

**JULY 2021**

**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**

**• JULY 15<sup>th</sup> 2021**

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

**• JULY 31<sup>th</sup> 2021**

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

**UPCOMING**

- **Health and Safety Meeting** – JULY 6, 2021 @9:00AM
- **RPAC MEETING**– JULY 7, 2021 @1:30PM
- **UNIT Meeting**— JULY 21, 2021 @2:00pm (teleconference only)

# ICE PAGE

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

**BETHANI**

Bethani is a happy and active young lady who has been in services with ICE Grande Prairie since 2012. Bethani lives at home with her parents and enjoys visits to the family cabin during the summer.

Bethani enjoys being out in the community with her support staff. She attends chapel, goes shopping, and loves picnics at the park. Bethani loves playing mini golf and having ice cream when she is visiting the park.

Bethani enjoys helping with the household shopping at the grocery store. She likes pushing the shopping cart and loves to people watch while she is out.

Bethani and her support staff enjoy looking for books and magazines at the second hand store. Bethani especially likes to check out the electronics section and see what new movies are available to purchase.

Bethani and her staff will often meet peers from the community for coffee and socialization at the food court in the mall. Bethani is working on

adding more socialization skills by using a tablet with speech apps to increase communication.

After coffee, Bethani likes to window-shop and view all the new store displays.

Bethani spends time at the local pet store playing with and enjoying the animals. Her favorite animals are the soft rabbits.

Bethani and her staff are excited to once again enjoy movie dates at the local theatre. Bethani likes action moves and musicals.

Bethani and her staff are excited for the restrictions of COVID-19 to ease so they can resume all the activities they enjoy doing together.



## Employee Spotlight

Diana has been with ICE Grande Prairie since 2012 and has been a great support to her client. Diana volunteers at the Joy chapel and enjoys being active. The skills Diana brings forward with her from her years of experience help her create a fun supportive atmosphere. Diana always ensures that Bethani remains active in the community. Diana and Bethani have created an amazing bond and are 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**

**ICE OFFICE WILL BE CLOSED JULY 1<sup>ST</sup> CANADA DAY**



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



### 3.5.10 HAZARD ASSESSMENT AND CONTROL DOCUMENT

The Hazard Assessment and Control Document Master (HACD) is a continual evolving document that details all hazards known to the employees of Independent Counselling Enterprises and the controls in place to mitigate them. Employees at all levels of the organization are involved in the creation and updating of this document.

All tasks that an employee may be required to perform are listed in this document. For each task, the potential hazards are identified and are rated based on frequency of exposure, potential consequences, and the probability of the consequences occurring. This rating determines the priority of that hazard to eliminate/mitigate and control. All controls (Administrative, Engineering, or Personal Protective Equipment) in place are listed for each hazard.

For residential settings the HACD Master is tailored at each site to include a site-based assessment and control information that details the hazards specific to that setting. Community Support Coordinators/Team Coordinators or the appropriate Manager will update the site-based hazard assessment under the following circumstances:

With the receipt of General and Critical Incident Report indicating employee injuries or near misses:

- With the identification of new hazards
- With a change in work procedures
- With the occurrence of renovation/ construction
- With the introduction of new or update to equipment
- Change in support requirements due to client behaviour
- With the identification of a new hazard from an inspection
- With the identification of a new hazard from an investigation

The master document will be updated at a minimum annually, or as required due to the above circumstances or, with the report of workplace health and safety concerns in the community (e.g. flu). The Health and Safety Committee will be

responsible for updating the document in consultation with the Health and Safety Specialist.

In Non-Residential settings, a Hazard Assessment Checklist (as part of the Non-Residential Random Inspection) will be completed by a supervisor, or designate, in each new work site. All employees working in these sites will be provided a copy of the Non-Residential section of the HACD Master and are responsible for ongoing hazard assessment and reporting new hazards to a supervisor utilizing this information. Staff must also use their "Identify Hazards/Utilize Controls" card distributed at the beginning of Non-Residential shifts. For each location, each regular Non-Residential worker will document that this was completed on a Schedule 1 Outline. Any relief employee working in these programs will validate these hazards on a Contact Note. Hazards of these sites will be documented on C-Views and reviewed with each new employee at the time of booking. Non-Residential supervisors and managers will be responsible for reporting updates and necessary revisions/additions to the Health and Safety Committee for inclusion in the HACD Master.

