

ICE PAGE

Making it Happen!- Supporting Social Inclusion

SOUTH

ECAT

Employee & Client Assistance Team
403-634-8805

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

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TIME SHEET HAND-IN

• **DECEMBER 15th 2021**

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

• **December 31st 2021**

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

UPCOMING

- **Health and Safety Meeting** – December 7, 2021/ January 4, 2022 @9:00AM
- **RPAC MEETING**– December 1, 2021/ January 5, 2022 @1:30PM
- **UNIT Meeting**— December 22, 2021/ January 19, 2022 @2:00pm (teleconference only)

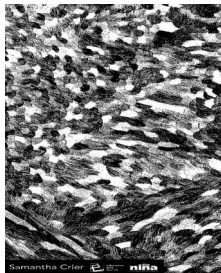
On Spotlight

Nicole began service with ICE in September 2017. She enrolled in art classes with Nina Haggerty in April of 2019 and attended classes once per week up until the COVID-19 pandemic. Nicole continued with virtual sessions since then up until the present. She really loves her art classes and participates in drawing, clay work and knitting, with her favorite being knitting. Her current project represents a knitted sweater with dangling strips. The strips remind her of "French fries." She used knitted material and fabric which was sewn together or glued. Nicole was very excited to hear that her art project was selected for display.

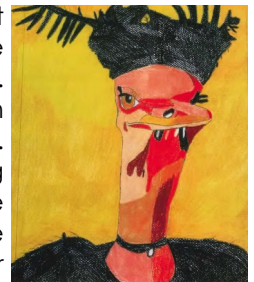


Samantha's artwork that she created at the Nina Haggerty Centre has been selected for public display on a poster at the Bay/Enterprise Square LRT Station. A digital version of the artwork will also be in rotation at Churchill LRT Station.

Samantha has been in service with ICE since 2014. Samantha is very talented when it comes to creating arts and crafts and she loves to visit the library to browse the collections of illustrated art books. Samantha attends the Nina Haggerty program where she has created many amazing works of art, including paintings, drawings, collages, and sculptures. Pieces of Samantha's art have been selected for public display across various areas of Edmonton. During her spare time, Samantha enjoys working on crafts with her roommates, such as scrapbooking or drawing.



Timothy (Tim) is somewhat shy but he is a positive and creative individual. ICE staff have been supporting Tim since 2011. Tim enjoys expressing himself through art. He has been attending the Nina Haggerty Centre for the Arts program in Edmonton for more than five years. This last October, Tim's artwork was selected for public display on a poster at the Central Concourse LRT Station as part of the Edmonton Arts Council's Art in Transit project. A digital version of the posted will also be in rotation at Churchill LRT Station. Along with his art work, interest courses, and volunteer role, Tim has been busy expanding his vocabulary. Staff have seen Tim grow tremendously since he came to ICE and it is evident in his newfound confidence and personal pride in all he has accomplished for himself. Congratulations, Tim!



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 Selling Enterprises at: 780-453-9664. For more information about Canada Life: <https://my.canadalife.com/sign-in> CANADA LIFE Helpdesk: 1-800-724-3402**

ICE OFFICE WILL BE CLOSED DEC. 27-28TH CHRISTMAS AND BOXING DAY



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



2.3.11 EMERGENCY MEDICAL SITUATIONS

For all clients, regardless of client-specific medical protocols, 911 will be called immediately by the employee at the scene when any client exhibits serious or life-threatening symptoms, including but not limited to:

- decreased consciousness or unconsciousness
- profuse bleeding
- difficulty breathing / choking
- chest pains
- absence of a pulse or heartbeat
- low blood sugar with accompanying signs of distress (decreased responsiveness or loss of consciousness, seizure, refusal, or inability to take sugar or substitute)
- low blood sugar that is not corrected within 30 minutes in the absence of other symptoms
- fall where body or head injury are suspected
- seizure, if the client has no known history of seizures
- if the client has history of seizures, call 911 if:
 - ⇒ a seizure lasts more than 5 minutes or as per the client protocol
 - ⇒ a convulsive seizure occurs in water (i.e., in a bath)
 - ⇒ the client complains of blurred vision
 - ⇒ a client is unresponsive for more than 5 minutes after a seizure
 - ⇒ a client has one seizure immediately after another with no recovery in between
 - ⇒ a client may have sustained a head injury or other serious injury during or after a seizure
 - ⇒ the protocol for the client indicates that 911 should be called based on the current seizure pattern or symptoms

Employees should call Health Link and then their supervisor immediately if they observe any symptoms not included in the above list and are unusual but not life threatening. If at any time the situation changes so that any symptoms listed above are present, 911 is to be called immediately by the employee.

