

Originally from Kelowna BC, Garry Walker has intermittently been part of the Grande Prairie community for the last sixty years. Some of that time he worked as a roofer. Garry has seen the city grow from the ground up, and in fact, has provided roofing for many of the older buildings around town. He finally decided to settle here a few years ago after closing down a restaurant he and his friend had in Edmonton. A few years prior to coming to Grande Prairie, Garry's sister recommended that he try working in the disability field to see how he liked it. Garry didn't like it; he loved it!

Garry heard about ICE from a friend and came to the office inquiring about part-time opportunities. With Garry's experience in the field and his jovial personality, he was hired and matched with a community-access client for 25 hours a week. Garry instantly developed a strong working relationship with his client. Garry's strong work ethic soon had him asking for more work. He was offered a 24 hour weekend shift as well as shifts with two other community-access clients. He soon developed a positive rapport with them as well.

EMPLOYEE *Spotlight* Garry

Garry's passion for the work makes him a successful employee.

Garry's enthusiasm for working in the disability field has led him to his most recent philanthropic endeavor. Garry recently started a sponsorship fund at PARDS (Peace Area Riding for the Disabled Society) in his name. The sponsorship fund is called the Garry Walker Rider Sponsorship Fund and is for anybody who wants to join PARDS, but has exhausted other sources of available funding.

When Garry isn't improving the lives of people with disabilities, he's enjoying his own life by flying airplanes, motorcycling all over North America, and collecting contributions for places like PARDS and the Diabetes Centre. Garry even plans to go skydiving this spring! Garry brings a wealth of passion and interesting stories to ICE and ICE is lucky to have him on our team.



All ICE offices will be closed
Monday February 15,
for Family Day
Please direct all calls to the
After Hours Supervisor for these days.

**After Hours
Supervisor**

**Lethbridge is
403-634-8805**

**Nanton is
403-625-9513**

(the calls are forwarded
to one phone so
no one has to
pay long
distance)



MEETINGS 

**Health & Safety
Meeting**
Feb 17 in Lethbridge, 10:30

Management
Feb 17 in Lethbridge

RPAC
Feb 17 in Lethbridge

**TIME SHEET
HAND-IN** 

Hand-in day will be:
February 16th, 2010
for all shifts worked
between
February 1st and 15th
and
March 1st 2010
for all shifts worked
between
February 16th and 28th

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Client Success Story – Arlene

Arlene lives in Lethbridge with her roommate. She works 3 days a week as a dishwasher at the Regent Restaurant. Arlene loves the Lethbridge Hurricanes hockey team and the Lethbridge Bulls baseball team and has season's tickets for both leagues. Arlene loves to go to bingo and spending time with her friends. Arlene is a skilled bowler and is going to Nationals in London Ontario this July for Special Olympics. Arlene is also involved in integrated bowling once a week and participates in disabled skiing on weekends. In the past, Arlene has also been involved in golf and swimming.

Arlene is currently involved in the Read On program at the library. With the support of ICE staff, Arlene attends twice a week to practice her reading and writing skills. Arlene is also supported while taking weekly cooking classes in the community and swimming as well.

Arlene is excited about planning a holiday in the next year to West Edmonton Mall and maybe Las Vegas.



3.4.16 LEAVE OF ABSENCE

Leave of absences are granted on an individual basis in consultation with the appropriate manager and with final approval from the President. Requests are reviewed based on individual circumstances such as, the purpose of the leave, job performance, length of employment with the agency, the frequency of such requests and the impact of the employee's absence on the agency's operation. Such absences, if granted, would normally be without pay.

For employees requesting a medical leave, the employee must provide the agency with supporting medical documentation. Again all requests are reviewed on an individual basis however, as a general guideline the timelines for Independent Counselling Enterprises to hold their position is as follows; during the 3 month probationary period no medical leave will be granted, employees who have worked for a 3 – 12 month period will be entitled to 1 week, employees who have worked longer than 1 year will be entitled to 4 weeks. All medical leave granted would be without pay.

I.C.E. acknowledges that employees may be required to deal with legal matters (i.e. subpoenas, search warrants, investigations etc.). In such cases a discussion will occur between the employee and their supervisor. Each instance will be addressed on an individual basis.

Unusual requests for leave of absence will be reviewed and put forward to the President for a decision. Upon his review the employee may or may not be granted the requested time off.

