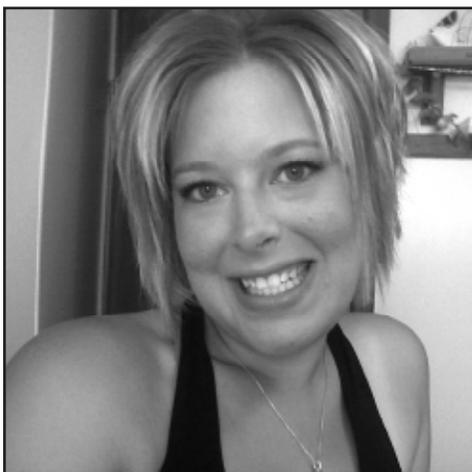


Employee Spotlight Kristin

My name is Kristin Roberts and I have been a devoted ICE employee for just under two and a half years. Born and raised in the rural community of Claresholm, AB. I am the oldest of four kids-two sisters and a brother. Upon high school graduation in 2005, I chose to pursue my on-going interest in rehabilitation and support and soon discovered ICE located 20 minutes from home.

When I joined the ICE team, I began as relief staff which allowed me to work around multiple schedules while still getting to know the clients in my re-

gion. Soon after, I had the privilege of working in several programs on a more regular basis and developed close relationships with those around me. At the beginning of 2007 I signed on to work in a local program and also made the



decision to make ICE my full time employment.

Since being with ICE, I have also become involved with Foothills Special Olympics. Beginning as "athlete transportation", I have progressively become more involved to where I now volunteer in the bowling, swimming & baseball programs, in the towns of High River & Claresholm.

Coming from no previous experience or training, ICE has given me the tools, training and opportunities to receive a hands-on look at the activities and involvement that individuals with disabilities need. I now have work experience needed to take the next step and pursue post secondary education in rehabilitation next fall.

Did you know?

European fur traders entered the Peace River Country as early as 1770 and in 1881, Grande Prairie began as a Hudson Bay trading post. The city was so named because in the late 19th Century, Father Grouard, a French-Canadian Roman Catholic missionary, was said to have described the rolling

plains and the large open prairies of the aspen parkland as "la grande prairie".

Grande Prairie is the largest city between Edmonton and Fairbanks, Alaska

The city has adopted the endangered Trumpeter swan as an official symbol because it is near the migration route and summer nesting grounds of this large and graceful swan. For that

reason, Grande Prairie is sometimes nicknamed the "Swan City".

Grande Prairie has 314 sunshine days per year on average.

The average January temperature is -15°C and the average July temperature is 15.9°C. However, temperatures as low as -52°C and as high as 36°C have been recorded.

**After
Hours
Supervisor**

819-0583



MEETINGS



**Health &
Safety Meeting**

Thur, Dec 13, 1:30 PM

Team Leader Meeting

Dec 12, 1:30 pm

PET

Dec 19 & 20

TIME SHEET HAND-IN



Hand-in day will be:

Mon Dec 17, 2007

for all shifts worked
between
Dec 1st and 15th
and

Mon, Dec 31, 2007

for all shifts worked
between
December 16th and 31st

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Congratulations

On October 19th, 2007 Francine Bérubé a community liaison worker with Edmonton ICE office was honoured with a nomination at the sixth annual Norm McLeod Community Inclusion Awards in Calgary.

Francine received a Leadership Award – Recognizing an individual who is dedicated to improving the quality of life for people with developmental disabilities and community inclusion. Francine is a tireless worker who supports and encourages everyone she comes in contact with and educates the public about people with developmental disabilities.

Congratulations Francine on all your hard work!



SUCCESS STORY: ALISSHA

Alissha Schnell lives with her husband Brad in an apartment in Grande Prairie. She receives a lot of support from her parents, and speaks to her mom almost every day. Alissha has been with ICE for one and a half years, and has had her support worker Stephanie for most of this time. Stephanie assists Alissha to attend college, complete her homework, help out around the home, and shop. Stephanie also helps with esthetics and appearance, such as painting Alissha's nails, and recently cut her hair. Alissha states that she and Stephanie have become close.

