

# ICE PAGE

Making it Happen! - Support Social Inclusion

**ECAT**

Employee & Client Assistance Team  
403-634-8805  
Phones do not accept text messages. Staff need to call ECAT.

**What's inside this issue:**

VIRTUAL TRAINING PAGE 9-10

HEALTH & SAFETY MEETING MINUTES PAGE 11-12

COVID -19 INFORMATION PAGE 13

**Time Sheet Hand-In**

DECEMBER 15TH 2023 FOR ALL SHIFTS WORKED BETWEEN DECEMBER 1ST AND DECEMBER 15TH.

JANUARY 2ND, 2024 FOR ALL SHIFTS WORKED BETWEEN DECEMBER 16TH AND DECEMBER 31ST.

**UPCOMING**

HEALTH AND SAFETY MEETING  
Dec 5th, 2023/ Jan 2nd, 2024 at 9:00 AM.

RPAC MEETING  
Dec 6th, 2023/Jan 3rd, 2024 at 3:00 PM.

UNIT MEETING  
Dec 20th, 2023/Jan 17th, 2024 at 3:00 PM.

**ON SPOTLIGHT**

**KATHY**

Kathy began services with ICE Calgary in August 2000. Kathy enjoyed working, volunteering, and taking many exciting classes that interested her. She enjoyed her staff and fostered healthy relationships with peers and others in her life. Kathy and her mother moved to Strathmore in 2022. Finding a suitable staff for Kathy in a small town was challenging but due to Kathy's outgoing nature, she began a friendship with a neighbour named Belinda.

As this friendship blossomed, Kathy, her mom, and Belinda were spending a lot of time together and Kathy realized that she may have found the staff she was searching for!

The experience has been very positive and Kathy's confidence and independence has grown exponentially! After working with Belinda, Kathy has increased her computer skills. Now she can turn on the computer and play her games on her own. Kathy has also joined a knitting club. She has gotten so good that she is teaching Belinda knitting skills now! Kathy has also joined a Move and Groove exercise group where she has met new friends. She has been able to meet her friends for lunch even outside of the group. Kathy also enjoys volunteering. She spent an hour a day this summer at Happy Cat where she would socialize with cats, playing with them and cuddling them. She also sold poppies for the legion at the local COOP. She did a 5-hour shift and wanted to sign up for more. Kathy is excited to see Belinda every day and she is always eager and ready to learn something new!



**BELINDA**

Belinda met Kathy and her mom when they moved to Belinda's small town in June 2022. Kathy's mother suggested that Belinda would be a good support for Kathy's day program and she could not have been more right! Belinda applied at ICE and completed training. Belinda has great experiences that support Kathy's growth and she has a lot of connections in the community.

Belinda loves to help Kathy find new activities and events that she is interested in, like going to the local dog park and learning about animals on a local farm. Belinda's kindness and energy have helped Kathy to feel included and accepted in her new community.



**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](#)

ICE WILL BE CLOSED ON DECEMBER 25-26, 2023, CHRISTMAS & BOXING DAY/ JANUARY 1st, 2024, NEW YEAR'S DAY



Please direct all calls to the Employee Client Assistance Team for that day.

403.634.8805

# POLICY REVIEW

## **Policy 1.1.1 VISION AND MISSION**

### **VISION: INTEGRITY, CARING, AND EMPOWERMENT**

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

### **1.1.2 PHILOSOPHY**

#### **• Excellence and Consistency in Service Delivery**

Through a process of continued quality improvement, maintain high standards of service delivery based on the values of honesty, respect for the individual, confidentiality, empowerment, and client focused services.

#### **• Flexible Service**

Be flexible and responsive to the individual needs of the client within the confinements of funding and agency resources to promote opportunities to facilitate individual outcomes.

#### **• Employee Support/Training**

Support and supervise our employees through the provision of training and education opportunities. To improve their competencies and commitment to excellence in service provision. Employee support/training includes but is not limited to the documentation required to substantiate outcome measures and the subsequent evaluation of the same.

