

**AUGUST 2021**

**SOUTH**

**ECAT**

Employee & Client Assistance Team  
**403-634-8805**

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

**INSIDE THIS ISSUE:**

<b>Virtual Trainings</b>	3
<b>Health and Safety Meeting Minutes</b>	4
<b>COVID –19 Information</b>	6

**TIME SHEET HAND-IN**

**• AUGUST 15<sup>th</sup> 2021**

For all shifts worked between AUGUST 1st and AUGUST 15th.

**• AUGUST 31<sup>st</sup> 2021**

For all shifts worked between AUGUST 16th and AUGUST 31st.

**UPCOMING**

**• Health and Safety Meeting – AUGUST 3, 2021 @9:00AM**

**• RPAC MEETING– AUGUST 4, 2021 @1:30PM**

**• UNIT Meeting— AUGUST 28, 2021 @2:00pm (teleconference only)**

# ICE PAGE

**Making it Happen!- Supporting Social Inclusion**

**Daniel P.**

Dan has been with ICE since October 2008. He is an easy-going guy who loves being outdoors fishing, hiking and camping. Dan lives independently and receives support from staff with his budgeting, grocery shopping and employment opportunities.

Through this past year, Dan recognized that his support staff were feeling the stresses of COVID-19 and showed his appreciation for them by putting positive messages of thanks and gratitude on his truck.

Dan is very socially active and was limited in his regular activities due to the COVID-19 restrictions that were in place. Dan enjoyed meeting with peers regularly and enjoyed attending the annual ICE Open House and coming into the ICE office to visit with staff. Dan is excited to resume his regular activities and connect with friends and staff.

This year, Dan put his skills and interests to work and took up wood-working. With support, Dan built various pieces of furniture. Dan made beautiful coffee tables, chairs, children's desks and dining tables. Dan typically made the furniture for himself and his family members but is considering selling some pieces. Staff have encouraged Dan to sell

some of the furniture and have assisted Dan by connecting him with various markets around the city. Dan learned new skills this past year and continues to improve his craft.

When Dan is not busy with his personal hobbies or working on his goals with staff, he spends his time outdoors and goes on hikes or walks around the coulees in Lethbridge. Dan takes photographs of nature and his surroundings. Many of his photographs are proudly displayed on the walls of the Lethbridge ICE office.

Dan is an all-around great guy, and has used the pandemic as an opportunity for growth and building new skills. Dan is an absolute inspiration for anyone who has the pleasure of knowing him.



## Employee Spotlight

Jeremy has worked with ICE since August 2017. He has worked in both residential and non-residential settings with a variety of individuals. Jeremy has been working with Dan since May 2019. Jeremy is great at encouraging and sharing in Dan's interests and hobbies and together they have had many successes. Jeremy has extensive knowledge of volunteer and employment opportunities in Lethbridge and helps connect Dan to those resources. Jeremy is always aware of new and interesting activities or events going on in the city and he encourages Dan to participate in new things. Dan and Jeremy make a great team!



### ICE HAS CANADA LIFE RSP PLAN!

Refer to **Policy 3.14.18 CANADALIFE RSP** if you are eligible, ICE will match your contributions! **To sign up, please contact: Independent Counselling Enterprises at: 780-453-9664. For more information about Canada Life: <https://my.canadalife.com/sign-in> CANADA LIFE Helpdesk: 1-800-724-3402**

**The ICE page will be published every two month beginning in August, 2021, with the next publication in October, 2021. The Training Calendar will be sent to the programs monthly and Thank - You Card Winners will still be chosen monthly. You can expect all of the same wonderful stories and information we publish monthly just on a bi-monthly schedule!**

**ICE OFFICE WILL BE CLOSED AUGUST 2<sup>ND</sup> CIVIC HOLIDAY**



**Please direct all calls to the Employee Client Assistance Team for that day. 403-634-8805**



### Policy 3.5.9 Eliminating/Mitigating/Controlling Work Site Hazards:

Employees are responsible to be aware of potential worksite hazards and how they may impact the overall health and safety of themselves and that of other employees and clients. Employees are responsible to report and follow through in correcting, eliminating or controlling these hazards with assistance of their Team Leader and Supervisor and communicating this process in the hazard section of the staff communication log book. All supporting documentation must be completed.