Employees are to initiate CPR or First Aid only if they are currently certified to do so and do so in accordance with that certification training.

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!



HURT AT WORK?

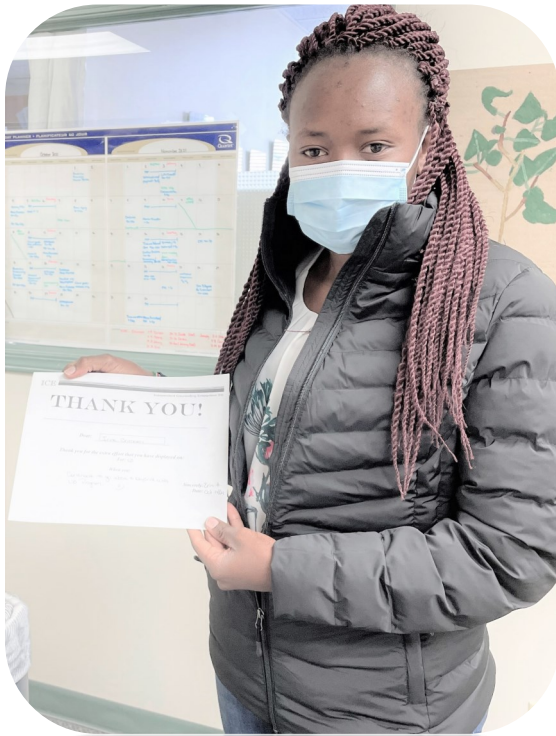
Employees and Support Home Operators are reminded of their responsibility (as per legislation) to report **all workplace injuries immediately to an ICE supervisor or manager.** In the event of an injury, the employee will follow all agency policies and procedures.

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.



ICE THANK YOU CARD INCENTIVE WINNERS

Irine Cheserem received a thank you card for her ongoing and consistent support in a high medical needs program. Her dedication to the individuals she works with is much appreciated! She won an adult Coloring Gift set. Congratulations!



Elfis Kibichii received a thank you card for his efficiency and dedication to accommodating Health and Safety training into an already busy schedule; especially since accepting the position of Team Leader in his program. He won a Vehicle Winter Safety Kit. You are awesome!



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

<https://www.canada.ca/en/health-canada.html>

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.

<https://www.albertahealthservices.ca/findhealth/service.aspx?Id=1001957>

Linking Albertans to a wide range of health information and service options.

<https://work.alberta.ca/occupational-health-safety.html>

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

<https://work.alberta.ca/occupational-health-safety/ohs-publications.html#laws>

<https://work.alberta.ca/occupational-health-safety/resources.html>

<https://www.alberta.ca/coronavirus-info-for-albertans.aspx>

Stay up to date on the most frequent information on COVID-19 in the province of Alberta.



Message from the President

The holiday season is upon us once again. As was the case last year, we continue to emphasize the protection of the people we serve and our employees and have made the responsible decision to defer celebrating the season in a group environment.

While we continue our efforts to practice the Alberta Health Services requirements in addressing the COVID 19 pandemic, we also continue to address everyone's health and safety with our protocols and policy. As an employer in the province of Alberta, ICE is obligated to make decisions in the best interest of the people who rely on us for service, as well as the people we employ. We regret we cannot come together as a group; however, our obligation to protect ourselves, each other, and the community takes precedence over traditional celebrations.

The primary purpose of the open house is to acknowledge and honor ICE employees for their diligence and hard work. That acknowledgement remains a priority; however, the selected employees will receive their award and acknowledgement in a different format. This includes the long service award recipients which celebrate employees whose tenure has reached recognized milestones.

The employees and teams receiving the recognition awards were selected through a nomination process and the ICE Thank You Card Incentive program. Employees who received multiple thank you cards from the individuals they serve; families, guardians, colleagues, and supervisors were considered for awards.

