

ICE PAGE

Making it Happen! - Support Social Inclusion

ECAT

Employee & Client
Assistance Team
780-512-3129

Phones do not accept text
messages- staff need to
call ECAT.

What's inside

this issue:

PRESIDENT'S
MESSAGE
PAGE 1

HEALTH AND
SAFETY AWARD
WINNER
PAGE 2

ICE ANNUAL
AWARDS 2023
PAGE 3-5

Time Sheet Hand-In

JANUARY 15TH 2024-
FOR ALL SHIFTS
WORKED BETWEEN
JANUARY 1ST AND
JANUARY 15TH.

JANUARY 31ST 2024-
FOR ALL SHIFTS
WORKED BETWEEN
JANUARY 16TH AND
JANUARY 31ST.

UPCOMING

HEALTH AND
SAFETY MEETING
January 10th, 2024
at 4:00 PM.

RPAC MEETING
January 9th, 2024
at 2:30 PM.

PRESIDENT'S MESSAGE

On behalf of ICE, I congratulate all of the 2023 award recipients.
You were all chosen as a result of your work performance in 2023 and
your ability to provide quality service to the people ICE is committed to
support.

Additionally, I extend appreciation to the employees who are receiving
long service recognition.

Your years of service provide stability and experience in our continuous
goal to serve the community.

Sincerely,

Brandy Thompson
PRESIDENT

2023

T4

Distribution

Employees, your 2023 T4 will be available ONLINE by the end of
January. You can view, save as a PDF, or print your T4 by logging into
Dayforce. Paper T4s will not be provided for current employees, so go
online to access this important document!

If you experience difficulties and require assistance logging into
Dayforce please:

Contact: drapati@icenterprises.com

Add "T4" in the subject line and include your name and employee number in the body
of the message.

A Payroll Assistant will be assigned to respond to your
request.

HEALTH AND SAFETY ANNUAL AWARD WINNER

PROVINCIAL THANK YOU CARD WINNER– Across four regions of Alberta, ICE employees provide excellent service. Supervisors, co-workers and clients are encouraged to formally recognize ICE employees who go “above and beyond” in their Health & Safety duties by filling out a special “Thank You” card available from any ICE office. The completed cards are entered in a draw box in each region’s main office and cards are drawn each month for great prizes. Each year, ICE employees who have received a minimum of three Health & Safety related Thank you Cards (from different sources) have their names entered into a special province wide draw for a special prize.



Regional Manager Jodie (left) Irene (right)

Irene M (Grande Prairie)– Irene has been with ICE since 2020 and has worked in a variety of programs though community access is where she excels. She has assisted her client to navigate both personal and professional struggles with dignity. Irene has expanded her client’s world and helped her achieve many goals. Irene is a tremendous asset to the agency picking up last minute shifts and communicating with her supervisor anytime there is a concern. Irene could not have worked harder and we are incredibly proud to recognize her efforts.

Congratulations Irene !

ICE ANNUAL AWARDS 2023

Health & Safety Award and 15 years Service

For the field staff for outstanding commitment to promoting the health and safety of employees and clients.



H&S Co-Chair Tara (left) with Kim (right)

KIM S

This years Health and Safety winner is Kim S and she is also celebrating 15 years as a member of the ICE team including a term on the Health and Safety committee. Kim has been an integral part of our CET and COR audits throughout the years and is no stranger to inspections, fire drills, first aid or emergency kits. She has taken many new staff including team leads under her wing and taught them how to properly complete their documentation. Kim's documentation is incredibly thorough, and she always identifies concerns before they became a larger issue.

Thank you Kim for all you do!

ICE ANNUAL AWARDS 2023

Outstanding Employee Award

For the person who has demonstrated overall exceptional dedication, professionalism and commitment to ICE.



Tori (left) Regional Manager Jodie (right)

TORI

This year's winner could not be more deserving, Tori joined the ICE team in May of 2023 and was immediately launched into the middle of CET as team lead in our complex needs home. Tori immediately made connections with both of her clients and provided structure and routine to her program.