If the leave of absence is not granted the employee has the option to re-apply with Independent Counselling Enterprises when they are able to do so.

Updated October 2009

TRAINING

PET Feb 18 & 19 9:30-5:00
Feb 24 & 25 9:30-5:00

Mission Possible AMA
Feb 3 in Lethbridge 10:00-noon
Feb 5 in Claresholm 10:00-noon

Current Job Opportunities

Nanton & Claresholm,

- Evenings part-time in Claresholm (everyday except Wednesdays)
- Relief/casual shifts available in Nanton & Claresholm areas

Lethbridge, Cowley, Areas

Lethbridge:

- Part time hours 9 hrs/week + respite 1X/month.
- Relief for Lethbridge
- Relief/casual for Fort Macleod/Pincher creek areas

Please note:

Status of programs does change, so please check with your coordinator if you or someone you know may be interested.

If any staff is available and willing to volunteer to post ads in your local community, please contact Julie at 866-646-1199.

H1N1 immunization incentive draw winner Helena who won Travel Accessories (passport holder, make up bag, etc. and some Costa Rican coffee) because she is going to Costa Rica next month. Congratulations!

Thank  You!

Lethbridge Winner: Lethbridge winner for incentive was Laurie Reid Brown for registering for 2 training courses at ICE. Both were courses that were to teach her to stay safe while working (CPI and AMA driver safety).

Nanton Winner: Connie Hubka thanked by another staff for going above and beyond, making fantastic meals and also for the trip to Lethbridge for a show. She won a Pizza stone set, dishes and kitchen knife set.

***Note: Beginning next month the South Region will be doing one draw rather than two which makes for better prizes!**

Preventing Windows from Freezing

NOTE: This is the responsibility of each and every employee working in ICE residences and each Support Home Provider.

Why do windows freeze?

During cold winters, there is a great temperature difference between the inside of a house and the weather outside. When the temperature drops outdoors, the glass on the windows and doors tends to have lower temperatures than other surfaces in your house, and is the first place that you'll notice condensation. This may not be due to any defect in the window or door; it's simply a sign of high humidity in the home.

Warmer air is capable of holding much more moisture than cooler air. When the temperature reaches its dew point, the moisture condenses, attaching to the nearest cool surface. The first surfaces where you'll notice this happening is the glass on windows and doors. The condensation may build and eventually freeze the window shut.

Why is it important to prevent condensation and frozen windows?

The last thing you want on your windows is a fog blocking the view. But the problem goes deeper than that—if condensation is a chronic occurrence in your home; chances are that you have excessive humidity. If left uncontrolled, excess moisture can have serious consequences, including: mold or mildew problems; wood rotting or warping; discolored, blistered or bubbling paint.

Allowing windows to freeze also creates a very serious hazard, especially in windows that are secondary emergency exits. For example, frozen windows would prevent clients getting out of their bedroom windows if there was a fire. Minimum Housing and Health Standards state that "all rooms used for sleeping shall be provided with an openable window..."

Policy 3.5.8 states: "Workers are to be aware of any potential worksite hazards and how they may impact the overall health and safety of employees and clients. Workers are responsible to follow through on 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."

If workers see condensation forming on the windows in a residence then they must take action on their shift to inspect the windows to ensure these can be opened. Wipe off excess condensation from the windows with a dry cloth.

What should you do if you see windows that are frozen?

1. **Immediate action must be taken to thaw out the windows so that they may once again be opened. No clients may ever be permitted to sleep in a bedroom where the windows are frozen shut.** Windows may be thawed by using a portable hair dryer to melt the ice and then wiping up the melted water with dry cloths.
2. Frozen windows are a hazard that must be reported to the ICE supervisor or agency contact. ICE residential staff are

to record the hazard in the Staff Communication Logbook along with the control measures they implemented to solve the problem.

How can condensation on windows and freezing be prevented?

By reducing the humidity levels in the home, you can prevent condensation and freezing on windows. Here are some simple tips to control and reduce the humidity:

1. Keep window coverings, including curtains and blinds open during the day to allow air circulation. Also ensure that windows are closed properly.
2. When cooking, ensure you cover pots and use range vents if your home has them.
3. When showering or bathing, keep the door closed and use the exhaust fan.
4. If watering indoor plants, use small fans to circulate the air.
5. Keep indoor air quality at optimum humidity levels. As the temperatures drop, the indoor relative humidity level of your home should also decrease. If you have a humidifier in your home, as temperatures become colder, be sure the device is adjusted or simply turn it off. The humidity produced elsewhere in your home may mean these devices are not needed at this time.