In each new Support Home the appropriate I.C.E. personnel or designate, will complete an Initial/Annual Support Home Operator Checklist to assess the hazards in the home. Ongoing hazard assessment will be completed via the Monthly Support Home Operator checklist that is completed by I.C.E. and the Monthly Safety Checklist-Support Home that is completed by the operator. All known hazards will be documented in C-Views and reviewed with the operator.

New employees will be advised about the HACD Master and how to assess hazards in the workplace during pre-employment training. All employees will be required to review their section on the HACD Master in their probationary period. Employees will be informed of their site-specific hazards and controls during orientation.

A copy of the HACD Master will be available at all sites where more than one employee works, in all Health and Safety Binders, and in every office. All employees are responsible to ensure that the document remains an accurate reflection of the hazards and controls of the agency.

## ICE THANK YOU CARD INCENTIVE WINNER

**Barb Lazaruk** received a thank you card for her consistent contribution to the Health and Safety of the residential program and ensuring all H&S standards are met. She won a Yard Game.

*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>	Alberta Occupational Health and Safety works in consultation with industry to help prevent work-related injuries, illnesses and fatalities.
<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>	The OHS site provides access to a wide range of information bulletins and on-line training options
<a href="https://work.alberta.ca/occupational-health-safety/resources.html">https://work.alberta.ca/occupational-health-safety/resources.html</a>	
<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

**Harm Reduction Training**  
JULY 2, 2021  
(1:00PM to 4:00PM)

**Somatization and Blood Pressure Training**  
JULY 5, 2021 (10:00AM to 12:00PM)

**Lifts and Transfers Training**  
JULY 5, 2021 (1:00PM to 3:00PM)

**FASD Training**  
JULY 5, 2021 (3:30PM to 5:00PM)

**Pre-employment Training**  
JULY 6,7,13,14,20,21,27 and 28 2021 (9:00AM to 4:30PM)

**Incident Investigations Training**  
JULY 6, 2021 (9:30AM to 2:00PM)

**Conflict Resolution Training**  
JULY 6, 2021 (9:00AM to 12:00PM)

**ODD Training**  
JULY 7, 2021 (10:00AM to 12:00PM)

**Substance Abuse Training**  
JULY 7, 2021 (1:00PM to 3:00PM)

**Transgender Awareness Training**  
JULY 8, 2021 (10:00AM to 12:00PM)

**Schizophrenia Training**  
JULY 9, 2021 (10:00AM to 12:00PM)

**ADHD Training**  
JULY 12, 2021 (10:00AM to 11:30AM)

**Alzheimer's and Dementia Training**  
JULY 12, 2021 (1:00PM to 3:00PM)

**Hypertension Training**  
JULY 13, 2021 (1:00PM to 3:00PM)

**PBI Training**  
JULY 14, 2021 (1:00PM to 3:00PM)

**Trauma Informed Care Training**  
JULY 15, 2021 (1:00PM to 3:00PM)

**Epilepsy Training**  
JULY 22, 2021 (10:00AM to 12:00PM)

**Cultural Appreciation (Indigenous Peoples of  
NWT/Nunavut) Training**  
JULY 27, 2021 (1:00PM to 3:00PM)

**Abuse Prevention Training**  
JULY 29, 2021 (1:00PM to 3:00PM)

**Promoting Safety Training**  
JULY 30, 2021 (9:30AM to 1:30PM)

## 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**  
**June 1, 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 – May 26, 2021- Meeting Minutes:  
March 16, 2021

When staff was walking on sidewalk heading to the west side between the building and parking lot they stepped on black ice and fell to the ground, falling on both knees. When getting up, felt pain in both knees but more so right knee.

**Incident Investigation Recommendations:** Staff to be vigilant on where they are walking and assess for potential hazards. Staff will review section I in the Health and Safety Manual – winter safety.

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

Calgary – May 5, 2021- Meeting Minutes:  
February 28, 2021

Staff was putting away the dishes into the cupboard when client came into the kitchen asking staff why they were putting the dishes away. Client slapped staff with force in the left eye before staff could even respond. Staff reached into their pocket and pulled out the lifeline button; however, client grabbed the lifeline out of staff's hand. Staff went to the office area where the lifeline base was to engage it. Client followed staff into the area and when lifeline responded, client stated to not send the police. Staff kept persisting that they send police. The dispatcher was asking for staff to present the password in the situation since there was conflicting information. Since lifeline did not get the safe word, the police were dispatched to the home.