She has knitted hats for her client's cat, attended many challenging appointments, and helped her client's set healthy boundaries with others, she has done all of this with a smile on her face and a positive attitude that can be hard to find. Tori advocates for her clients and her staff and ensures everyone's value is recognized. For all of these reasons and more we appreciate and celebrate her.

ICE ANNUAL AWARDS 2023

COMMUNITY CAPACITY BUILDING AWARD

For the employee who exhibit outstanding effort, commitment, and dedication in facilitating community connections.



Kerry (left) Regional Manager Jodie (right)

KERRY P

Kerry P has worked with ICE for six years.

Kerry has supported many people with different disabilities and abilities.

She can be found throughout the community including helping clients organize their homes, Joy Chapel, coffee club, swimming at the Eastlink Center, Karaoke and attending medical/mental health appointments.

Whether the clients would like to have a healthier lifestyle or work on their mental health Kerry will be there celebrating the successes and encouraging when they are struggling. For these reasons Kerry is deserving of this award.

Thank you for your hard work and all that you do!

JANUARY TRAINING

Pre-Employment Training

January 3,4,9,10,16,17,23,24,30,31 2024

ADHD Training

January 3, 2024 (10 AM-12 PM)

Communication Training: Conflict Resolution

January 4, 2024 (1 PM- 4 PM)

Autism/Pervasive Developmental Disorder- Non-Specific Training

January 8, 2024 (1:30 PM- 3 PM)

OCD Training

January 8, 2024 (1:30 PM- 3 PM)

Abuse Prevention Training

January 11, 2024 (1:30 PM- 3:30 PM)

PBI Training

January 12, 2024 (10 AM- 1 PM)

Workplace Violence, Bullying and Harassment for Supervisors Training

January 12, 2024 (1:30 PM- 3:30 PM)

Diabetes Training

January 12, 2024 (3 PM- 4 PM)

Sleep Apnea Training

January 12, 2024 (4 PM- 4:30 PM)

Northern Report Writing Training

January 16, 2024 (10 AM- 12 PM)

Clients Lifts and Transfers Training

January 16, 2024 (1 PM- 4 PM)

Communication and Teamwork Training

January 17, 2024 (9:30 AM- 1 PM)

Epic Training

January 17, 2024 (10- 11 AM, 2 PM- 3 PM)

Rights Training for Clients

January 17, 2024 (2:30 PM- 4:30 PM)

Cultural Appreciation- Indigenous of NWT/NU Training

January 18, 2024 (9:30 AM- 12:30 PM)

PTSD Training

January 19, 2024 (9:30 AM- 11:30 AM)

Diversity and Inclusion in the Workplace Training

January 19, 2024(1:30 PM- 3:30 PM)

LGBTQIA 2 Training

January 22, 2024 (9:30 AM- 12:30 PM)

Burn Out/Compassion Fatigue Training

January 22, 2024 (1:30 PM- 3:30 PM)

Healthy Eating/Food Safety for Clients Training

January 22, 2024 (1 PM- 3:30 PM)

Conduct Disorder Training

January 23, 2024 (10 AM- 12 PM)

Abuse Prevention for Clients Training

January 23, 2024 (2:30 PM- 4:30 PM)

HACD Training

January 24, 2024 (1 PM- 4 PM)

Workplace Inspections Training

January 26, 2024 (9:30 AM- 4 PM)

Due Diligence for Supervisors and Managers Training

October 27, 2023 (9:30 AM- 1:30 PM)

Diabetes Training

January 26, 2024 (9:30 AM- 11 AM)

Musculoskeletal Injury Prevention- Manual

Materials Materials Handling Training

January 26, 2024 (9:30 AM- 12:30 PM)

Promoting Safety Training

January 26, 2024 (1:30 PM- 4 PM)

Transgender Identity Awareness Training

January 29, 2024 (1:30 PM-3:30 PM)

Abuse Prevention and Healthy Relationships for Clients Training

January 30, 2024 (1:30 PM- 2:30 PM)



Fire Extinguisher Servicing Policy 3.5.12 -Fire Safety

As per ICE policy, all fire extinguishers must be serviced in the last twelve months by a certified fire extinguisher inspector.

Please ensure that the monthly checks are up to date. This includes ensuring the gauge is in the “green zone” and that the fire extinguisher is appropriately mounted and in the holder. If the extinguisher does no longer read in the green zone, please contact your manager for a replacement extinguisher.