In addition, a special draw is held each year as part of the ICE Health and Safety program. Those individuals who received a minimum of 3 thank you cards from various sources related to practicing Health and Safety processes and delivering exceptional service have their names entered into a draw for special recognition. The draw includes employees from all four regions where ICE provides service.

All of us have many accomplishments to reflect on as the 2021 year closes out.

In September, ICE completed our Certificate of Recognition audit. This was an internal audit, conducted by a designated auditor and in partnership with Continuing Care Safety Association. The process was completed virtually and required significant evidence of the ICE Health and Safety program effectiveness and commitment from all levels. ICE achieved a score of 98% of which we are extremely proud. The results are proof of our continuous practices of the health and safety processes. ICE received special recognition for the actions taken to address the pandemic.

As always, I encourage all employees to continue to follow the Health and Safety policies and procedures including working safely, identifying hazards, reporting hazards to supervisors, mitigating hazards, and complying with Occupational Health and Safety legislation and ICE policy. The goal is to provide a safe environment for all employees, people in service, visitors, and the community so each of us can go home at the end of our shifts and be proud of our work.

In the traditional three-year cycle, ICE also completed a full review of all policies and operations manuals. All staff are encouraged to review these documents which are readily available in all residential programs and in all regional offices.

The pandemic created an additional level of planning, securing resources such as PPE, and training for all employees and support home operators on a repeated basis. We faced significant daily challenges throughout the various pandemic waves. Employees were willing to provide support to our clients who were most impacted. Our clients, families, and support networks all appreciate the dedication and commitment of our staff.

ICE's Health and Safety regional management and committees worked diligently to ensure communication was current and all employees were aware of restrictions, PPE requirements, testing, isolation needs, and self care. The communication was effective and remains the same now.

I urge everyone to maintain their knowledge and practice of our Health and Safety policies as required in the OHS legislation. The COVID 19 pandemic has been a strong focus of ICE and all service providers. You were all prepared to address the multiple and frequently changing pandemic obligations while maintaining your obligations to OHS legislation and ICE policy. You should be proud of that accomplishment.

Our success is possible through maintaining positive relationships with experts who provide valuable resources from which we make agency decisions. Those people include:

Disability Services PDD Division, Government of Northwest Territories, and Government of Nunavut for providing feedback and resources to enable us to do our work.

Alberta Health Service – Public Health for providing education and resources to assist in keeping our individuals and employees safe.

ACDS for providing direction and expertise on the CET standards and COVID 19 preparedness.

PDD and Alberta Health Services for being excellent advocates for ICE in securing PPE and communicating government messages to all service providers.

The year ahead will continue to challenge all of us, but our resilience and creative spirit will help us overcome those challenges.

In conclusion thank you to the people who we serve, their families, direct service staff, supervisors, and managers for allowing ICE to serve the community. On behalf of ICE, I encourage all of you to celebrate the holiday season and end of the year safely. With advances in science, there is hope that we will be in a position to get together for the 2022 holiday season.

Geneve Fausak – President

Independent Counselling Enterprises Inc.



Christmas Planning

Many of us love holiday traditions like turkey and stuffing, curling up on the couch watching your favorite Christmas movie, and don't forget hot chocolate with marshmallows! As December draws nearer, so does the excitement as we prepare for the Christmas season. Decorating, cooking, and fun seasonal activities are starting; here are some tips to ensure an abundance of Christmas Spirit in the clients' homes over the holiday season.

Decorating: Staff are encouraged to assist clients to **safely** decorate their residence however they like. We must do our best to ensure our clients enjoy their Christmas Holiday especially with all the disruption caused by the pandemic. Some clients may want a tree, lights, or stockings hung; others may choose to have a delicious Christmas meal. Remember to:

- Check for and replace frayed cords and string lights with burnt out bulbs.
- Watch out for tripping hazards such as cords or decorations.
- Only use artificial Christmas trees, garland, and wreaths (real ones are a fire hazard!)
- Use safe food handling practices and keep an eye on food when it is cooking.

Gift Giving: Speak to your supervisor for how to ensure your clients will have gifts to open for Christmas.

Being Present: It is important that main staff work during the Christmas holidays so the clients may enjoy the holiday with those they are most comfortable with and connected to. It is beneficial to speak to your clients about the holiday schedule and any traditions in advance, so you and they know what to expect. All activities should be planned around the clients' needs and interests.