Alissha is working on her second year in the modified Teacher Assistant program at Grande Prairie Regional College (GPRC). She attends two classes per semester, and currently goes four days per week. Alissha says that GPRC is enjoyable; she has met new people and made a lot of nice friends. She reports that her instructors are awesome; they are like her family. She can talk to them, and feels that they are there for her. Alissha says that GPRC is 'like home to me'. Alissha has been able to access information on everything from campus safety to substance abuse prevention and personal relationships via various guest speakers and pamphlets that are made available by the college. Alissha expects to graduate in 2010.

Brad was a part of Leadership Today, and took the leadership training several years ago. He helped to get Alissha involved. She took the training, and reports that it has really helped her to become more successful with her goals. Alissha has been a director on the Leadership Today board for almost two years, and they meet approximately once every two months for a two day conference.



One of Alissha's support workers assisted her to register with the Disabled Transportation Society one year ago. Alissha states that it has greatly increased her independence; she can now phone to book a ride to get out and see friends, whereas before, she depended on her parents and husband for transportation.

Alissha and Brad have begun the process of meetings to explore their options for purchasing a home. Congratulations on all of your successes, Alissha, and good luck in the future! ICE hopes to be a continued part of your success.

Christmas Party



Thank  You!

Incentive Thank-you Card Draw Winner
Prize won: 7 ft pre-lit Christmas tree

Shari Scott received a thank-you card from her Coordinator for her ongoing care and compassion towards the individual she supports. Very much appreciated Shari!!

Other Thank-you Cards Received

Diane Boyd received a thank-you card from her Coordinator for ongoing support of her clients wants and needs with regards to his program activities. Great work Diane!!

Margaret Irwin received a thank-you card from another support staff for going above and beyond, as she has put so much extra time and effort into her work. Great work Margaret!

Yvonne Anderson received a thank-you card from on-call supervisor for covering an extra evening shift for a co-worker. Very much appreciated Yvonne!

Kyle Tobler received a thank-you card from on-call supervisor for covering an extra shift, and rearranging his weekend to do so. Much appreciated Kyle!!

Jennifer Vandenberg received a thank-you card from on-call supervisor for assisting to diffuse a situation in the residence that she works in. This support was helpful and greatly appreciated!!

Kim Grimes received a thank-you card from her Coordinator for her timely follow through with paperwork. Thank you Kim!!

Theresa Sanborn received a thank-you card from her Coordinator for her continued dedication to the individuals she supports. Excellent work Theresa!!

Tanya Hirsche received a thank-you card from her Coordinator for her dedication, care and concern for the individuals that she supports. Your work and efforts are very much appreciated Tanya!!

Our Christmas party and awards ceremony is being held on Thursday December 6 from 12pm to 3pm at Marlborough Park Community Centre.

The address is:

6021 Madigan Drive NE

There will be a light luncheon followed by the awards, as well as games and door prizes.

Health & Safety Minutes –

3.2 Evaluation of current injuries and near misses.

1.Client verbally abused staff. Client was upset over the death of a family friend.

A planned procedure is already in place with this client.

2.Staff noted a potential safety hazard. Caught toe on a lifting seam in flooring. Avoiding tripping.

Team Coordinator is to maintain contact with landlord to ensure timely repair of flooring is made. In the interim any lifting, uneven surfaces of flooring are to be taped down.

4.1 New Committee Chairperson

Debra Garrioch has been assigned the H&S Chair responsibilities.

The H&S committee poster requires updating, to include new member information and contact information for new chairperson.

4.2 Theresa Sanborn's H&S Jacket

Unfortunately Teresa was unable to attend today's meeting.

Presentation of Jacket will occur at next meeting.

4.3 Flu Season

Encourage support staff to obtain flu shot.

Important to maintain good hand-washing routines.

4.4 Emergency Preparedness Drill

Residential Homes will be completing in November

The area this month will be a Blizzard (severe snow storm)

4.5 Christmas Trees

Reminder to the Residential homes that as per policy they are not to have real trees

Health Corner



Unlike most weather conditions, cold weather is unforgiving and merciless. If you mistakenly go out on a spring day without an umbrella, you might end up with pneumonia but the likelihood is that you will just have a wet head. On a summer day without a hat and sun block you could end up with sunstroke but will probably just suffer a bad sunburn. In the winter, however, if you are not adequately prepared for the conditions, you can very easily end up without fingers, toes or even your life.