#### **• Health and Safety**

Establish and promote health and safety policies and procedures to ensure a safe work environment for the clients, employees, contractors, community partners, and the broader community.

### **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>  
<https://work.alberta.ca/occupational-health-safety/ohs-publications.html#laws>  
<https://work.alberta.ca/occupational-health-safety/resources.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://www.albertahealthservices.ca/findhealth/service.aspx?id=1001957>

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

<http://www.icenterprises.com/>

The ICE website has some important links on the main page for your reference as well as posted job opportunities and access to the ICE Page.



# ICE THANK YOU CARD INCENTIVE WINNERS



**Alana B** for returning to employment with flexibility and great communication. Alana has picked up extra shifts whenever the family of the individual she supports needs it. Thank you for your dedication!



**Janet L** for consistently going above and beyond for the individuals she supports and having amazing communication with her supervisors. Thanks Janet!

*Did you know?!*

HAS A CO-WORKER GONE ABOVE AND BEYOND AND SHOWN OUTSTANDING COMMITMENT AND DEDICATION TO HEALTH & SAFETY WHILE WORKING FOR ICE? STAFF CAN RECOGNIZE ANOTHER EMPLOYEE BY WRITING THEM A THANK-YOU CARD AND HAVE THEM ENTERED TO WIN MONTHLY PRIZES FEATURED IN THE ICE PAGE! IF A PERSON IS NOMINATED FOR HEALTH & SAFETY ACHIEVEMENTS AT LEAST THREE TIMES FROM DIFFERENT SOURCES IN A YEAR, THEY HAVE A CHANCE TO WIN AN AMAZING PRIZE! SO, TAKE A MOMENT AND THANK A COWORKER TODAY! IT PAYS TO SAY THANK-YOU FOR A JOB WELL DONE.

**Enter your name for door prize draws in December! If you'd like to be entered into the door prize draws, please email your name and employee number to Shelly at**

**[sflexhaug@icenterprises.com](mailto:sflexhaug@icenterprises.com)**





## MESSAGE FROM THE PRESIDENT

# December 2023

As we prepare to celebrate the holiday season, ICE maintains the highest of standards in protecting the health of individuals who receive support and our employees. Given the remaining risk to some of the most vulnerable, we have once again chosen to refrain from gathering in a large group. 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.

I would like to acknowledge and honour selected ICE employees for their diligence and hard work. This includes the long service award recipients which celebrate employees whose tenure has reached recognized milestones.

Employees and teams receiving 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.

As part of the ICE Health and Safety program, the employees 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, and all Health & Safety Committee members regionally.

As 2023 draws to a close, we are proud to reflect on the achievements of our employees and the agency throughout the year.

In June 2023, ICE successfully completed the Creating Excellence Together (CET) review with a 100% compliance. Individuals receiving support, guardians, natural supports, and employees participated in interviews throughout the province as part of the extensive process for accreditation. In July 2023, ICE completed our Certificate of Recognition audit with a score of 94%. This was an external audit, conducted by a designated auditor and in partnership with Continuing Care Safety Association. The process was completed through an extensive number of interviews in the regions and ICE was required to produce substantial evidence of our Health and Safety program, effectiveness and commitment from all levels. Congratulations to all of you on these significant achievements!

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 mission of the agency is to be leaders in our field and to provide support for individuals to achieve their life goals. Great service begins with safety! Our goal is to provide a safe environment for all employees, people in service, visitors, and the community.

I would like to thank the stakeholders who facilitate our continued success through open communication and positive relationships. 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.

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.

*Brandy Thompson – President*  
*Independent Counselling Enterprises*



***“Christmas waves a magic wand over this world, and behold, everything is softer and more beautiful.”***

***— Norman Vincent Peale***

Christmas is a day of meaning and traditions, a special day spent in the warm circle of family and friends. While we begin to start the holiday season, we can soon become overwhelmed with the thought of preparing for Christmas. To help ease the stress here are a few helpful hints for you and your clients to prepare their homes for their own seasonal traditions.