Before employees manually lift, lower, push, pull, carry, handle or transport a load that could cause an injury, a hazard assessment is to be performed. This assessment is to consider the following:

- The weight of the load,
- Size and shape of the load,
- The number of times the load must be moved and
- The manner in which the load will be moved.

Before an employee performs any manual client / resident handling activities, a hazard assessment is to be performed considering the employees physical and mental capabilities to perform the work.

If a hazard assessment completed for the above determines a potential for a musculoskeletal injury, the I.C.E supervisor / Manager will develop a plan to eliminate or control the hazard.

To reduce the risk of fire there are to be no lit candles, lit fires in fireplaces and no lit fire pits in the yard in any residential program.

Exterior potted plants/planters are not acceptable at any residential program (i.e. back yard/balcony). This will serve to reduce/eliminate the extreme fire hazard they present.

## ICE THANK YOU CARD INCENTIVE WINNER

**Rebecca Arok** received a thank you card from her supervisor for following first aid training and observing an injury to an individual she supports, contacting ECAT right away and staying late to ensure client was medically assessed and returned home safely. She won an outdoor blanket, pitcher, cups and freezies.

Congratulations!



### Looking for Answers? Below are some online links you may find of assistance:

<a href="https://www.canada.ca/en/health-canada.html">https://www.canada.ca/en/health-canada.html</a>	Health Canada is responsible for helping Canadians maintain and improve their health. It ensures that high-quality health services are accessible, and works to reduce health risks.
<a href="https://www.albertahealthservices.ca/findhealth/service.aspx?Id=1001957">https://www.albertahealthservices.ca/findhealth/service.aspx?Id=1001957</a>	Linking Albertans to a wide range of health information and service options.
<a href="https://work.alberta.ca/occupational-health-safety.html">https://work.alberta.ca/occupational-health-safety.html</a> <a href="https://work.alberta.ca/occupational-health-safety/ohs-publications.html#laws">https://work.alberta.ca/occupational-health-safety/ohs-publications.html#laws</a> <a href="https://work.alberta.ca/occupational-health-safety/resources.html">https://work.alberta.ca/occupational-health-safety/resources.html</a>	Alberta Occupational Health and Safety works in consultation with industry to help prevent work-related injuries, illnesses and fatalities. The OHS site provides access to a wide range of information bulletins and on-line training options
<a href="https://www.alberta.ca/coronavirus-info-for-albertans.aspx">https://www.alberta.ca/coronavirus-info-for-albertans.aspx</a>	Stay up to date on the most frequent information on COVID-19 in the province of Alberta.

## VIRTUAL TRAININGS

### Pre-employment Training

AUGUST 3,4,10,11,17,18,24,25,31 2021  
SEPTEMBER 1, 7, 8, 14, 15, 21, 22, 28, 29, 2021  
(1:00PM to 4:00PM)

**Alzheimer's & Dementia Training**  
AUGUST 5, 2021 (9:30AM to 12:30PM)

**Autism/Pervasive Development Delay  
(Non-Specific) Training**  
AUGUST 6, 2021 (9:30AM to 12:30PM)  
AUGUST 30, 2021 (9:30AM to 12:30PM)

**Harm Reduction Training**  
AUGUST 6, 2021 (10:00AM to 12:00PM)

**FASD Training**  
AUGUST 6, 2021 (1:30PM to 4:30PM)  
AUGUST 17, 2021 (9:30AM to 11:30AM)  
AUGUST 30, 2021 (1:30PM to 4:30PM)