Safety: COVID-19 is highly transmissible in social settings. One infected person could cause many people attending the same gathering to become ill. We urge you to be diligent, follow public health guidance, and have safe and happy holidays. Please be mindful of gathering sizes in your community.

- Consider virtual options or keep things small with your

cohort.

- Ensure there is enough space for physical distancing.
- Try to limit contacts in the two weeks prior.
- Remind guests who are not feeling well to stay home. Ask all guests to complete the Daily Symptom Checklist prior to attending.
- If you are feeling unwell (even if your symptoms are minor) cancel and make alternative arrangements.
- Ensure proper cleaning and disinfecting of high touch surfaces, limit shared items and dishes.
- Wear a mask (when not eating or drinking) if you are going to be in close contact with people not in your household or cohort.
- Have hand sanitizer, hand soap and alcohol wipes available for guests to sanitize their hands at common touch points and encourage its use by all prior to eating.
- Avoid last-minute shopping at peak times by planning ahead, or shopping online. This includes curbside pickup for groceries instead of being in the store with multiple individuals.
- Set up separate seating areas for different groups at mealtimes.
- Seat people who live in the same household or are in a cohort together.
- Seat higher risk guests in places where they can have more distance from others, while still participating in the festivities.
- Have one individual plate everyone's meals so people are not sharing serving utensils. Ensure they wear a mask and follow proper hand hygiene.
- Consider having pre-portioned food, ordering take-out, or asking guests to bring their own meals. When planning indoor events where the clients would like to invite friends or family over for the holidays, staff are to follow the Public Health Recommendations and ICE protocols regarding food sharing and Safe Visitor Practices.

ICE would like to wish all clients and staff a Happy and Healthy Holiday Season. Merry Christmas!

The Covid-19 pandemic has affected all aspects of ICE's operations and our annual Christmas Open House is no exception. As maintaining the health and safety of our employees and individuals accessing service is paramount, it has been decided ICE will not be hosting the regional open house celebrations this year.

However, ICE would like to recognize and celebrate our employee's accomplishment and hard work! Annual ICE Awards will continue, although, how employees receive these awards will be a bit different this year. Award winners will be notified by the ICE Office and acknowledged in a special publication sent out in January.

Enter for Your Chance to Win!!!!

There will be "door" prizes to be won by employees. Ballots for the "door" prizes will be submitted via email to the following address: bwhitney@icenterprises.com. Please include your name, employee number and phone number. Employee who win a door prize will be contacted by the ICE Office. Door prize submission date end is December 15, 2021. Please have your ballot in by December 15 to be eligible to receive a wonderful prize.

One door prize per employee.



Sugar Cookie Recipe

Ingredients:

2/3 cups all-purpose flour
1 teaspoon baking soda
1/2 teaspoon baking powder
1 cup butter, softened
1 1/2 cups white sugar
1 egg
1 teaspoon vanilla extract

CHRISTMAS EDITION



1. PREHEAT THE OVEN TO 375 DEGREES. IN A SMALL BOWL, STIR TOGETHER FLOUR, BAKING SODA, AND BAKING POWDER. SET ASIDE.
2. IN A LARGE BOWL, CREAM TOGETHER THE BUTTER AND SUGAR UNTIL SMOOTH. BEAT IN EGG AND VANILLA. GRADUALLY BLEND IN THE DRY INGREDIENTS. ROLL ROUNDED TEASPOONFULS OF DOUGH INTO BALLS, AND PLACE ONTO UNGREASED COOKIE SHEETS.
3. BAKE 8 TO 10 MINUTES IN THE PREHEATED OVEN, OR UNTIL GOLDEN. LET STAND ON THE COOKIE SHEET FOR TWO MINUTES BEFORE REMOVING TO COOL ON WIRE RACKS.
4. IF YOU ARE DECORATING THE COOKIES, MAKE SURE THEY HAVE COMPLETELY COOLED BEFORE STARTING.



Here are a few low cost or free holiday activity ideas!

