

THE ICE PAGE



August 2005 South Region

Password: 100smiles

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

PET (Pre-employment training)

Nanton: August 16th & 17th
Lethbridge: August 24th & 25th

Health & Safety Training

Nanton:
Aug 5th 1:00-4:00 p.m.
Blairmore:
Aug 11th Time TBA
Lethbridge:
Aug 12th 1:30-4:30 p.m.
Claresholm:
Aug 19th 8:45-11:45 a.m.

You must RSVP for all of the above courses to Kim Clark @ 646-1117 or through the toll free lines:
Nanton: 1-866-646-1199 and
Lethbridge: 866-470-3933.



Employee Incentive Awards:

A Thank You to everyone who submitted entries for

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

Hand In Dates

Hand in dates will be Monday August 15th for shifts worked between August 1st – 15th and Wednesday August 31st for shifts worked between August 16th – 31st

Residential Hand-In Dates

These dates will be Friday August 12th for shifts worked between August 1st – 15th and Monday August 29th for shifts worked between August 16th – 31st



Training dates are as follows:

In Alberta, Heritage Day is celebrated on the first Monday in August. Like the name suggests, this day is all about our national heritage.



This year is Alberta's Centennial – our provinces' 100th birthday. Many cultural events will take place in our communities.

"Life is full of endless possibilities for those who follow their dreams"



GENERAL INFORMATION

The ICE office will be CLOSED Monday August 1st for a Civic Holiday. All calls should be directed to the on call cell @ Nanton 601-6903 and Lethbridge 634-8805.

Next Health & Safety Meeting is Thursday, August 18th, at the Nanton

To All Staff

There will be a change in Regional Managers for the region. I have decided to move on, effective August 5th. Being from Southern Alberta, I have appreciated the opportunity to work in the Regional Manager capacity, however I have made the decision to move back to Edmonton. Sandra McGrath, previously the Community Support Coordinator will be taking the Regional Manager position and ICE will be recruiting for a coordinator in the Lethbridge area to replace Sandra. I wish people well, thanks

Wayne Visser

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



the July Employee Incentive Draw.

Congratulations to the following staff who were the July winners:

**Dyani Otrahalek-
Lethbridge ARea
Lynne Maynard -Nanton
Area**

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



Remember when an application was for employment; a program was a TV show; a cursor used

profanity; a keyboard was a piano. Memory was something you lost with age; a CD was a bank account; a hard drive was a long road trip. A web was a spider's home, and a virus was the flu!

CET STANDARDS:



About C.E.T. Certification

The Creating Excellence Together (CET) Standards were developed as a partnership between Services for Persons with



Developmental Disabilities (now Persons with Developmental Disabilities Community Boards - PDD) and the Alberta Association of Rehabilitation Centers (AARC). The standards have been used for many years to "certify" (make sure) that agencies meet certain standards (levels) of service in order to be approved to offer services to persons with developmental disabilities. "surveyors" review the agencies once every three years. Surveyors are trained staff who have experience in working in the rehabilitation field and have taken surveyor training.



An Excerpt from
"A Case for Teaching Functional Skills"
By Preston Lewis

This is a case for teaching Functional Skills and not artificial skills that may even be age-inappropriate. Learning Outcomes for a student are portrayed below.

Please read the story and draw your own conclusion.

My brother Daryl, 18 years old, has been in school for 12 years. He has never been served in any setting other than elementary school. He has had a number of years of "individual instruction" and has learned to do a lot of things! Daryl can now do lots of things he couldn't do before!

