

**DECEMBER 2021**

# ICE PAGE

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

## CALGARY

### ECAT

Employee & Client  
Assistance Team  
**403-819-0583**

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

## INSIDE THIS ISSUE:

Virtual Trainings	10
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## TIME SHEET HAND-IN

### • December 15<sup>th</sup> 2021

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

### • December 31<sup>ST</sup> 2021

For all shifts worked be-  
tween December 16th and  
December 31st.

## UPCOMING

### • Health & Safety—

December 1, 2021/  
January 5, 2022  
@10:00AM

### • RPAC Meeting –

December 14, 2021/  
January 11, 2022  
@10:30 AM  
(teleconference only)

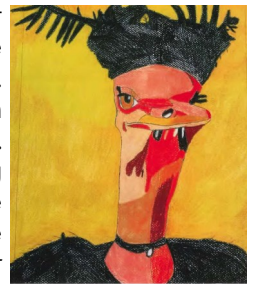
## On Spotlight

**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.



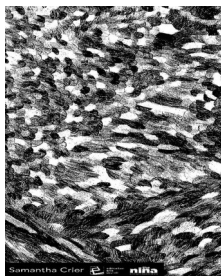
Samantha's artwork that she created at the Nina Haggerty Centre has been selected for public display on a poster at the Bay/Enterprise Square LRT Station. A digital version of the artwork will also be in rotation at Churchill LRT Station.

**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!

**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.



## 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 DEC. 27-28TH  
CHRISTMAS AND  
BOXING DAY**



Please direct all calls to the  
Employee Client Assistance  
Team for that day.  
**403-819-0583**



### 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.

### 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>

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/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.

## ICE THANK YOU CARD INCENTIVE WINNER NOVEMBER

**Caroline Gattinger** received a thank you for assisting her client safely while out in the community. She won a Soda Stream Fizzi.

Congratulations!



**Judith O** received a thank you card from her coordinator for assisting her clients with traffic and community safety.

**Chadress K** received a thank you card from her coordinator for going into shift early to assist a co-worker and for all the extra things she does in the home.

**Shafiquel A** received a thank you card from his coordinator for assisting his client to express himself so creatively.



## ICE THANK YOU CARD INCENTIVE WINNER OCTOBER

**Ngozi Chukuka** received a thank you card for contributing to the 2021 HACD document. She won a Crockpot. Keep up the good work!



**Justina A and Jeff S** received a thank you card for contributions to the 2021 HACD document.

**Randy D, David A, Lucille W, Tanya D, Chadress K, Parminder K, and Gbemisola O** received thank you cards for contributions to the 2021 HACD document.

**Susan M** received a thank you card for participating in an initial EQA and continuing to provide a safe home for her client.







## 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 wreathes (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: [snordin@icenterprises.com](mailto:snordin@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  
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.

### ICE CALGARY CONGRATULATES LONG TERM EMPLOYEES

STAFF	YEARS	DATE
Shafiqul Amin	15	November 16
Melanie Shuya	13	November 26
Colleen Dumas	9	November 30
Sherry Rose	5	November 1
Amr El-Borrno	4	November 5
Afere Lesso	4	November 6
Richlyn Billones	4	November 22
Jasmine Chopyk	3	November 6
Nova Lee Brown	3	November 30
Alaba Ogunsanya	3	November 22
Mamatha Vadakke Kara	3	November 22
Sara Gabramaskal	2	November 1
Abiola Imasogie	2	November 19
Neenu Paul	2	November 19
Joy Okoro	2	November 19
Manpreet Kaur	2	November 19
Amarachi Acholonu-Nwobe	2	November 20
Chukwuma Okonkwo	2	November 20
Chioma Obi-Ikwumelu	1	November 22

### ICE CALGARY CONGRATULATES LONG TERM EMPLOYEES

STAFF	YEARS	DATE
Jasbir Grewal	1	November 3
Sean Gregory Soliterman	1	November 16
Ralph Fuentes	1	November 12
Lori Jones	7	December 17
Hazel Antoine	6	December 9
Joji Paul	6	December 9
Rosalind	4	December 2
Kristine Caterial	4	December 19
Olaronke Okuneye	1	December 12



### 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.



### 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!



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For more information about Canada Life:

