Recommendations: Compact fluorescent light bulbs contain mercury and need to be disposed at enviro center.

Staff need to ensure that the bulbs being used are the appropriate wattage for the lamp or outlet.

3.6 Policy Review

Committee reviewed policy 2.4.4 High Risk Supervision

4.1 Training

Wheel chair inspection training December 15, 2009

Epilepsy training is being offer December 21, 2009

CPI is being held in January 2010.

Pandemic training has been completed and implemented into PET

4.2 ICE Page

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4.2 ICE Page

Committee reviewed the holiday decorations-Hazard checklist, and the H1N1 decision Chart

4.3 New Business

Staff will need to provide proof of immunization to enter draw for incentive prize.

40% of the staff has provided proof that have received the H1N1 vaccination.

4.4

Pandemic kits have been prepared and distributed to group homes and are being stored in the medication cupboards.

Respirator user screening and fit testing forms have been distributed to all staff in preparation.

Office staff will fit test field staff as needed to preserve supplies.