For more information please contact your Regional Manager.



A friendly reminder that fire drill rotations for the upcoming year have been sent out. Please see below and follow up with your supervisor with any questions about completion.

Residential Shift Rotation for Monthly Fire Drills

Month of the Year and Shift Responsible for Completing Drill (To be handed in with monthly package)

- January - Mornings (Monday to Friday)
- February - Weekend Overnight
- March - Evenings (Monday to Friday)
- April - Weekend Evenings
- May - Nights (Sunday to Thursday)
- June - Weekend Mornings
- July - Mornings (Monday to Friday)
- August - Weekend Overnight
- September -Evenings (Monday to Friday)
- October - Weekend Evenings
- November -Nights (Sunday to Thursday)
- December - Weekend Mornings

What is the **HEALTH & SAFETY COMMITTEE** And what is its purpose?

Health and Safety Committees (HSC) and representatives bring employers and workers together to discuss and address health and safety related concerns in the workplace. ICE has Health & Safety Committees in each region that meet on a regular basis to monitor and maintain health and safety in the workplace.

DUTIES INCLUDE:

- Deal with health & safety concerns and complaints of all ICE workers.
- Complete health & Safety training.
- Participate in agency hazard identification, assessment and review.
- Conduct and review ICE inspections, including investigations of serious injuries, illnesses, incidents and near misses.
- To develop and assist in health & safety programs and measures and provide feedback.
- Participate in policy review.
- Make health & safety recommendations.
- Record meetings and activities.
- Cooperate with Occupational Health & Safety if needed.

MEMBERSHIP:

- The committee will consist of at least 4 people to a maximum of 12.
- Each committee has two co-chairs- an employer co-chair and a worker co-chair.
- Co-chairs receive special training on their roles and responsibilities.
- The employer appoints the employer co-chair and the workers are selected through a process.
- Membership is not less than one year.
- Members will be compensated for their time spent at meeting and training.

WHAT IF WE DISAGREE?

If a recommendation cannot be agreed upon the committee:

- Recommendations will be accepted by the group with the higher number of votes.
- If it is a tie, then, the tie will be broken in favor of the side with the higher number of worker votes.












MEETINGS:

- Committees generally meet once per month or at least every quarter.
- Special meeting may occur if requested by an Occupational Health & Safety Officer.
- Minutes are posted in each office and are published in the ICE Page.
- All employees are welcome to attend!

GET INVOLVED!

To apply to become a Health & Safety Committee member, or for more information, reach out to the co chairs in your region. You can find their contact information on the Health & Safety Poster in each office and residential home.

Comparison of COVID-19, influenza, common cold, and gastrointestinal (GI) illness

		COVID-19	Influenza (Flu)	Cold	GI Illness (Stomach “Flu”)
Caused by		SARS-CoV-2 virus	Influenza A or Influenza B viruses	Many different kinds of viruses such as rhinovirus or adenovirus	Norovirus (or Norwalk-like viruses) is the most common, but there are many causes of stomach upset
Symptoms appear quickly		Sometimes	Yes	No. Symptoms appear gradually	Yes
Prevention		Getting the COVID-19 vaccine provides protection from the SARS-CoV-2 virus (also known as COVID-19)	Getting the influenza vaccine every year protects against the strains of the virus going around that season	Cannot be prevented by immunization	Cannot be prevented by immunization
Symptoms					
	Fever	Common	Common	Rare	Sometimes
	Fatigue	Common	Common	Sometimes	Sometimes
	Cough	Common	Common	Common	No
	Sneezing	Rare	Sometimes	Common	No
	Aches and pains	Common	Common	Sometimes	Common
	Runny or stuffy nose	Rare	Common	Common	No
	Sore throat	Sometimes	Common	Common	No
	Diarrhea	Common	Sometimes (especially for children)	Rare	Common
	Headaches	Common	Common	Rare	Sometimes
	Shortness of breath	Sometimes	Sometimes	No	No
	Loss of smell or taste	Sometimes	No	No	No

Sources: Health Canada, Centers for Disease Control and Prevention