We want to ensure all of our client’s enjoy their holiday season, staff can help by assisting clients to decorate their spaces however they like.

Remember while completing any decorating it is important to look for the following items per Policy 3.5.9 Eliminating/Mitigating/Controlling Work Site Hazards:

- 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 wreathes as real ones can be a fire hazard.
- Do not light candles or fireplaces as these are as well fire hazards. Use battery operated LED lights instead.
- Use safe food handling practices and keep an eye on food when it is cooking.
- Do not use stick pins to hang any decorations, as these are a sharp hazard.
- Follow the Holiday Decorations- Hazard Checklist found in Section I of the Health and Safety manual part 2.

Everyone loves to receive gifts during the holidays so please ensure clients experience this opportunity.

It is important that regular staff work during the Christmas holidays so the clients may enjoy the holiday with those they are most familiar with. It is beneficial to speak to your clients about the holiday schedule and any traditions in advance to facilitate the holiday planning. Activities should be planned around the clients’ needs and interests.

COVID-19 and other respiratory viruses are still highly transmissible virus that can spread in social settings. One infected person could cause many people attending the same gathering to become ill. Here are a few items to help keep you and your clients safe during gatherings:

- Keep things small with your invited guests.
- Remind guests who are not feeling well to stay home.
- 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.
- Have hand sanitizer, hand soap and alcohol wipes available for guests to sanitize their hands at common touch points.

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. We urge you to be diligent in your efforts and to remember to have a safe and happy holiday!



## Fun & Affordable CHRISTMAS ACTIVITIES

*Here are some activities you can do with your client to make their holiday season extra special:*

- ✓ Make Gingerbread Cookies
- ✓ Sing Christmas Song Karaoke
- ✓ Read Christmas Books
- ✓ Visit Christmas Markets
- ✓ Create Homemade Christmas Cards
- ✓ Attend Holiday Festivals
- ✓ Walk Down Candy Cane Lane
- ✓ Wear Christmas Pajamas
- ✓ Watch Christmas Movies
- ✓ Listen to Christmas Music
- ✓ Make an Ugly Christmas Sweater
- ✓ Make a Christmas Meal Together

## AVOIDING SLIPS, TRIPS, AND FALLS

As winter sets in, ice will begin to form and cause uneven and unsafe walking surfaces which places people at risk to suffer slips, trips, and falls.

**Slips** - Slips happen when there is too little friction or traction between the footwear and the walking surface. Common causes of slips include:

- Weather hazards, including slippery conditions from rain and snow (E.g., puddles and ice), wet surfaces.
- Wet or improper footwear
- Spills
- Dust and dirt
- Surface changes, ex. between inside and outside
- Loose, non anchored rugs or mats

**Trips** - Trips happen when your foot collides (strikes, hits) an object causing you to lose the balance. Common causes of tripping are:

- Poor lighting
- Clutter; items on the floor
- Uneven (steps, thresholds) walking surfaces

**Falls** - A fall can be the result of a slip or a trip where you have lost your balance.

Preventative measures should be taken to avoid slips, trips and falls.

Ways to prevent slips, trips, and falls:

- Ensure that there are good housekeeping standards in the home (E.g., regular chore lists are completed), including cleaning all spills immediately, and mopping or sweeping debris from floors.
- Ensure program has shovels, ice melt/sand for outdoor walkways in the months leading up to winter.
- Sand and shovel walkways; clear snow and ice as soon as possible.
- Remove objects from walkways and always keeping walkways free of clutter.
- Remember to wear proper footwear as per Policy 3.8.6. Have ice cleats available for outings when weather is not its best.
- Do not rush and pay attention to walking paths.
- Adjust your pace to suit the walking surface (E.g., wet, rough, icy sloped or cluttered).
- Ensure adequate lighting
- Follow the AHS Walk like a Penguin posting when on slippery surfaces; bend your knees and walk flat footed while taking shorter shuffle like steps.