- Build a snowman.
- Make your own garland.
- Go on a holiday scavenger hunt.
- Bake Christmas cookies.
- Play Secret Santa.
- Try making a new Christmas inspired dessert.
- Read some Christmas classics aloud by the tree.
- Make your own Christmas centerpieces.
- Craft your own holiday cards.
- Make your own Christmas tree ornaments.
- Find a fun way to display holiday cards.
- Decorate a gingerbread house or make your own.
- Take turns picking a Christmas craft to do together.
- Have fun wearing 'ugly' Christmas sweaters or making one.
- Make a hot chocolate (with all the trimmings).
- Make a song playlist of your favourite holiday tunes.
- Explore your community and attend holiday festivals.
- Take a drive or a walk to see holiday decorations and lights.
- Watch a holiday movie.
- Sing Christmas carols.
- Volunteer your time at a local charity.
- Make paper snowflakes.
- Do some Christmas colouring pages.
- Enjoy a festive Christmas breakfast.
- Have a Christmas games night.
- Give yourself a holiday manicure.
- Design and make a wreath.
- Decorate cookies.
- Make your own stocking.

INDEPENDENT COUNSELLING ENTERPRISES

Time Sheet Submission Dates and Pay Dates for 2022

| MONTH | TIME SHEETS | PAY DATE |
|---------------|--|----------------------------|
| December 2021 | Hours for December 16th-31st Due December 31st..... | Paid on January 10th |
| January | Hours for January 1st-15th Due January 17th..... | Paid on January 25th |
| | Hours for January 16th-31st Due January 31st..... | Paid on February 10th |
| February | Hours for February 1st-15th Due February 15th..... | Paid on February 25th |
| | Hours for February 16th-28th Due February 28th..... | Paid on March 10th |
| March | Hours for March 1st-15th Due March 15th..... | Paid on March 25th |
| | Hours for March 16th-31st Due March 31st..... | Paid on April 8th |
| April | Hours for April 1st-15th Due April 15th..... | Paid on April 25th |
| | Hours for April 16th-30th Due May 2nd..... | Paid on May 10th |
| May | Hours for May 1st-15th Due May 16th..... | Paid on May 25th |
| | Hours for May 16th-31st Due May 31st..... | Paid on June 10th |
| June | Hours for June 1st-15th Due June 15th..... | Paid on June 24th |
| | Hours for June 16th-30th Due June 30th..... | Paid on July 8th |
| July | Hours for July 1st-15th Due July 15th..... | Paid on July 25th |
| | Hours for July 16th-31st Due August 2nd..... | Paid on August 10th |
| August | Hours for August 1st-15th Due August 15th..... | Paid on August 25th |
| | Hours for August 16th-31st Due August 31st..... | Paid on September 9th |
| September | Hours for September 1st-15th Due September 15th..... | Paid on September 23rd |
| | Hours for September 16th-30th Due September 30th..... | Paid on October 7th |
| October | Hours for October 1st-15th Due October 17th..... | Paid on October 25th |
| | Hours for October 16th-31st Due October 31st..... | Paid on November 10th |
| November | Hours for November 1st-15th Due November 15th..... | Paid on November 25th |
| | Hours for November 16th-30th Due November 30th..... | Paid on December 9th |
| December | Hours for December 1st-15th Due December 15th | Paid on December 23rd |
| | Hours for December 16th-31st Due January 3rd..... | Paid on January 10th, 2023 |

Independent Counselling Enterprises

STATUTORY HOLIDAYS 2022

| | | |
|----------------------|----------|-------------------|
| New Year's Day | Saturday | January 1, 2022 |
| Alberta Family Day | Monday | February 21, 2022 |
| Good Friday | Friday | April 15, 2022 |
| Easter Monday | Monday | April 18, 2022 |
| Victoria Day | Monday | May 23, 2022 |
| Canada Day | Friday | July 1, 2022 |
| Heritage Day Holiday | Monday | August 1, 2022 |
| Labour Day | Monday | September 5, 2022 |
| Thanksgiving | Monday | October 10, 2022 |
| Remembrance Day | Friday | November 11, 2022 |
| Christmas | Sunday | December 25, 2022 |
| Boxing Day | Monday | December 26, 2022 |

DECEMBER VIRTUAL TRAININGS

Workplace Inspections Training
DECEMBER 3, 2021 (9:00AM to 4:00PM)

OCD Training
DECEMBER 6, 2021(10:00AM to 11:30AM)

Northern Report Document Training
DECEMBER 6, 2021 (1:00PM to 3:00PM)