<https://my.canadalife.com/sign-in>

CANADA LIFE Helpdesk: 1-800-724-3402

## 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..... Hours for January 16th-31st Due January 31st.....	Paid on January 25th  Paid on February 10th
February	Hours for February 1st-15th Due February 15th..... Hours for February 16th-28th Due February 28th.....	Paid on February 25th  Paid on March 10th
March	Hours for March 1st-15th Due March 15th..... Hours for March 16th-31st Due March 31st.....	Paid on March 25th  Paid on April 8th
April	Hours for April 1st-15th Due April 15th..... Hours for April 16th-30th Due May 2nd.....	Paid on April 25th  Paid on May 10th
May	Hours for May 1st-15th Due May 16th..... Hours for May 16th-31st Due May 31st.....	Paid on May 25th  Paid on June 10th
June	Hours for June 1st-15th Due June 15th..... Hours for June 16th-30th Due June 30th.....	Paid on June 24th  Paid on July 8th
July	Hours for July 1st-15th Due July 15th..... Hours for July 16th-31st Due August 2nd.....	Paid on July 25th  Paid on August 10th
August	Hours for August 1st-15th Due August 15th..... Hours for August 16th-31st Due August 31st.....	Paid on August 25th  Paid on September 9th
September	Hours for September 1st-15th Due September 15th..... Hours for September 16th-30th Due September 30th.....	Paid on September 23rd  Paid on October 7th
October	Hours for October 1st-15th Due October 17th..... Hours for October 16th-31st Due October 31st.....	Paid on October 25th  Paid on November 10th
November	Hours for November 1st-15th Due November 15th..... Hours for November 16th-30th Due November 30th.....	Paid on November 25th  Paid on December 9th
December	Hours for December 1st-15th Due December 15th Hours for December 16th-31st Due January 3rd.....	Paid on December 23rd  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)



# Your ICE Employee Health and Safety Committee



**Back Row, Left to Right:** Brigitte L & Opeoluwa F  
**Front Row, Left to Right:** Chioma (Rita) O, Joy O & Ramandeep K

**WHAT WE ARE:** A group of worker and employer representatives working together to identify and solve health and safety concerns as well as promote awareness and interest in health and safety. We provide support for the 3 basic rights that all Albertans have in protecting their health and safety including: the right to know, the right to participate and the right to refuse dangerous work.

**WHY:** A health and safety committee benefits both employers and workers. A healthy and safe workplace cuts down on injuries that hurt you and hurt your company with reduced productivity and expensive insurance coverage. It is also the law. Occupational Health and Safety (OHS) legislation passed in June 2018, mandates companies to have Health and Safety Committees/ Representatives.

If you have concerns about your own or another employee's safety, you are obligated to report it (*ICE policy 3.5.2 / OHS legislation*). There are a number of ways to report your concerns. You may report these to: your supervisor or manager, call an Employee Client Assistance Team (ECAT) supervisor, contact a member of the Health and Safety Committee (numbers below) or drop a note into the health and safety box in the reception area of your regional office.

If you are a residential employee, it is also your responsibility to document identified hazards in the 'Hazard Identification section' of the 'Staff Communication Log' so co-workers/others may be made aware immediately.

**HOW:** The Health and Safety Committee works to improve your work environment by completing inspections, participating in and reviewing injury/illness/near miss investigations, reviewing policy and hazards, and taking action based on these findings, as well as by bringing forth your concerns to management.

**WHEN:** In Calgary the committee meets monthly in office or via virtual meetings (confirmation of dates are printed each month in the ICE Page). If you are interested in attending a meeting, please call Brigitte L @ 403-219-8357.

NAME	PHONE		NAME	PHONE
Brigitte L	403-219-8357		Chadress K	403-219-0503
Opeoluwa F	587-620-6230		Joy O	403-219-0503
			Ramandeep K	403-219-0503

**Health and Safety Committee Meeting Minutes**  
**November 8, 2021**  
**(Minutes edited for publication)**

3.1 Review of 'Regional Health and Safety Meeting Minutes' Review other region's minutes especially sections 3.2 and 3.3.

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

Edmonton – September 16, 2021 & October 13, 2021- Meeting Minutes

May 28, 2021:

Strain/ Sprain. Staff exited her car while visiting a program and when closing the door, pinched two fingers on her right hand. 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. HSC Recommendations: No additional recommendations.

June 21, 2021:

Strain/ Sprain. Staff injured back after putting paper in the printer. Investigation Recommendations: Staff to review proper carrying & lifting techniques. HSC Recommendations: No additional recommendations.

July 9, 2021:

Sprain/ Strain. 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 (June 28). Investigation Recommendations: Employee was enrolled in the Promoting Safety Training. Bed bug procedures reviewed with two staff on shift. HSC Recommendations: No additional recommendations.

July 28, 2021:

Client Violence. 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. Investigation Recommendations: Manager reviewed with staff the client's Positive Approaches and Risk Assessment. HSC Recommendations: Review PBI techniques and if possible, involve client in greeting guest at entrance.