**Schizophrenia/ Psychosis Training**  
AUGUST 9, 2021 (1:00PM to 3:30PM)

**Hypertension Training**  
AUGUST 16, 2021 (3:00PM to 5:00PM)

**PBI Training**  
AUGUST 16, 2021 (1:00PM to 3:00PM)

**Substance Abuse Training**  
AUGUST 17, 2021 (1:00PM to 3:00PM)

**Conflict Resolution Training**  
AUGUST 18, 2021 (9:30AM to 12:30PM)

**Epilepsy Training**  
AUGUST 19, 2021 (9:30AM to 12:30PM)

**Diabetes Training**  
AUGUST 19, 2021 (1:30AM to 4:30AM)

**Workplace Inspections Training**  
AUGUST 20, 2021 (9:00AM to 5:00PM)

**Communication and Team Work Training**  
AUGUST 20, 2021 (9:30AM to 12:30PM)

**Abuse Prevention Training**  
AUGUST 24, 2021 (10:00AM to 12:00PM)

**Client Goals and Outcomes Training**  
AUGUST 24, 2021 (1:00PM to 4:00PM)

**Trauma Informed Care Training**  
AUGUST 25, 2021 (1:00PM to 4:00PM)  
SEPTEMBER 1, 2021 (9:30AM to 12:30PM)

**OCD/ODD Training**  
AUGUST 26, 2021 (9:30AM to 12:30PM)  
SEPTEMBER 7, 2021 (1:00PM to 4:00PM)

**Promoting Safety Training**  
AUGUST 18, 2021 (1:00PM to 5:00PM)  
AUGUST 27, 2021 (9:30AM to 1:30PM)

**Hazard Assessment and Control Training**  
SEPTEMBER 2, 2021 (1:00PM to 5:00PM)

**Incident Investigations Training**  
SEPTEMBER 8, 2021 (9:00AM to 2:00PM)

## Referral Incentive Program

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

REFERRAL  
PROGRAM 

## HURT AT WORK?

Employees and Support Home Operators are reminded of their responsibility (as per legislation) 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.



## PAYROLL



Is your Personal Information Up to Date in Payroll?

Log into Dayforce at  
[www.dayforcehcm.com](http://www.dayforcehcm.com)

Review your **Profile**.

Any changes and additions can be made by selecting **Edit** and entering the desired information in the fields below. **Please include your email address.** Review the information you have entered and select **Submit/Save**.

*If you experience difficulties contact a Payroll Assistant at the Edmonton ICE Office 780-454-9500 for assistance.*

**Health and Safety Committee Meeting Minutes**  
**July 6, 2021**  
**(Minutes edited for publication)**

3.0 Standing Items

- 3.1 A) Review of Regional Health and Safety Meeting Minutes – Section 3.2. Completed Incident Investigations for Injury, Health and Property Damage

Edmonton – June 16, 2021- Meeting Minutes:  
May 18, 2021

Staff was walking down the staircase, when their hand grazed the wooden handrail, and a splinter of wood entered their right palm at the base. First aid was administered, and a physician seen, but the hand continued to swell, and staff had to go to hospital for IV antibiotics. **Incident Investigation Recommendations:** post signs and tape the railing for an interim solution. Landlord to replace the railing. Railing was replaced.

**Health and Safety Committee Recommendations:** N/A – no additional recommendations.

Calgary – June 2, 2021- Meeting Minutes:  
March 21, 2021

Staff and client went to an appointment March 19, 2021. Later in the evening, staff contacted 811 as client was displaying some COVID-19 symptoms. 811 advised staff to continue monitoring client for the next 48-hours as some people get symptoms after receiving the vaccine. The client's symptoms remained the same until March 21, 2021 and 911 was contacted. Client was transported via ambulance to the hospital. It was found at the hospital that client had COVID variant. Staff were notified of the findings immediately and were asked to isolate.

**Incident Investigation Recommendations:** All staff were notified of possible exposure and directed to call 811 to schedule a swab testing. PPE kits (gowns, masks face shields) delivered to the program. Quat and cleaning supplies were confirmed as present at the program. Employees were notified of hazards before starting shift by booking/CRM/CSC. Continue ongoing organizational review/updates of AHS best practices for COVID 19 (i.e., community outings, social distancing). Staff training on applicable COVID 19 Prevention Protocols/questionnaires.

**Health and Safety Committee Recommendations:** N/A – no additional recommendations.

Northwest – June 2021- Meeting Minutes: No completed incidents investigations to review (no incident investigations occurred as there were no incidents during this time frame).

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

Edmonton – June 16, 2021- Meeting Minutes:  
March 22, 2021

Relief staff went to attend shift at a client's residence when a dog in the residence jumped up at them, scaring the staff. This resulted in the staff not wanting to work at the residence. **Incident Investigation Recommendations:** Develop a new process for Field Level Hazard Assessments to be completed by Managers or TCs yearly or when services have been paused for 3 or more months; submit request to revise booking notes on C-views to include hazard assessment section; The N9 Field Level Hazard Assessment will be revised as part of the Non-residential Manual; review HSC.