Schizophrenia Training
DECEMBER 7, 2021 (10:00AM to 11:30AM)

EPIC Training
DECEMBER 7, 2021 (10:00AM to 12:00PM)

Autism Society Information Society
DECEMBER 7, 2021 (1:30PM to 2:45PM)
DECEMBER 8, 2021 (10:30AM to 11:45AM)

Pre-Employment Training
DECEMBER 1, 7, 8, 14,15, 20, 21, 2021 (9:30AM to 4:00PM)

ADHD Training
DECEMBER 7, 2021 (1:00PM to 3:00PM)

Promoting Safety Training
DECEMBER 8, 2021 (9:00AM to 1:00PM)

HACD Training
DECEMBER 8, 2021 (12:00PM to 4:30PM)

Cultural Appreciation—Indigenous People of NU/NWT Training
DECEMBER 10, 2021 (1:00PM to 3:30PM)

FASD Training
DECEMBER 13, 2021 (10:00PM to 12:00PM)

Hoarding Training
DECEMBER 13, 2021 (1:00PM to 2:30PM)

Epilepsy Training
DECEMBER 16, 2021 (1:30PM to 3:30PM)

Autism Training
DECEMBER 20, 2021 (1:30PM to 3:00PM)

Cerebral Palsy Training
DECEMBER 21, 2021 (1:00AM to 3:30PM)

Diabetes Training
DECEMBER 22, 2021 (10:00AM to 12:00PM)

Abuse Prevention Training
DECEMBER 29, 2021 (10:00AM to 12:00PM)

PBI Training
DECEMBER 29, 2021 (1:00PM to 3:00PM)

JANUARY VIRTUAL TRAININGS

Pre-Employment Training
JANUARY 4,5,11,12,18,19,25,26, 2022 (9:00AM to 4:30PM)

Hoarding Training
JANUARY 4, 2022 (1:00PM to 3:00PM)

Lifts and Transfers Training
JANUARY 5, 2022 (10:00AM to 1:00PM)

PBI Training
JANUARY 10, 2022 (1:00PM to 3:00PM)

Abuse Prevention Training
JANUARY 17, 2022 (9:00AM to 1:00PM)

Diversity Training
JANUARY 18, 2022 (12:00PM to 4:30PM)

Workplace Inspections Training
JANUARY 21, 2022 (9:00AM to 4:00PM)

HACD Training
JANUARY 25, 2022 (12:00PM to 4:30PM)

Autism/PDD Training
JANUARY 26, 2022 (10:00AM to 1:00PM)



Health and Safety Committee Meeting Minutes October 5, 2021 (Minutes edited for publication)

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

Edmonton – September 16, 2021- Meeting Minutes:
May 28, 2021

Staff exited her car while visiting a program and when closing the door, pinched two fingers on her right hand. Incident Investigation Recommendations: Staff to review policy 2.7.3 (Critical & General Incidents) & 3.5.5 (Employee Work related Injury, Illness and Near Miss". Staff to slow down and be cognitive of her surroundings.
Health and Safety Committee Recommendations: No additional recommendations.

July 9, 2021

The employee indicated when she was working on shift performing cleaning duties (bed bug cleaning), she aggravated an injury to her right arm. Staff had recently received the COVID-19 vaccination in the same arm causing soreness. Delay in reporting injury (July 28). Incident Investigation Recommendations: Employee was enrolled in the Promoting Safety Training. Bed bug procedures reviewed with two staff on shift. Health and Safety Committee Recommendations: No additional recommendations.

July 28, 2021

Staff went to answer the door and when staff closed the door and turned around client was standing right behind the staff. Client scratched staff on the right hand. Incident Investigation Recommendations: Manager reviewed with staff the client's Positive Approaches and Risk Assessment.
Health and Safety Committee Recommendations: No additional recommendations.

Calgary – September 2, 2021- Meeting Minutes: No completed incidents investigations to review (no incident investigations occurred as there were no incidents during this time frame).

Northwest – September 16, 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 – September 16, 2021- Meeting Minutes:
August 11, 2021

Front reception area became smokey/dusty with debris from construction in a neighboring business. Incident Investigation Recommendations: Provide office orientation to receptionist including emergency evacuation procedures. Buy fans to clear the air in case of bad air quality.
Health and Safety Recommendations: No additional recommendations.