- He can put 100 pegs in a board in less than 10 minutes while in his seat with 95 percent accuracy. **But, he can't put quarters in vending machines.**
- Upon command he can "touch" nose, shoulder, leg, foot, hair, and ear. He's still working on wrist, ankle, and hips. **But, he can't blow his nose when needed.**
- He can now do a 12-piece Big Bird puzzle with 100 percent accuracy and color an Easter Bunny and stay in the lines! **He prefers music, but was never taught how to use a radio or tape player.**
- He can now fold primary paper in halves and even quarters. **But, he can't fold his clothes.**
- He can sort clocks by color; up to 10 different colors! **But, he can't sort clothes; whites from colors for washing.**
- He can roll Play Dough and make wonderful clay snakes! **But, he can't roll bread dough and cut out biscuits.**
- He can string beads in alternating colors and match it to a pattern on a DLM card! **But, he can't lace his shoes.**
- He can sing his ABC's and tell me names of all the letters of the alphabet when presented on a card in upper case with 80 percent accuracy. **But, he can't tell the**

men's room from the ladies room when we go to McDonald's.

- He can be told it's cloudy/rainy and take a black felt cloud and put it on the day of the week on an enlarged calendar (with assistance). **But, he still goes out in the rain without a raincoat or hat.**
- He can identify with 100 percent accuracy 100 different Peabody Picture Cards by pointing! **But, he can't order a hamburger by pointing to a picture or gesturing.**
- He can walk a balance beam front wards, sideways and backwards! **But, he can't walk up the steps or bleachers unassisted in the gym to go to a basketball game.**
- He can count to 100 by rote memory! **But, he doesn't know how many dollars to pay the waitress for a \$2.59 McDonald's coupon special.**
- He can put the cube in the box, under the box, beside the box, and behind the box. **But, he can't find the trash bin in McDonalds and empty his trash into it.**
- He can sit in a circle with appropriate behavior and sing songs and play "Duck, Duck, Goose." **But, nobody else in his neighborhood his age seems to want to do that.**

I guess he's just not ready yet.

A Changed Policy

2.2.1 CLIENT RIGHTS AND RESPONSIBILITIES

Independent Counselling Enterprises believes clients have the following rights:

1. The right to independence.
2. The right to be listened to and to self advocate, or if unable, to have someone advocate on their behalf.
3. The right to be informed about the service provider (agency's policies and procedures that govern service delivery) and the services being provided there by enabling the client to make informed choices to accept or to refuse services (see also **policy 2.2.3**).
4. The right to service provision according to the clients needs and established personal plans not restricted by gender, age, race, creed, religion, sexual orientation or color.
5. The right to quality service and support characterized by respect and dignity for the client, recognition of the client's privacy needs, courtesy, competency, punctuality, flexibility, confidentiality and freedom from mental, physical and financial abuse by the service provider.
6. The right to be fully included in the planning, revision or review of their personal plan.
7. The right to be informed of the appeal process and to appeal decisions made by Independent Counselling Enterprises regarding service delivery without fear of reprisal or discrimination.

Independent Counselling Enterprises believes clients have the following responsibilities:

1. The responsibility to actively participate in decisions and to make a commitment to follow through in all aspects of service delivery.
2. The responsibility to keep agreements made with Independent Counselling Enterprises and its employees.

3. The responsibility to treat Independent Counselling Enterprises employees with respect.
4. The responsibility to express concerns and problem-solve with the worker and to report unresolved issues to the worker's supervisor.
5. The responsibility to ensure financial arrangements for service delivery is met within the specified time lines.
6. The responsibility to promote a safe working environment for both the employees and other clients.



ATTENTION!

It is critical that all Timesheets, Contact Notes, 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.

Residential Petty Cash

& Other Expenses

Please do not use highlighters, tape, and jel pens, on receipts for Petty Cash or other expenses. These items degrade the print and make it illegible. Please use a regular pen and underline or circle the amount.

Thank you!

HEALTH CORNER

PHYSICAL ACTIVITY



The personal life and self-care choices you make greatly influence your health. Eating well, being active, and feeling good about yourself are three key elements that work together to help you achieve a healthier, more active lifestyle.

Physical activity reduces stress, strengthens the heart and lungs, increases energy levels, helps you maintain and achieve a healthy body weight - and it improves your outlook on life.

It is important to integrate physical activity into daily life. Research shows that physical inactivity can cause premature death, chronic disease and disability. Find fun ways to be active every day of the year - at home, at work, within your community.

Active Living - What is it?