**Health and Safety Committee Recommendations:** N/A – no additional recommendations.

Calgary – June 2, 2021- Meeting Minutes:

No completed near miss investigations for review (no near miss investigations occurred as there were no near miss incidents during this timeframe).

Northwest – June 2021- Meeting Minutes:

No completed near miss investigations for review (no near miss investigations occurred as there were no near miss incidents during this timeframe).

- 3.2 Evaluation of Completed Internal Incident Investigations  
May 27, 2021

Staff was using a chair to hang a whiteboard up in her office when she lost balance and fell off her chair. Staff twisted her ankle during fall. Staff sought medical attention which determined her ankle was sprained and she would be required to be in a boot cast for 2 weeks. WCB was contacted and Modified Work Agreement completed.

**Incident Investigation Recommendations:** Review information in the H&S Manual regarding safe work practices and injury prevention; Review Policies 3.5.2, 3.5.4, 3.5.5, 3.5.9, 3.5.10 and 3.8.6; Reviewed HACD-Office

(pg.12); Recommend use of step ladder as opposed to chair and having a second person (spotter) present when climbing.

**Health and Safety Committee Recommendations:** N/A – no additional recommendations.

- 3.3 Evaluation of Completed Near Miss Investigations

No Completed Near Miss Investigations to Review (no near miss investigations occurred as there were no miss incidents during this time frame).

- 3.4 Health and Safety Committee Inspections

3.4 A) Inspections held as a result of health and safety concerns: No inspections held in June as a result of concerns brought forward.

- 3.4 B) Inspections completed:

June 2021:

Monthly Safety Inspection Checklists Completed: 7

Random Inspections Completed: 1- Grimmer Place Residence

EQA's Completed: 1-RD

- 3.5 COR Audit Review- Reviewed Element 3 (3.08) and Element 4 (4.06) from 2020-2021 Report Recommendations presented at SWOT.

- 3.6 Hazard Assessment and Control document (H.A.C.D.)

Review section (and provide recommendation(s) for changes if needed)

South Committee Reviewed: ICE South has been assigned review of the General Section (Pages 77-115) for the upcoming 2020-2021 meetings.

Reviewed pgs. 114 & 115- 'Testing and/or Changing Batteries on Safety Equipment, including Smoke Alarms, Carbon Monoxide Detectors and Emergency Lighting'

Recommendations include: Recommended to add a chemical hazard component to the hazard section for this task for interactions with batteries, potential leaks, etc.; EF=2, PC=3, HP=1, Total=6, PR=2

Policy review

- 3.5.10- Hazard Assessment and Control Document (Updated June 17/21)

Covid-19 Pandemic Response

We have entered stage 3 of reopening July 1, 2021, eliminating almost all restrictions that were previously in place. It is important to remember and to continue to practice all guidelines set out by AHS. Please visit <https://www.alberta.ca> for the most updated information in your area.

While this is exciting news for many, and most masking bylaws have been discontinued Provincially, continuous masking in all ICE programs is still in effect. Please ensure you are following the most updated COVID-19 Protocols and keep posted on expected updated protocols over the next few weeks. We have already received the updated Office Protocols.

- 4.0 Other Business

4.1 Health and Safety Committee Training Updates: Josphine C. has now completed Hazard Assessment training June 21, 2021 and Promoting Safety on June 8, 2021. Carissa T. has completed Promoting Safety, Workplace Inspections and Incident Investigations refresher training. Dasha H. received her certificate for Ergonomics June 1 and 2, 2021.

Emergency Drill assigned for July/August 2021 is #7 Security Risk- Fraud, Theft and Vandalism to be reviewed on Team Meeting Minutes.

Reminder of another expected upcoming heat wave over the next week or so. Ensure communication with staff/clients that they are receiving memos and other information including helpful tips to stay cool and signs/symptoms to watch for in regards to heat related illnesses.