Calgary – September 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 – September 16, 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

No completed incidents investigations to review (no incident investigations occurred as there were no incidents during this time frame).

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 September as a result of concerns brought forward.

3.4 B) Inspections completed:

September 2021:

Monthly Safety Inspection Checklists Completed: 7

Random Inspections Completed: 0

September Basement Drills completed

3.5 COR Audit Review- COR audit began on September 15, 2021. Committee will review recommendations once received.

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 completed assigned reviews of the General Section (Pages 77-115) for the 2020-2021 meetings. New HACD template has been distributed to include required updates and the deadline to complete has been extended to October 15, 2021. A new section will be assigned to each region for review over the upcoming 2021-2022 meetings.

Policy review

Updated policy 3.1.2- Personal Information and Documentation Requirements and new Policy 3.1.7- COVID 19 Mandatory Vaccinations

Covid-19 Pandemic Response

Continuous masking in all ICE programs is still in effect. Please ensure you are following the most updated COVID-19 Protocols. 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.

Mandatory training regarding COVID vaccinations is being rolled out across all regions, effective today. Staff required to take this training must ensure they are following communications regarding registering and continue to provide their vaccination status updates to the applicable managers. Reviewed Sept 8 memo RE: COVID 19 Symptoms and Testing.

4.0 Other Business

4.1 Health and Safety Committee Training Updates: Dasha, Carissa have taken Due Diligence for Supervisors/Managers on Sept 9/2021.

Emergency Drill assigned for September/October 2021 is #20-Operational Disruptions to be reviewed on an R15 Emergency Drill form.

Departmental updates: Kellie M. has resigned from her position on the South Committee, effective October 4, 2021. Continued communications will be sent out to invite more frontline staff to join the committee and/or attend meetings as a visitor but this resignation does not immediately affect our ability to meet quorum in the South region.

Flu season is arriving and we are expecting that the AHS immunization clinics will begin to roll out in October which means we will need to ensure we have consents signed and ready to go for any of our individuals who are interested in received the vaccine.

October has arrived and all residential programs will be required to change the batteries in all smoke/CO2 detectors. Don't forget to note which day that was completed to record on your Monthly Safety Inspection Checklists!

4.6 Ideas for upcoming ICE Page Articles – Winter driving safety/Christmas planning

NEXT MEETING DATE: November 2, 2021 at 9am

Health and Safety Committee Meeting Minutes November 2, 2021 (Minutes edited for publication)

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

Edmonton – October 13, 2021- Meeting Minutes:
June 21, 2021

Staff injured back after putting paper in the printer. Incident Investigation Recommendations: Staff to review proper carrying & lifting techniques.

Health and Safety Committee Recommendations: No additional recommendations.

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

Northwest – October 14, 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 – October 13, 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).

Calgary – October 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 – October 14, 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

October 25, 2021

Staff was going down stairs in program. A stool was placed at the top of the stairs and staff tripped over the stool and fell down the stairs injuring leg/ankle. Incident Investigation Recommendations: Immediate removal of object to a safer location. Reviewed Policy 3.5.9 with staff involved and reviewed Health and Safety Responsibilities with all staff in program. Health and Safety Committee Recommendations: No additional recommendations.

3.3 Evaluation of Completed Near Miss Investigations

September 27, 2021

Staff smelled something burning and went into the kitchen to find client leaving the kitchen to go outside. Staff noticed the toaster under the cupboard smoking. Staff unplugged the toaster and moved the toaster to the oven top at which point the toaster stopped smoking. Client had attempted to light a cigarette with the toaster. Incident Investigation Recommendations: Consultation with RPAC and development of a Tobacco Management Protocol. Staff and client reviewed Tobacco Management Protocol and Fire Safety procedures. Health and Safety Committee Recommendations: No additional recommendations.

October 5, 2021

Roommate asked staff to have a private conversation which agitated another client. Client became verbally and physically aggressive (yelling, slapping and grabbing) resulting in client injury and potential staff injury. Incident Investigation Recommendations: Reviewed client specific protocols with staff involved and discussed effective ways to communicate with both clients.

Health and Safety Committee Recommendations: No additional recommendations.

3.4 Health and Safety Committee Inspections

3.4 A) Inspections held as a result of health and safety concerns: No

inspections held in October as a result of concerns brought forward.