By controlling the humidity level in your home, you should be able to avoid excessive condensation and windows freezing. You cannot simply count on correcting the problem by installing new windows. If problems continue to occur, please contact your supervisor for further assistance as there are additional measures that may be implemented to control humidity levels with residences.



Windows do not cause condensation. Therefore, windows cannot cure condensation.

Health Corner

The Seasonal Flu

In recent months, there has been much attention focused on the H1N1 Pandemic Influenza. Similar to the Pandemic Flu, seasonal flu attacks the respiratory tract. It can easily spread from person to person directly or indirectly when an infected person sneezes or coughs.

What can you do to prevent getting sick from the Seasonal flu virus?

- Get plenty of exercise. Exercise helps strengthen your immune system, which helps fight off those nasty bugs.
- Get plenty of rest. Sleeping increases the body's ability to fend off infection.
- Eat a balanced diet. Having enough vitamins and minerals helps to strengthen your immune system.
- Maintain good personal hygiene, which includes good hand washing. Think about everything you've touched since the last time you washed your hands. Now, picture how many people have touched those same things and what those people have touched since they last washed their hands. Frequent hand washing will decrease your chance of infection. Hands should be washed after doing any kind of personal care, before, and after you eat, and after you cough or sneeze.
- Get vaccinated with the seasonal flu vaccine. Note that the seasonal flu vaccine will NOT protect you against the H1N1 Pandemic Flu, and the H1N1 vaccine will NOT protect you against the seasonal flu.

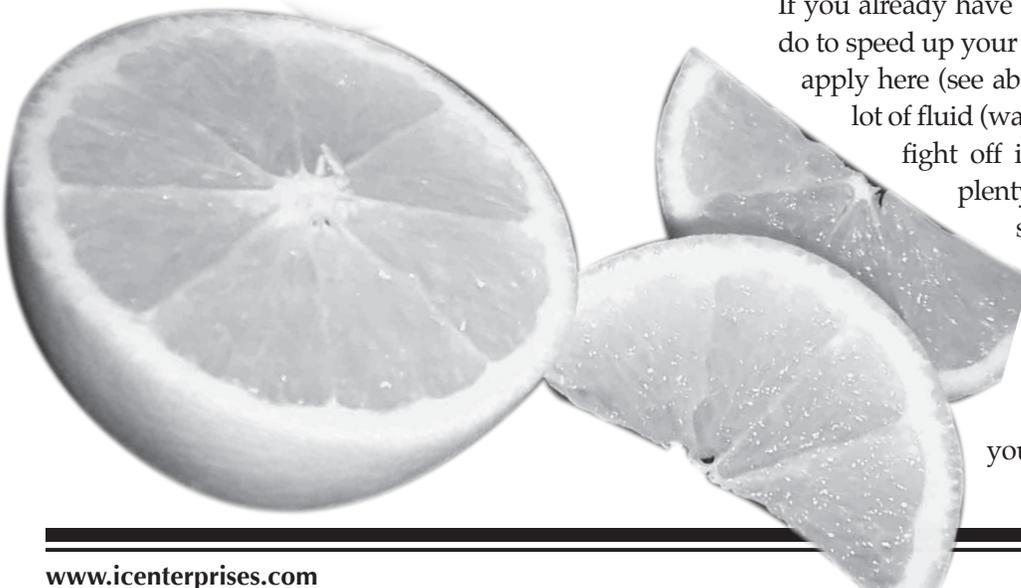
What is the Influenza Vaccine (Flu Shots)?

The Influenza vaccine helps build up your immunity against the flu virus and can protect you for 4 to 6 months. The vaccine can also protect against an outbreak at work, and health facilities where such an outbreak could result in severe complications and even death for vulnerable patients. Close to 6,700 Canadians die from the flu and pneumonia each year. Many people choose to not get vaccinated with the flu vaccine. These individuals believe that: the flu vaccine can give them the flu, does not work, side effects from the vaccine are worse than getting the flu, the flu shots will give them Alzheimer's Disease, the vaccine weakens the immune system. Those are all MYTHS.