Traditional approaches to exercise told people there were no gain without pain. To be any good at all, exercise programs had to be three times a week and vigorous enough to keep your heart rate up in the target zone. The goal of exercise was to burn calories. Given this approach, it's not surprising that many people dropped out of exercise programs altogether.

The active living approach stresses the importance of doing activities that feel good for you and that are moderate and fun. This approach reflects *Canada's Physical Activity Guide to Active Living*. The goal isn't to burn calories, but to enjoy the feeling of movement and to make it part of your everyday life.

Active living is more than just physical fitness or exercise. It means making physical activity a part of daily living, whether it's gardening or taking the dog for a walk or taking the kids out to fly a kite. Active living encourages everyone, not just people who are young and fit, to get up and get moving. Canada's Most Popular Active Living Activities

1. Walking
2. Gardening
3. Home exercise
4. Social dancing
5. Swimming



Most Popular Activities People Fit Into Their Schedule

1. Taking the stairs instead of the elevator 80%
2. Choosing to do light chores for exercise 67%
3. Choosing to do heavy chores for exercise 66%
4. Commuting by walking 64%
5. Commuting by bicycle 24%



What a Friend is:

- A)cccepts you as you are
- B)elieves in "you"
- C)alls you just to say "HI"
- D)oesn't give up on you
- E)nvisions the whole of you (even the unfinished parts!)
- F) Orgives your mistakes
- G)ives unconditionally
- H)elps you
- I)nvites you over
- J)ust to be with you
- K)eeps you close at heart
- L)oves you for who you are
- M)akes a difference in your life
- N)ever judges
- O)ffers support
- P)icks you up
- Q)uiets your fears
- R)aises your spirits
- S)ays nice things about you
- T)ells you the truth when you need to hear it
- U)nderstands you
- V)alues you
- W)alks beside you
- X)-plains things you don't understand
- Y)ells when you won't listen and
- Z)aps you back to reality



Claresholm's Kids Get a Helping Hand

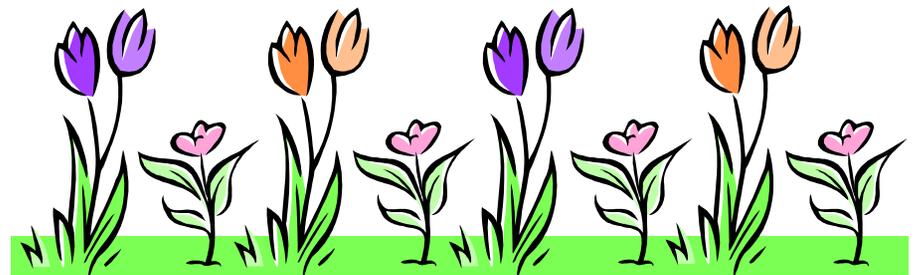


Hi my name is J.C. and I live on the outskirts of Claresholm, Alberta. I will tell you about how I am contributing to my community.

I volunteer at the Claresholm Elementary School on Mondays, Wednesdays and Fridays. I work with students in a grade 1 class. I help them with their reading and mark papers for the grade 2 class. On Tuesdays and Thursdays I work with a grade 1 and 2 split class. I help them with their math skill and do some filing for the teacher. I enjoy working with children so I have applied at the Red Deer College to take a Teachers Assistant Course. I was accepted and began my course on May 3rd through long distance learning.

At Easter, with help, we made homemade marshmallow chocolate Easter eggs for the grade 1 class. From the looks on their faces they sure enjoyed their gift from the "Easter bunny".

For my paying position I work casual at the after school program. With the children we do crafts and outdoor activities. We prepare snacks and go to the gym for indoor play. I can't wait to get my Teachers Assistant certificate and start working with the children full time.