For more information consult Winter Safety section in the Health and Safety Manual Part 2, your manager or health and safety representative.





## Time Sheet Submission Dates and Pay Dates for 2024



MONTH	TIME SHEETS	PAY DATE
December 2023	Hours for December 16th-31st Due January 2	Paid on January 10
January	Hours for January 1st-15th Due January 15 Hours for January 16th-31st Due January 31	Paid on January 25 Paid on February 9
February	Hours for February 1st-15th Due February 13 Hours for February 16th-29th Due February 28	Paid on February 23 Paid on March 8
March	Hours for March 1st-15th Due March 15 Hours for March 16th-31st Due March 31	Paid on March 25 Paid on April 10
April	Hours for April 1st-15th Due April 15 Hours for April 16th-30th Due April 30	Paid on April 25 Paid on May 10
May	Hours for May 1st-15th Due May 14 Hours for May 16th-31st Due May 30	Paid on May 24 Paid on June 10
June	Hours for June 1st-15th Due June 15 Hours for June 16th-30th Due June 27	Paid on June 25 Paid on July 10
July	Hours for July 1st-15th Due July 15 Hours for July 16th-31st Due July 30	Paid on July 25 Paid on August 9
August	Hours for August 1st-15th Due August 15 Hours for August 16th-31st Due August 28	Paid on August 23 Paid on September 10
September	Hours for September 1st-15th Due September 15 Hours for September 16th-30th Due September 30	Paid on September 25 Paid on October 10
October	Hours for October 1st-15th Due October 15 Hours for October 16th-31st Due October 30	Paid on October 25 Paid on November 8
November	Hours for November 1st-15th Due November 15 Hours for November 16th-30th Due November 29	Paid on November 25 Paid on December 10
December	Hours for December 1st-15th Due December 15 Hours for December 16th-31st Due December 31	Paid on December 24 Paid on January 10, 2025





## Independent Counselling Enterprises

### STATUTORY HOLIDAYS 2024

New Year's Day	Monday	January 1, 2024
Alberta Family Day	Monday	February 19, 2024
Good Friday	Friday	March 29, 2024
Easter Monday	Monday	April 1, 2024
Victoria Day	Monday	May 20, 2024
Canada Day	Monday	July 1, 2024
Heritage Day Holiday	Monday	August 5, 2024
Labour Day	Monday	September 2, 2024
Thanksgiving Day	Monday	October 14, 2024
Remembrance Day	Monday	November 11, 2024
Christmas Day	Wednesday	December 25, 2024
Boxing Day	Thursday	December 26, 2024



## December Training

### **Anxiety/Depression Training**

December 1, 2023 (9:30 AM-11 AM)

### **Pre-Employment Training**

December 5,6,12,13,19,20 2023

### **Harm Reduction Training**

December 4, 2023 (1:30 PM- 2:30 PM)

### **Schizophrenia Training**

December 4, 2023 (1:30 PM- 2:30 PM)

### **Substance Abuse Training**

December 4, 2023 (2:30 PM- 3:30 PM)

### **Sleep Apnea Training**

December 4, 2023 (3:30 PM- 4:30 PM)

### **PBI Training**

December 5, 2023 (10 AM- 12 PM)

### **Epilepsy Training**

December 6, 2023 (10 AM- 11 AM)

### **Incident Investigation Training**

December 8, 2023 (1 PM- 5 PM)

### **Brain Injury Training**

December 8, 2023 (1 PM- 2 PM)

### **Hypertension Training**

December 8, 2023 (2 PM- 3 PM)

### **Hoarding Training**

December 8, 2023 (3 PM- 4 PM)

### **FASD Training**

December 12, 2023 (9:30 AM- 11:30 AM)

### **Documentation and Reporting Practices Training (Non-Residential Supports)**

December 12, 2023 (9:30 AM- 12 PM)