The TRUTH is that the flu vaccine is safe and it can not give you the flu because it does not contain a live virus. Most people experience no or little side effects from the flu vaccine. There is no evidence that the flu vaccine causes Alzheimer's disease. The flu vaccine does not contain aluminum, but does contain 25 micrograms of Mercury, which is well within the safe daily intake level. In fact, there is much more mercury in one can of tuna fish. The flu shot protects you for the coming season. It does not weaken your ability to fight the flu or other infections. Getting a flu shot every year is your best protection against the flu and its complications.

What can you do if you already have the flu?

If you already have the flu, there are some things you can do to speed up your recovery. The rules for prevention also apply here (see above). In addition, you need to drink a lot of fluid (water, juice, soup) as this helps your body fight off infections better. You should also get plenty of rest and eat nutritious meals and snacks. If you have to cough or sneeze, make sure you cover your mouth so that you do not spread your germs to other people. Sneezing or coughing with your head turned away from other people and remember to wash your hands right after to spread of germs.



Health and Safety Minutes

3.1 Review of Regional Health and Safety Minutes

Edmonton Region – Meeting minutes Dec 2, 2009

Nov 7/09 – Staff suffered from a needle stick injury to her left index finger when she attempted to pick up contents of client's sharps container that had spilled when she was opening it to dispose of a used lancet.

Recommendations: The container that the client used is a glass jar. The employee is recommended to review the care plan and follow it carefully. The employee should have used tongs or 2 spoons to pick up the sharps not picked up materials with their hands. Perhaps a written delegation plan may be beneficial to clarify which tasks the client is to complete and which tasks the employee is to complete.

South Recommendations: Sharps container from pharmacy and gloves

Nov 18/09 – Smoke / fumes affected air quality in the ICE office. It was reported that the smoke was coming from an adjoining business. Several employees reported being affected by the smoke. Some worse than others and two employees experienced "time lost" affects. Follow up was completed with the business where the incident originated and the landlord

Northwest Region-December minutes discussed last month

Recommendations: This incident would have been a good opportunity to run a fire drill. Employees to take care not to expose themselves to additional hazards i.e. entering areas

such as the neighboring business where there was a smoke hazard. Call professionals such as the Fire Department. Review office emergency procedures at the next office meeting.

South Recommendations: N95 masks

RE: 3.5 "exposure to noxious odor" we would like to know why you're deleting the Gas/Propane and gloves and mask?

3.2 Evaluation of current Injury Investigations

December 18, 2009

Time Lost Claim where staff is off until further notice

Staff slipped on ice and fell, landing on his back and injuring finger and hand and having bruised hip. This resulted in an infection which led to amputation of the finger.

Recommendations completed:

Spoke to staff regarding hazards and proper footwear, spoke to business owner where staff fell

3.3 Evaluation of Near Miss Investigations

3.4 Review of COR Audit Action Plan. (2008)

3.5 Review of Master Hazard assessment and Control Document

1. Use of Cell Phone

1. Feel that there should be a category for "while driving" with hazards being texting, upper body strains & distraction. Controls: Policy is 3.8.12 (not #2) it's the whole policy. Would like to know why

"infection control" is a control for this hazard? There are possible fines associated with driving while using cell phone.

The "cell use when NOT driving" in another category with the same hazards except driving. The Frequency a 4, consequence a 1, probability a 2.

2. Exposure to Mold

2. Feel that the Frequency is only a 2 and for Controls add: EQA and proper Abatement.

3. Use of whiteboards, corkboards & picture Frames

3. Add "noxious odors" and Glass/cuts & scrapes to hazards. Change frequency to a 1 and add "push pins policy" to the controls.

4. Pre-Employment Training Labs- Doesn't apply to South

3.6 Policy Review

3.5.4 Working Alone Policy

4.1 Training

CPI refresher Jan 13th in Lethbridge

CPI full course Jan 14th in Lethbridge

AMA Mission possible Jan 20th & Feb 4rd Lethbridge

And Jan 21st & Feb 5th in Claresholm

Food Safety Jan 20th in Lethbridge

4.2 ICE page handout

Safe Shoveling Article and N95 Respirator Tips from Page 4 & 5 of the newsletter