4.3 Reviewed that Quat Solution and Eliminator 42 are no longer approved disinfectants and they were requested to be returned to ICE office for safe disposal and discontinued usage immediately. The following are approved disinfectants: Minuteman, NexGen Disinfectant wipes, Gamacide, Steri Wipes, Lysol Wipes and Purexall Spray. Purexall Spray has been received and distributed to programs along with safety instructions and SDS sheets.

- 4.4 Ideas for upcoming ICE Page Articles – Food Safety in the Summer

**NEXT MEETING DATE: August 3, 2021 at 9am**



## SUMMER FOOD SAFETY TIPS

### Chill

- Don't keep food at room temperature for more than one hour on hot summer days.
- Keep perishable foods cold. Use a cooler filled with ice packs to store your food at or below 4°C .
- Keep the cooler out of direct sunlight and avoid opening it too often. Opening the cooler lets cold air out and warm air in.
- Using separate coolers for food and drinks will keep the food colder for longer because the cooler won't be opened as often.

**Always remember to keep food out of the temperature danger zone of 4°C to 60°C. Harmful bacteria can grow in as little as two hours in this temperature range.**

### Separate

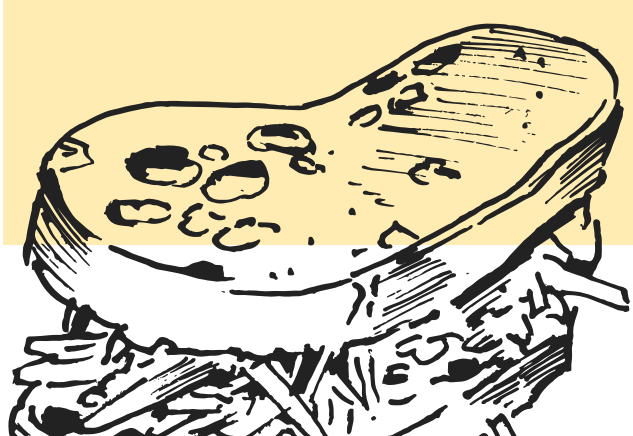
- Keep your raw meat, poultry, and seafood separate from other foods to avoid spreading harmful bacteria.
- Put raw meat, poultry, and seafood at the bottom of the cooler to keep juices from dripping onto other foods.

### Cleaning and Cooking

- Wash your hands thoroughly with warm water and soap for at least 20 seconds, before and after handling food.
- Use a clean plate when taking food off the grill. Never put ready-to-eat or cooked food on a plate that was used for raw meat, poultry or seafood--wash the plate first. This will help you prevent cross-contamination.

### Leftovers

- Cool food quickly in shallow containers. **On hot summer days, don't keep food at room temperature for more than one hour.**