South – September 7, 2021 & October 5, 2021– Meeting Minutes

No completed incidents investigations to review.

Northwest- September 16, 2021 & October 14, 2021 – Meeting minutes

N/A – No completed investigations to review.

B) Review of Regional Health and Safety Meeting Minutes - Section 3.3 (Near Miss Incidents):

Edmonton – September 16, 2021 & October 13, 2021- Meeting Minutes

August 11, 2021:

Near Miss. Front reception area became smokey/dusty with debris from construction in a neighboring business.

Investigation Recommendations: Provide office orientation to receptionist including emergency evacuation procedures. Buy fans to clear the air in case of bad air quality. HSC Recommendations: No additional recommendations.

South – September 7, 2021 & October 5, 2021– Meeting Minutes

No Completed Near Miss Investigations to review.

Northwest- September 16, 2021 & October 14, 2021 – Meeting minutes

N/A – No completed investigations to review.

3.2 Evaluation of current Internal Incident Investigations for Injury, Health and Property Damage:

June 16, 2021

Client Violence: Client became verbally aggressive. The client went back into the house and began yelling at the vacuum as though it was a person. Client went to their room where they slammed the door and threw a cup at the smoke detector which broke and began making noise. The client calmed after 5 minutes. Incident Investigation Recommendations: Retrain SHO on RPAC behavioral documents. Health and Safety Committee Recommendations: no additional recommendations.

3.3 Evaluation of near miss investigations.

No near miss investigations to review this month.

3.4 Health and Safety Committee Inspections

A) Inspections held as a result of health and safety concerns - include name of committee member(s) completing, program, issue, inspection type (E.g., RI) and # workers involved: N/a- no concerns noted.

B) Inspections completed - Include name of committee member(s) completing inspection, inspection type (E.g., EQA, RI, Office Inspection), # of inspections and # of workers involved for each inspection type: N/A.

3.5 COR Audit Review: COR Post Audit meeting held October 19, 2021. Final report submitted to CCSA

3.6 Hazard Assessment and Control document (H.A.C.D.) – Review section (and provide recommendation(s) for changes if needed):

New HACDs completed and distributed in October 2021.

The Health and Safety Committee reviewed pages 77-80 in the general HACD.

Personal care of client (general HACD) recommendations (pp. 77-78): Physical Hazards: add exposure to cuts (from razors). Add COVID-19 to biological hazards. Add psychological hazard as client's have a potential to engage in verbal aggression or bullying/harassment when completing personal care duties. It is recommended that the engineering control of electric shaver be modified to just state shaver. Electric shaver could be added under safe work practices as a recommendation since it can be costly for the client.

Client lift/transfer; client repositioning; wheelchair use/ramp use; assisting with client mobility (general HACD) recommendations (pp.79-80) – no additional recommendations.

3.7 Policy review: 3.6.4 Workplace Violence and Bullying/Harassment. The Health and safety committee reviewed a portion of the policy and will finish reading the remainder of its contents at the next scheduled health and safety meeting. The committee was reminded that this policy requires to be reviewed each time a bullying/harassment complaint has been made, and at least once per year.

3.8 COVID-19

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. There was an addendum made to the COVID-19 Mandatory Vaccination policy. An extension was made for all employees to be fully vaccinated by November 28th, 2021.

4.0 Other Business

Election was held in October for a worker HSC vacancy. A memo was sent to all front-line staff asking if anyone would be interested in joining the HSC. Three names were placed forward from the previous election and one new candidate was added. Chadress K was elected by front-line employees on November 1, 2021. Chadress K signed Standards of Confidentiality and HSC Terms of reference.

A HSC worker vote took place to elect a new health and safety worker co-chair. Chadress K was elected as the new HSC co-chair. Congratulations Chadress!

HSC training: Chadress K requires to complete CCSA Health and Safety Committee Representative training as soon as possible. All members of the health and safety committee have been trained in workplace inspections, HACD, and incident investigations. Some members also have Promoting safety. Brigitte L will train new co-chair on facilitating HSC meetings. Chadress will facilitate the next HSC meeting.

The Health and Safety Committee poster needs updating. New poster will be distributed to all residential homes and office in December 2021

The HSC reviewed an action plan for a near miss investigation (June 2021) that is still being processed. The committee was asked whether a new activity/task should be added to the general HACD or if a new physical hazard should be added to the HACD for oven use. The committee voted to simply add a new physical hazard (i.e., potential for oven fan to break, become a projectile and cause injury) to the HACD.

**NEXT MEETING DATE: December 1, 2021 @ 10:00 a.m.**



# HOW TO VERIFY AN ALBERTA VACCINE RECORD

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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](https://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, Gujarati, 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.**