COMMUNITY NEWS

RESOURCE CENTER AND COMMUNITY CONNECTION UPDATE

Lethbridge Area Events

August 1 Heritage Day
Enmax Centre

August 23 Hotdogs in the Park-free hotdogs and refreshments
11a-1p
Galt Gardens

August 22-27 Whoop Up Days

August 25 Fry-bread Cook off
1p-3p
Sik-Ooh-Kotoki Friendship Centre (1709 2nd Ave S)

August 25 Pancake Breakfast
Sik-Ooh-Kotoki Friendship Centre
8a-11a

Westminster Outdoors Pool open until September 4
Henderson Outdoors Pool open for the season

Wednesdays Farmers Market 6-9p

Saturdays Farmer's Market
Lethbridge Exhibition grounds 8a-12:30p

Wednesday's- Head Smashed in Buffalo Jump
Dancing and drumming 11a-1:30p
*Also have tipi camping until September 15 call 553-2731

Sundays at 2pm- Tea ceremony at Nikka Yuko Japanese Garden

Sundays- Sunday Nature Walk Helen Schuler Coulee Centre

List of the volunteer placements for Lethbridge is on the bulletin board at the office

YOUR HEALTH AND SAFETY PROGRAM



The COR Audit

ICE's Health and Safety Program is certified by the Government of Alberta in conjunction with The Alberta Long Term Care Association, which issues a Certificate of Recognition (COR) to companies who meet the government's standards for safety programs. Achievement of COR shows that a company has an excellent safety program, and is constantly striving to improve it. This benefits company employees in many ways, including:

- ✓ **Less likelihood that employees will experience the pain and inconvenience of injury.**
- ✓ **Stable program staffing. This means that working conditions will consistently improve.**
- ✓ **Well-trained, competent and confident employees providing excellent service.**
- ✓ **Well-established relationships with government safety agencies, who provide services and resources to our company.**
- ✓ **Savings to the company of money otherwise spent in claims costs, property loss, increased premiums. This frees money that can be put back into our programs and employees.**

A company must continually meet the government standards in order to maintain its Certificate of Recognition. Every year, the company must undergo an audit of its safety program. Every third year, an external company that specializes in safety program audits performs the audit. This year, in late August and early September, ICE will undergo an external audit.

The audit will examine every aspect of our safety program, including our effectiveness in:

- ✓ **Hazard identification, assessment and control**
- ✓ **Inspections**
- ✓ **Investigations**
- ✓ **Training and orientation**
- ✓ **Emergency preparedness**

The auditors will look at all kinds of evidence to decide whether our safety program continues to meet the high standards. They will examine:

- ✓ **Meeting minutes**
- ✓ **Training records**
- ✓ **Orientation manuals**
- ✓ **Inspection records**
- ✓ **Incident reports**
- ✓ **Investigation reports**
- ✓ **Our Health and Safety manual**
- ✓ **They will also interview a number of employees, and do their own inspections of a number of our worksites.**

Our last audit was completed internally. We received a mark of 88% on our last audit and want to continue to implement improvements in order to ensure an even better mark this year!

DRIVING SAFETY

DRIVING SAFETY



Defensive Driving Quiz (from the Canada Safety Council Website - <http://www.safety-council.org/index.html>)

True or false?

- 1) The term "Eye Lead Time" refers to the need to stare at the vehicle ahead of you when you are driving.
- 2) If your vehicle catches on fire or is under water as a result of a collision, your chances of survival are better if you are wearing your seat belt.
- 3) When you drink beer or alcohol, your ability to drive is not impaired until you have a blood alcohol concentration (BAC) in excess of 80 mg per 100 ml of blood (.08).
- 4) The most effective way to deal with a person who is tailgating you is to speed up to increase the distance between their vehicle and yours.
- 5) The most frequent cause of loss of control of a vehicle is "speed too fast for conditions".
- 6) When you are stopped in an intersection waiting to make a left turn, your front wheels should be turned to the left (the direction in which you will be turning).
- 7) A rear-facing infant child-seat must not be used in a vehicle seating position, which is equipped with an air bag.
- 8) If you travel a certain roadway at 70 km/h during daylight hours, after dark you should reduce your speed by *at least* 10 km/h, depending on conditions.
- 9) If you have an ABS (anti-lock brake system) equipped vehicle and are faced with an emergency braking situation, you should pump your brakes.
- 10) Hydroplaning (when a vehicle's tires are riding on a film of water rather than contacting directly with the road surface) can only happen if you are traveling at a speed of more than 70 km/h.