The key to surviving and enjoying your winter experience is preparation and prevention. Dress appropriately, know the weather conditions (including temperature, precipitation, and the expected wind chill index), protect your extremities and remove wet clothing as soon as dry clothes are available. Three complications of winter include hypothermia, frostbite and frost nip.

Hypothermia

This is a condition where the core body temperature decreases to a level at which normal muscle and brain functions are impaired. Your core body temperature is the temperature of the core of the body (the heart, lungs, and brain) that is essential to the overall metabolic rate of the body. The conditions that can lead to hypothermia include cold temperatures, wetness, improper dress/equipment, alcohol intake, and poor food intake.

There are three levels of hypothermia: mild, moderate and severe. With mild hypothermia, there is mild shivering and the person cannot do complex motor functions, such as skiing. With moderate hypothermia, the person has a slurred speech, violent shivering, is dazed, irrational and has a loss of fine motor functions. With severe hypothermia, the person has pale skin, decreased heart rate, dilated pupils, rigid muscles, shivering may stop, falls to the ground, unable to walk or may become unconscious. Then breathing and heart beat may stop, which may lead to death.

Tips to prevent Hypothermia

- Wear clothes in layers
- Drink warm fluids, and no alcohol

- If you start to sweat, cool off a little. Wet clothes will accelerate other cold weather injuries.
- Wear a hat - up to 40% of body heat loss can occur through the head.
- Wear gloves or mittens or both!
- Wear a scarf to protect the chin, lips and cheeks - all are extremely susceptible to cold weather injuries.

What to do in case of Hypothermia

- Remove wet clothing that promotes hypothermia.
- Get to a warm place as soon as possible. Use several layers of blankets heated in your home dryer if possible.
- If the person is alert, give warm beverages. Never give alcoholic beverages.
- Seek immediate medical attention.

Frost Bites

Frostbite is defined as damage of the skin from exposure to cold weather. Extremely cold weather can lead to serious complications, the worst being amputation. Injuries from frostbite are extremely common, yet preventable.

Frostbite mostly affects areas where the circulation is poor. Since cold weather will cause the body to take preventive measures by constricting (making smaller) the blood vessel, this opens the door to frostbite injuries.

Look for the 4 Ps of frostbite:

- Pink - affected areas will be reddish in colour. This is the first sign of frostbite.
- Pain - affected areas will become painful.
- Patches - white, waxy feeling patches show up - skin is dying.
- Pricklies - the areas will then feel numb.

Tips to prevent frostbite:

- Get to a warm area before frostbite sets in. If it's too cold outside, consider staying indoors.
- Protect areas of poor circulation (ears, nose, fingers and toes).

- Keep extra mittens and gloves in the car, or house.
- Wear larger sized mittens over your gloves.
- Wear a scarf to protect the chin, lips and cheeks. They are all extremely susceptible to frostbite.
- Wear two pairs of socks - wool if possible
- Keep feet warm and dry
- Do not drink alcohol. Alcohol narrows blood vessels, which promotes frostbite and then hypothermia
- Remove any wet clothing.

What to do in case of frostbite:

- Do not rub or massage affected areas. It may cause more damage.
- NOT HOT - warm up the area slowly. Use warm compresses or your own body heat to re-warm the area. Underarms are a good place.
- If toes or feet are frostbitten, try not to walk on them.
- Seek immediate medical attention if you see white or grey coloured patches or if the re-warmed area is numb.
- Always be on the lookout for the symptoms of frostbite. In case of serious cold weather injury, seek immediate medical attention.

Frost Nips

Frost nip can cause the skin to look very white and waxy. The top layers of skin can feel hard, but the tissue underneath will still feel soft. There may be some numbness associated with frost nip. To treat frost nip, gently warm the affected area by placing it against a warm body part (your own, another person or even your dog if you travel with one), or by blowing warm air on the affected area.

NEVER rub skin that is affected by frost nip. Ice crystals form within cells during the freezing of tissue. Rubbing affected skin can cause the destruction of cells as they are torn from the ice crystals.

Slips, trips and falls.