### **Abuse Prevention Training**

December 13, 2023 (10 AM- 12 PM)

### **Mental Health First Aid Training**

December 14, 15, 2023 (9 AM- 4 PM)

### **ADHD Training**

December 15, 2023 (1:30 PM- 3:30 PM)

### **Conduct Disorder/OCD/ODD Training**

December 18, 2023 (9:30 AM- 11:30 PM)

### **Documentation and Reporting Practices Training (Residential Supports)**

December 18, 2023 (1 PM- 3:30 PM)

### **Trauma Informed Care Training**

December 20, 2023 (9:30 AM- 11:30 AM)

### **Due Diligence for Supervisors and Managers Training**

December 29, 2023 (9:30 AM- 1:30 PM)





## January Training

### **Pre-Employment Training**

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

### **Autism Pervasive Developmental Disorder Training- Non Specific**

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

### **Abuse Prevention Training**

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

### **Workplace Violence, Bullying and Harassment for Supervisors Training**

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

### **Northern Report Writing Training**

January 16,2024 (10 AM- 12 PM)

### **PTSD Training**

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

### **Cultural Appreciation- Indigenous of NWT/NU Training**

January 19, 2024 (9:30 AM- 12:30 PM)

### **Diversity and Inclusion in the Workplace Training**

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

### **LGBTQIA2 Training**

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

### **Burn Out/Compassion Fatigue Training**

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

### **HACD Training**

January 25, 2024 (1 PM- 4 PM)

### **Diabetes Training**

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

### **Musculoskeletal Injury Prevention- Manual 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 Training**

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



## **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 procedure.**

**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.**



## HEALTH AND SAFETY MEETING MINUTES

October 3, 2023

(MINUTES EDITED FOR PUBLICATION)

**3.1 Review of 'Regional Health and Safety Meeting Minutes (sections 3.2 and 3.3).****A) Section 3.2. Completed Incident Investigations for Injury, Health and Property Damage**

**Edmonton Meeting Minutes: February 1, 2023:** A community member rear-ended staff's vehicle. **Incident Investigation Recommendations:** Both staff to review the Safe Winter Driving information in the Health and Safety binder. **HSC Recommendations:** No additional recommendations.

**February 19, 2023-** While staff were walking to their car at the end of their shift they slipped on ice and fell. **Incident Investigation Recommendations:** Health and Safety Specialist to review Policy 3.5.5 Employee Work Related Injury, Illness, and Near Miss, and Safe Walkways and Snow Shoveling I2 in the Health and Safety binder with employee. **HSC Recommendations:** No additional recommendations.

**February 21, 2023:** Staff tripped while trying to catch bus with client. **Incident Investigation Recommendations:** Employee will review section I1 Winter Safety in the Health and Safety binder. **HSC Recommendations:** No additional recommendations.

**June 26, 2023-** Staff members felt pain in knees and lower back after lifting boxes. **Incident Investigation Recommendations:** Attend Musculoskeletal Materials Handling training. Review 7 Steps to Safe lifting in the Health and Safety manual. Review Policy 3.5.9. **HSC Recommendations:** No additional recommendations.

**Calgary Meeting Minutes:** Meeting minutes not available at this time.

**Northwest Meeting Minutes:** No meeting held in September.

**B) Section 3.3 Completed Near Miss Incident Investigations**

**Edmonton Meeting Minutes: January 8, 2023-** Staff became locked outside while leaving area to grab food. **Incident Investigation Recommendations:** Attend Safety Plan After Hours-ECAT training. Review Policies 3.5.9, and 3.9.1. **HSC Recommendations:** No additional recommendations.

**August 11, 2023-** Client became agitated after staff were giving orientation late at night, saying verbal threats and slurs to staff while waving a knife. **Incident Investigation Recommendations:** Client Positive Approaches, and Risk Assessment by RPAC. TC to review updated protocols with program staff. The manager met with the booking department to discuss orientation procedures for the home. **HSC Recommendations:** No additional recommendations.