**Incident Investigation Recommendations:** Planned Restrictive Procedure (Lifeline portion) reviewed at team meeting. Client stressors/triggers reviewed with staff. Policy 2.5.2 Unanticipated Situations or Behaviors of Concern reviewed at team meeting. RPAC consultation in March 2020. Lifeline base moved closer to the exit. Lifeline was contacted to place note in client file to send police immediately.

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

Northwest – May 6, 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 – May 26, 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 – May 5, 2021- Meeting Minutes:  
December 3, 2020

Staff walking in the client's home and tripped over a rug. When the staff tripped over the rug, they hit the picture frame on the wall. The picture frame fell and broke on the floor (glass component). Staff cleaned up the pieces with gloves and disposed of it immediately. Staff re-secured the rug with double sided tape and noted the hazard in the common log. Follow-up: Staff reminded to watch their footing. Picture frame fixed and secured to the wall. Staff reminded to report hazards if identified.

**Incident Investigation Recommendations:** The rug was removed from the home as there was no reason for it to be placed in the area.

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

Northwest – May 6, 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 May as a result of concerns brought forward.

3.4 B) Inspections completed:

May 2021:

Monthly Safety Inspection Checklists Completed: 7

Random Inspections Completed: 0

EQA's Completed: 0

Basement Drills Completed: 3

Quarterly Office Inspection Completed

3.5 COR Audit Review- Reviewed Element 2 (2.08, 2.11 & 2.12) 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. 112&113- 'Use of Telephones (Landlines and Cell Phones)'

Recommendations include: Recommended to include Psychological Hazards (i.e., potential exposure to high behavior- verbal abuse); EF= 2 or 3, PC=3, HP=2. Also, to include PPE as a control (i.e., masks, disinfecting wipes, gloves, etc.).

Policy review

3.5.4- Working Alone

**Covid-19 Pandemic Response**

On May 26, 2021 the Alberta Government announced a 3-stage approach to ease restrictions. The first stage is expected to start today, June 1, 2021. 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.

Continuous masking in all ICE programs is still in effect. Please ensure you are following the most updated COVID-19 Protocols (May 26, 2021).

4.0 Other Business

4.1 Health and Safety Committee Training Updates: Josphine C. is scheduled to attend Hazard Assessment training June 21, 2021. Dasha H. has completed Ergonomics TTT on May 26 & 27.

Reviewed WCB Spring 2021 Statistics Report.

Emergency Drill assigned for May/June 2021 is #13A Severe Weather- Tornado, Thunderstorm to be completed on R15 Emergency Drill form.

4.3 Ideas for upcoming ICE Page Articles – Summer safety (i.e., wearing hats, sunscreen, tips to stay cool, etc.)

**NEXT MEETING DATE: July 6, 2021 at 9am**

When the weather is blistering hot, listen to your body.

# HEAT STROKE

Heatstroke occurs when your body temperature rises rapidly and you're unable to cool down.

- If you feel hot but develop chills, slow down and seek cool air or water.
- It can be life-threatening, damaging your brain and other vital organs.
- It may be caused by strenuous activity in the heat or being in a hot place for too long.

Signs and symptoms include:

- Fever of 40 degrees Celcius or greater
- Changes in mental status or behavior, such as confusion, agitation or slurred speech
- Hot, dry skin or heavy sweating
- Nausea and vomiting
- Flushed skin
- Rapid pulse
- Rapid breathing
- Headache
- Fainting

Sun Tips

- Limit outdoor activity to the coolest part of the day
- Protect yourself from the sun by using sunscreen and wearing a hat
- 'Seek' shade and 'slide' on some sunglasses
- Rest regularly in the shade
- Drink plenty of water, even if you're not thirsty
- Eat smaller meals more often and cold meals such as salad
- Wear light-coloured, loose-fitting clothing made from natural fibres like cotton and linen
- Keep yourself cool by using wet towels, putting your feet in cold water and taking cool (not cold) showers
- **Never leave clients, children, older people or pets in cars**



# Register for the Alberta Governments "Open for Summer" Lottery!

GOT VACCINATED? COMPLETE THE  
FORM FOR YOUR CHANCE TO WIN \$1  
MILLION

Alberta residents 18 and older must complete the form online to be entered into the Open for Summer Lottery. Only register once per person. You can enter as soon as you have had your first dose, but must be able to provide proof that you have had your second dose to win the August and September draws. Winners will be contacted by the phone number or email address supplied. See the Open for Summer Lottery rules for details.

**vaccinelottery.  
alberta.ca**

Source: alberta.ca

WWW.ALBERTA.CA/OPEN-  
FOR-SUMMER-  
LOTTERY.ASPXL