Answers to Defensive Driving Quiz

1. The term "Eye Lead Time" refers to the need to stare at the vehicle ahead of you when you are driving.

False. The term "Eye Lead Time" refers to the need for drivers to keep their eyes moving at all times (to the front, sides and back) when they are driving and to look at least 12 to 15 seconds down the road so they can identify hazards before they are forced to react to them.

2. If your vehicle catches on fire or is under water as a result of a collision, your chances of survival are better if you are wearing your seat belt.

True. In the event your vehicle catches on fire or is submerged, your seat belt will still help keep you from being injured (in almost all cases) and help you retain consciousness so you can remove yourself from the vehicle safely.

3. When you drink beer or alcohol, your ability to drive is not impaired until you have a blood alcohol concentration (BAC) in excess of 80 mg per 100 ml of blood (.08).

False. Impairment begins with the first sip of any alcoholic drink. Everyone has different alcohol tolerances. The effects alcohol produces begin immediately even if you are not aware of them, including reduction in judgement and vision.

4. The most effective way to deal with a person who is tailgating you is to speed up to increase the distance between their vehicle and yours.

False. The most effective way to deal with a person who is tailgating is to increase the distance between you and any vehicle in front of you. Add the tailgater's recommended following distance space to your own. This creates extra space for the tailgater to pass or for you to stop safely in an emergency.

5. The most frequent cause of loss of control of a vehicle is "speed too fast for conditions".

True. Many people forget that posted speed limits are recommendations meant for ideal weather conditions (bright, sunny days with clear, dry roads). In conditions that are not ideal, for example, wet or snowy or cold then drivers must reduce speed in order to negotiate all roads safely.

6. When you are stopped in an intersection waiting to make a left turn, your front wheels should be turned to the left (the direction in which you will be turning).

False. When you are stopped and waiting to make a left turn, always keep your wheels straight. This ensures that if you are hit from behind, you will travel forwards instead of into oncoming traffic.

7. A rear-facing infant child-seat must not be used in a vehicle seating position, which is equipped with an air bag.

True. A rear-facing infant restraint should not be used in a vehicle seating position, which is equipped with an air bag (i.e. front passenger seat). The safest position for any child seat is the rear-centre seating position in any vehicle.

8. If you travel a certain roadway at 70 km/h during daylight hours, after dark you should reduce your speed by *at least* 10 km/h, depending on conditions.

True. After dark, your ability to see is affected by your headlights. An ideal speed limit for daytime travel will often be too fast after dark. Make sure you are not overdriving your headlights (that you cannot stop your vehicle in the distance of road your headlights illuminate).

9. If you have an ABS (anti-lock brake system) equipped vehicle and are faced with an emergency braking situation, you should pump your brakes.

False. You should brake by putting maximum pressure on the brake pedal and holding it down. The anti-lock brake system, in some cases, vibrates and/or makes more noise than other systems. Keep your foot on the brake pedal.

10. Hydroplaning (when a vehicle's tires are riding on a film of water rather than contacting directly with the road surface) can only happen if you are traveling at a speed of more than 70 km/h.

False. Partial hydroplaning can happen at speeds as low as 50 km/h. When the road is wet, slow down.



Recipe by Sharon Goodridge

Easy Black Forest Cake

Ingredients

1. Chocolate Cake Mix
2. 2 Eggs
3. Cherry Pie Filling (1 can)

Bake at 350 C for ½ hour until cake seems done.

You will need a 9 X 11 cake pan, bowl, spoon, spatula

Put chocolate cake mix in the bowl then put in 2 eggs and

The Cherry Pie filling, mix it all up. Put into a cake pan smooth the top with a spatula.

Put the cake into a preheated oven.

Serve it with whipped cream or ice cream.