Canada.ca/covid-vaccine

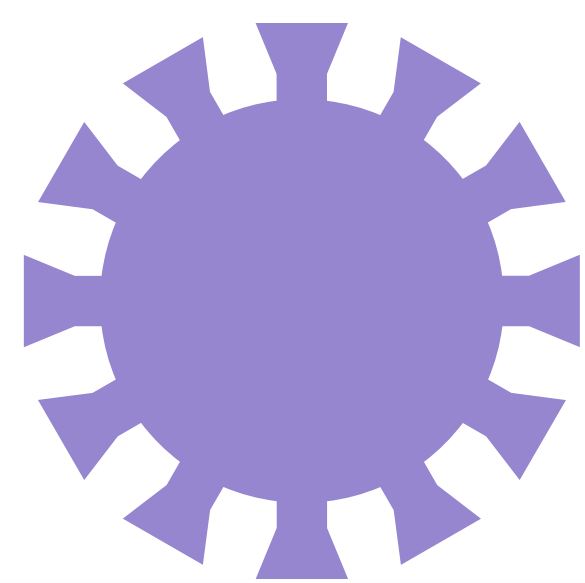
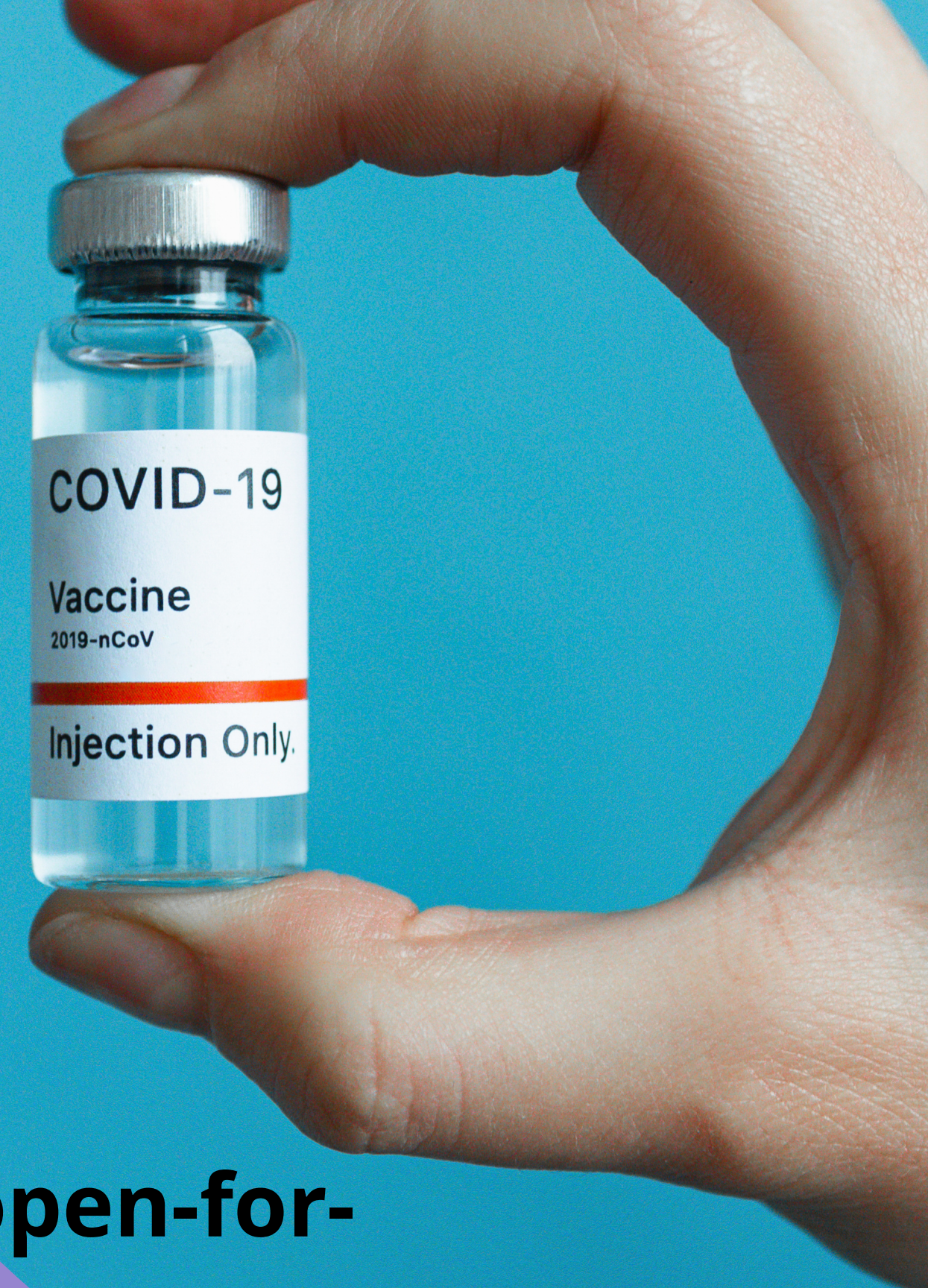
# Get your shot to win!

All Alberta residents 18+ who have had 2 doses of approved Covid-19 vaccine can enter the:

**Open for Summer Lottery** (<https://www.alberta.ca/open-for-summer-lottery.aspx>) for a chance to win \$1 Million or other summer prizes, and the

**Outdoor Adventure Vaccine Lottery** (<https://www.alberta.ca/outdoor-adventure-vaccine-lottery.aspx>) for a chance to win hunting, fishing, or camping experiences.

You must enter each lottery separately for your shot to win both. If you're not vaccinated yet, **book your shot** today at <https://www.alberta.ca/covid19-vaccine.aspx> so you can enter.



**We can  
all help.**  
Get vaccinated.

Canada.ca/covid-vaccine 

**OPEN FOR  
SUMMER  
PLAN**