3.4 B) Inspections completed:

October 2021:

Monthly Safety Inspection Checklists Completed: 7

Random Inspections Completed: 2 participants

3.5 COR Audit Review- COR audit began on September 15, 2021. Committee will review recommendations once received. SWOT meeting scheduled for November 16, 2021.

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 39-76) for the upcoming 2021-2022 meetings.

Reviewed pgs. 40-41- 'Dishwashing-Manual (Hand Washing)'

Recommendations include: Remove bleach from chemical hazards.

Reviewed pgs. 42-43- 'Use of a Dishwasher'

Recommendations include: Remove bleach from chemical hazards.

Under Administrative Controls: Safe Work Practices it is noted in bullet #2 to wash sharps by hand but in bullet#10 it says to load knives in the dishwasher facing down. Suggested to remove loading knives facing down and instead keep the practice as washing sharps by hand for consistency.

Policy review

Updated Policy 3.1.7- COVID 19 Mandatory Vaccinations- highlighting the deadline extension of November 28, 2021. Updated Policy Manuals for 2021 have been received and distributed, as well as updated Residential Master Forms manuals.

Covid-19 Pandemic Response

Continuous masking in all ICE programs is still in effect. Please ensure you are following the most updated COVID-19 Protocols. 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.

Effective November 15, 2021, QR code vaccine records will be the only valid proof of vaccination status required for entry to Alberta businesses. Please visit <https://covidrecords.alberta.ca> to access vaccination records with QR codes if you have not already done so.

4.0 Other Business

4.1 Health and Safety Committee Training Updates: Carissa and Barb completed Hazard Assessment and Control refresher training on October 19, 2021.

Emergency Drill assigned for November/December 2021 is #1- Workplace Violence by a client to be reviewed on Monthly Team Meeting minutes.

Daylight Saving time in effect November 7, 2021- clocks go back 1 hour

Winter has arrived! Please ensure the "walk like a penguin" posters from the H&S manuals are posted and visible in all Residential programs/offices as a reminder to walk safely and be vigilant in icy conditions.

ICE South has decided we will not be hosting our annual Christmas Open House this year to keep everyone safe. We will instead be doing something similar to last year by recognizing our employees for their outstanding efforts, hard work and dedication through alternative means. Stay posted to the special edition ICE PAGE in January for the recipient recognitions.

4.6 Ideas for upcoming ICE Page Articles – Seasonal Affective Disorder and strategies to ensure good mental health during the winter months.

NEXT MEETING DATE: December 7, 2021 at 9am

HOW TO VERIFY AN ALBERTA VACCINE RECORD

All eligible patrons must show an official Alberta vaccine record with QR code, or one of the following:

- **First Nations vaccine record**
- **Canadian Armed Forces vaccine record**
- **An official vaccine record from another Canadian province or territory**
- **ArriveCan app for international travellers and valid international travel identity document**

You can use the AB COVID Records Verifier app or visually confirm a patron's vaccine record.

*** The verifier app can scan records with QR codes issued by other provinces and territories.**

Need support using the app?

alberta.ca/CovidRecordsHelp

HEALTHHUB FOR NEWCOMERS



Health Matters! Wellness Matters! Diversity Matters!

HealthHub for Newcomers Phone Line

1-833-906-4357

DO YOU HAVE QUESTIONS ABOUT THE VACCINE?

We are a group of Internationally Trained Physicians who are available to answer your vaccine related questions in multiple languages.

Monday to Friday

Lunchtime: 12:00pm-1:00pm

Evenings: 6:00pm-7:00pm

Saturday

Morning: 10:00am-12:00pm

You can leave a message if you call outside of these hours

20 Languages:

Amharic, Arabic, Bengali, Bisaya, Cantonese, English, Farsi, Hindi, Gujrati, Malayalam, Mandarin, Pashto, Punjabi, Sinhala, Spanish, Somali, Tamil, Tagalog, Tigrinya, Urdu

If you or someone you know has **tested positive for COVID-19** and you need support in your language, please contact

EDMONTON
COVID Emergency Hotline
1-833-738-7727

CALGARY
CENC / Multilingual Emergency
Response Centre
1-833-217-6614

Supports include food relief, financial supports, and counselling.