**Calgary Meeting Minutes:** Meeting minutes not available at this time.

**Northwest Meeting Minutes:** No meeting held in September.

**3.2 Evaluation of completed current Internal Incident Investigations for Injury, Health and Property Damage (South):** No incident investigations to be reviewed.

**3.3 Evaluation completed near-miss investigations (South): September 11, 2023-** Landlord reported burn damage to the porch from improper disposal of a cigarette butt from client. **Incident Investigation Recommendations:** Approved smoking receptacle purchased for program. Updated client Risk Assessment, PPP and HACD to outline new hazard and new measures implemented. The manager reviewed all updates with program staff. Follow-up inspections completed/scheduled for all Residential programs. **HSC Recommendations:** No additional recommendations.

**3.5 COR Audit Review:** Reviewed 2023 COR Executive Summary Element 1- Management Leadership and Organizational Commitment sections 1.04, 1.06, 1.07, 1.1, 1.12 and 1.13.

**3.6 Hazard Assessment and Control document (H.A.C.D.):** Reviewed High Behavior section pgs. 2-3 Potential for Verbal Aggression/Potential for Property Destruction. **HSC Recommendations:** No additional recommendations. Reviewed High Behavior section pgs. 4-5 Potential for Harassment and Bullying. **HSC Recommendations:** No additional recommendations.

**3.7 Policy Review:** Reviewed Policy 4.4.2- Risk Management

**3.8 COVID 19 Pandemic Response:** Vaccine bookings can be made using the following link

<https://www.albertahealthservices.ca/topics/page17295.aspx> or by calling 811.

**3.10 Emergency Response Plan Review:** Reviewed Action Plan Template #20 -Operational Disruptions- Utilities Interruption (Power, Water, Heat). **HSC Recommendations:** No additional recommendations.

**Next Meeting Date: November 7, 2023 @ 9am**



## REFERRAL INCENTIVE RECIPIENT

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





## HEALTH AND SAFETY MEETING MINUTES

November 7, 2023

(MINUTES EDITED FOR PUBLICATION)

**3.1 Review of 'Regional Health and Safety Meeting Minutes (sections 3.2 and 3.3).****A) Section 3.2. Completed Incident Investigations for Injury, Health and Property Damage**

**Edmonton Meeting Minutes: August 17, 2023-** Staff felt pain in lower back after pushing wheelchair. **Incident Investigation Recommendations:** Staff took Lifts and Transfers training. Staff was transferred to another program for the health and safety of staff. **HSC Recommendations:** No additional recommendations.

**Calgary Meeting Minutes:** No meeting held in October.

**Northwest Meeting Minutes:** Meeting minutes not available at this time.

**B) Section 3.3 Completed Near Miss Incident Investigations**

**Edmonton Meeting Minutes: June 18, 2023-** Client became agitated during a fire drill. The client then called 911. **Incident Investigation Recommendations:** Prior to a fire drill staff to clearly advise clients of the importance of getting out safely. Offer fire safety training to clients and staff. **HSC Recommendations:** No additional recommendations.

**Calgary Meeting Minutes:** No meeting held in October.

**Northwest Meeting Minutes:** Meeting minutes not available at this time.

**3.2 Evaluation of completed current Internal Incident Investigations for Injury, Health and Property Damage (South):** No incident investigations to be reviewed.

**3.3 Evaluation of completed near-miss investigations (South): September 28, 2023-** Staff was going down the stairs in the program and slipped. **Incident Investigation Recommendations:** Staff were not wearing appropriate footwear. Reviewed Policy 3.8.6 with all program staff.