Did you know that last year in Alberta 14.6 percent of Alberta's workplace lost time injuries were the result of falls? The severity of falls is often underestimated as serious injury can result from falls of as little as one metre. Slips and trips also cause injuries as although individuals often manage to recover from such mishaps, they often strain their muscles while trying to regain their balance.

As all employees are responsible to work as safely as possible here are some tips for protecting yourself and your co-workers and avoiding slips, trips and falls.

Slips

- Wear appropriate footwear as per ICE policy and keep walking surfaces clean.
- Post warnings and use extra caution regarding wet surfaces such as mopped floors.
- Ice and snow on sidewalks and steps must be cleared and /or salted immediately after employees become aware of such hazards.

Trips

- Maintain clear traffic paths.
- Mark hazards such as uneven sidewalks and unusual changes in surface height in order to avoid misjudging the height of a surface or a step.

Falls

- Always use handrails.
- Ensure a clear view of steps, and traffic paths. (Many injuries occur when individuals do not maintain a clear view of where they are going and/or when they neglect to use handrails

as their hands are carrying objects.)

- Use appropriate laundry bags as per ICE policy.

Winter Tips for avoiding Weather Related Slips

Use of deicing salt to remove ice from sidewalks and stairs and to improve traction on driveways can be effective if applied appropriately.

It is important to understand how deicers work and the



differences among them. Cargill Salt, a leader in deicing products for both consumer and commercial users, suggested these easy to follow tips to ensure best results:

- Before applying deicing salt, clear as much loose snow and ice from the surface as possible. This allows the crystals to penetrate remaining ice immediately.
- Always check the label and follow the manufactures instructions. As a general rule of thumb, use from one

half to one cup of deicing salt per square yard.

- Leave a gap between the surface being deiced and any nearby vegetation. Plow or shovel away from and do not pile snow up in grassy areas. This will help prevent damage to surrounding vegetation.
- Once the treated ice melts completely, remove the remaining slush to keep the sidewalk safe.

As for whether or not deicers can damage a sidewalk or driveway, deicers do not technically deteriorate pavement.

They do, however, speed up and increase the frequency of the freeze / thaw cycle.

Under these conditions, pavement that was not properly treated during installation can deteriorate.

Who to call!

The City of Edmonton and the City of Calgary offer free sand to the public. Most other municipalities do as well.

- In Edmonton go to: www.edmonton.ca and click on "roads and traffic", then "snow and Ice control", then "public sand distribution".
- In Calgary go to: www.calgary.ca and click on "City Transportation", then "Road Maintenance Services" then "Snow and Ice Control" then "sanding materials pickup location".
- In Grande Prairie call 538-0354
- In Lethbridge call 320-3074.

3.5.9 HAZARD ASSESSMENT AND CONTROL DOCUMENT

The hazard assessment and control document is a continual evolving document that details all hazards known to the employees of Independent Counselling Enterprises and the controls in place to eliminate or contain them.

The Master Hazard Control Document will be reviewed for updates and required actions monthly at all regional Employee Health and Safety Committee Meetings, and at every Strategic Planning Meeting of Management and under any of the following circumstances:

1. With the receipt of critical incident reports indicating employee injuries or near misses
2. With the identification of new hazards
3. With a change in work procedures
4. With the occurrence of renovation/ construction
5. With the report of workplace health and safety concerns in the community (e.g. flu)

New employees will be advised about the hazard identification and control document during Pre-employment Training. Employees will be informed of their site-specific hazards and controls during Orientation.

All tasks deemed hazardous and all administrative and engineering controls and personal protective equipment controls are listed on the form, rated as to frequency of exposure, degree of potential consequences, and probability. All controls (Administrative, Engineering or Personal Protective Equipment) in place at each site are listed for each hazard.

A copy of the Hazard Assessment Document will be available at all sites where more than one employee works, in all Health and Safety Binders, and in every office. This document will also contain any hazards and control measures unique to that particular work-site.

The Health and Safety Specialist is responsible to ensure that the document remains an

accurate reflection of the Hazards and Controls of the agency. The Health and Safety Specialist is also responsible to ensure that action is taken as needed to minimize or eliminate priority-rated hazards to employees of the company.

*Merry
Christmas*