Employment Opportunities

- 15 hrs/week in Claresholm
- F/T in Nanton beginning in August
- Contractor/support homes: Lethbridge, Pincher Creek and Nanton
- Thursdays p/t in Fort McLeod
- Various positions in Crowsnest Pass as well as relief
- Relief for various locations

INDEPENDENT COUNSELLING ENTERPRISES

Health and Safety Committee Meeting Minutes

**South Region
July 21, 2005**

Present:

| | | | |
|--------------|--------------|--------------|----------------|
| Julie Clark | Sarah Blake | Kim Clark | Sandra McGrath |
| Wayne Visser | Deb Loeffler | Margaret How | Faith Smith |

Recorder(s): Sarah Blake

Chair: Julie Clark

Regrets: Gwenn Broomfield

cc: Julie Clark (ICE Page), post to H&S Bulletin Board, Program Mailboxes, other Regional H&S Committee Chairs and, main ICE office Health and Safety Reference Binder

1.0 *Approval of the Agenda*

The agenda was approved with the following additions:

- ❖ **Fire Drill done in Nanton July 20th, 2005 (Julie to get signature from Geneve) and took 1 minute**
- ❖ **Bi-Monthly Checklist done in Nanton July 21, 2005**
- ❖ **Ants @ resource center**
- ❖ **Electrical @ Nanton Office**
- ❖ **Mugs & Jackets needed for South-Gord needs to send down-Deb L given one this meeting and Faith owed one**

2.0 Review the Previous Minutes / Business Arising from Minutes

- ❖ Nanton light covers to be hung
- ❖ Sandra looking into rugs & something for loose cords in the Nanton Office
- ❖ South needs up to date H&S binder (Gord)
- ❖ Wayned finalized incident investigation and will fax to Sarah
- ❖ Issue from last meeting about door being locked overnight at clients home. This still needing to be reviewed at RPAC.
- ❖ Ergonomic Checklists will be done by nurse in Nanton on July 29th, Lethbridge TBA

| Agenda Topic | Discussion | Action | Person Responsible | Due Date |
|---------------------------|------------|--------|--------------------|----------|
| 3.0 Standing Items | | | | |

| | | | |
|---|---|---|--------------|
| <p>3.1 Review of 'Regional Health and Safety Meeting Minutes'</p> | <ul style="list-style-type: none"> ➤ <u>Edmonton</u> –minutes distributed. Discussed Clean Garden & Lawn contest and didn't feel that South had enough homes to do this -Discussed issue that Edmonton had with wet spoon in creamer ➤ <u>Grande Prairie</u> –No minutes recieved ➤ <u>Calgary</u> – minutes distributed. | <p>Contact Gord for suggestions for South</p> <p>-Admin staff agreed to keep on top of stir sticks & cups</p> <p>N/a</p> <p>N/a</p> | <p>Julie</p> |
| <p>3.2 Evaluation of current injuries and near misses</p> | <p>No current injuries or near misses to report</p> | | |
| <p>3.3 Review and updates of a section of the Hazard Assessment Document</p> | <ul style="list-style-type: none"> ➤ Committee discussed the hazards pertaining to insect infestations or animal excrement as well as wasp & hornet nests. ❖ Committee felt that "fishing hooks" should be added to the Hazard Assessment document as one of our clients in the Crowsnest Pass uses them. | <ul style="list-style-type: none"> ❖ Committee felt that exterminator should be called in ❖ Committee felt that ant traps and external resources should be used ❖ Controls: Orientation manual for program, Best Practices, gloves, first aid course and kits available, PBI, proper footwear ❖ Sandra to develop protocol for orienting staff working in this program that includes safety procedures for working with the fish hooks (baiting the hook, etc.) | |
| <p>3.4 Review of a section of the action plan for the COR Audit recommendations</p> | <p>Discussion about COR audit teleconference</p> <ul style="list-style-type: none"> ❖ COR audit will be week of Aug 28th ❖ Training to be stressed until COR ❖ Kim & Sarah going to training course on | | |

H&S on July 22

- ❖ Sandra & Julie to be trained by Kim
- ❖ Field staff will need mandatory training through team meetings & or in-service.

4.0 New Business

Next Meeting: Thursday, August 18th @ 10:30 a.m. Nanton