**HSC Recommendations:** No additional recommendations.

**3.5 COR Audit Review:** Reviewed 2023 COR-Element 2- Hazard Assessment sections 2.03, 2.07, 2.1, 2.12 and 2.14.

**3.6 Hazard Assessment and Control document (H.A.C.D.):** Reviewed High Behavior section pgs. 6-7 Potential for Physical Aggression. **HSC Recommendations:** No additional recommendations. Reviewed High Behavior section pgs. 8-9 Potential for Sexual Behaviors. **HSC Recommendations:** No additional recommendations.

**Edmonton Meeting Minutes:** Reviewed pgs. 39-40. **HSC Recommendations:** No additional recommendations.

**Calgary Meeting Minutes:** No meeting held in October.

**Northwest Meeting Minutes:** October minutes not available at this time.

**3.7 Policy Review:** Reviewed Policy 3.6.4- Workplace Violence and Bullying/Harassment.

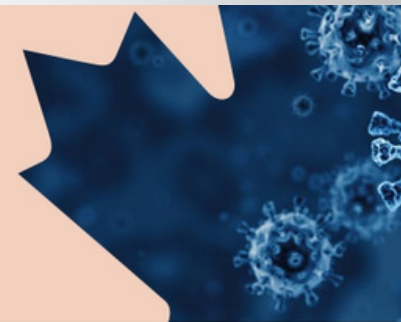
**3.8 COVID 19 Pandemic Response:** Vaccine bookings can be made using the AHS portal or by calling 811.

**3.10 Emergency Response Plan Review:** Reviewed Action Plan Template #12- Hail and Ice Storms. **HSC Recommendations:** No additional recommendations.

**Next Meeting Date: December 5, 2023 @ 9am**



# People who are at risk of more severe disease or outcomes from COVID-19



Some people are at higher risk of more severe disease or outcomes from COVID-19 infection than others.

## You may be at higher risk if you:

- › are an older adult (increasing risk with each decade, especially over 60 years)
- › are pregnant
- › have Down syndrome
- › haven't received all of your recommended COVID-19 vaccine doses
- › have a chronic medical condition, including:
  - asthma (moderate to severe)
  - dementia
  - diabetes
  - heart disease
  - high blood pressure
  - kidney disease
  - liver disease
  - lung disease
  - stroke
- › are immunocompromised, including if you:
  - have an underlying medical condition, such as cancer
  - take medications that reduce the immune response, such as chemotherapy
  - have had a solid organ or blood stem cell transplant
- › live with obesity (if you have a body mass index [BMI] of 40 or more)

## Some settings and activities are associated with higher risk of transmission of COVID-19, such as:

- › settings that are:
  - crowded
  - poorly ventilated
- › activities that:
  - involve singing, shouting or heavy breathing
  - require you to remove your mask around people outside of your immediate household, like eating or drinking in public settings

## When the risk of exposure is higher, layer multiple individual public health measures, such as:

- › wearing the best quality and best fitting respirator or mask that's available to you
- › avoiding or limiting the amount of time spent in higher-risk settings
- › improving ventilation in your home or co-living setting by opening windows and doors regularly, even for a few minutes at a time
- › maximizing your physical distance from people outside of your immediate household
- › regularly cleaning your hands

Avoid contact or sharing spaces with people who:

- › are sick or have symptoms of COVID-19
- › have or may have been exposed to COVID-19

If you must be in a shared space, limit the amount of time you're in the space and follow all public health measures to reduce the risk of spread. This includes wearing a well-fitting respirator. If a respirator is unavailable, it's recommended that you wear a well-fitted medical mask. If neither are available, you should properly wear a well-constructed and well-fitting non-medical mask.

Someone other than you should provide care to a person who is in quarantine or isolation. This will reduce your risk of becoming ill.

Ensure those you live with know you're at higher risk of severe disease or outcomes from COVID-19. This way they can take measures to protect themselves from infection and help prevent COVID-19 from entering the household.

Talk with your health care provider to learn how else to best protect yourself from COVID-19.

## For more information on COVID-19:

[Canada.ca/coronavirus](https://Canada.ca/coronavirus)  
or contact 1-833-784-4397

