

# 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.

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#### TIME SHEET HAND-IN

- **July 16th, 2018 –**  
For all shifts worked between July 1st and July 15th.
- **July 31st, 2018 –**  
For all shifts worked between July 16th and July 31st.

#### **UPCOMING:**

- **HEALTH AND SAFETY MEETING**  
July 19th, 2018 at  
10:00 AM
- **RPAC MEETING**  
July 10th, 2018 at  
10:30 AM

#### EMJAY

Emjay is a new client with ICE in Lethbridge. She joined the ICE community in January of 2018. In her short time with us, Emjay has shown herself to be a talented and motivated young woman. ICE staff supporting Emjay have worked with her to establish great connections in the community and to become involved and energetic in her daily activities.

One of Emjay's goals when she started services was to secure a volunteer position, she has been more than successful with three current volunteer placements. She volunteers at the Sunny South Lodge where she socializes and plays games with seniors, the Nature Centre where she spots wildlife and greets visitors and the Humane Society where she walks the dogs.



**Emjay making her first speech at her Toastmaster's Club.**

Emjay is motivated to keep both her mind and body active. To keep physically fit she plays racquetball and basketball at the YMCA. To engage her mind she participates in Toastmasters and recently gave her first speech. Emjay has a love of music and has also

begun learning to play the guitar. Emjay is interested in even more activities so she is looking at joining cooking classes, as well as art and photography classes. Recently Emjay attended the LG Barnes Women's Retreat camp which she enjoyed very much.

Emjay came to the Lethbridge area from Calgary and at first was unsure about living in a smaller community. After several months she has become involved and active in Lethbridge. Her ICE support staff have helped Emjay develop a program that is diverse and really lets her build on her strengths. The staff say that Emjay makes it easy, stating that they love her energy and personality!

We look forward to the many great things this vibrant young woman will accomplish!

### **Employee Spotlight**



**Shelby Hippard** - Shelby has been an ICE employee for a short six months but she has done wonderful things in her time with ICE. She has great relationships with her clients and supports them with enthusiasm to achieve their goals!

Her favorite thing about working in this field is supporting individuals to have a voice and encouraging and empowering people to live a life they choose. Shelby has been a great addition to the ICE Lethbridge team!

## POLICY REVIEW

Excerpts from Policy 2.4.1 are included here.  
*Please refer to the ICE Policy Manual for the full policy.*

### 2.4.1 GUIDELINES FOR PLANNING ACTIVITIES

1. Independent Counselling Enterprises activities are planned to be effective as well as safe in their operation.
2. General guidelines apply in planning activities:
  - Involve the client in planning activities;
  - Consider the client's abilities and interests in relation to the activity;
  - Consider the client's likely level of safety and well being while participating in the activity;
  - Determine the relationship of the activity to the client's cultural and religious heritage; Ensure the activity fits in with other scheduled activities and daily routines;
  - Ensure activities are age-appropriate;
  - Plan the activity in incremental steps (i.e.: putting, then driving range, then pitch and putt, then golfing) to enhance skill acquisition; Address safety concerns (i.e.: proper equipment, facilities, etc.). Any adaptive equipment used by the client must be consistently and appropriately used during activities; Arrange an appropriate meeting place.

Have phone numbers and other information available ahead of time; All group activities require supervisor review and approval before they take place; In the event of an emergency (i.e. accident or injury) employees are to ensure they have all emergency contact names/phone-numbers including their supervisor and ECAT/911 to call for immediate assistance

**(see Policy 2.7.3 Critical & General Reporting Incidents & Policy 3.3.6 ECAT Supervision)**

3. Aquatic activities must include the following precautions:
  - The presence of a certified lifeguard. Employees are to use public swimming facilities where qualified staff are available;
  - In circumstances where I.C.E. clients have access to private pool facilities through their residence a pool safety protocol **(refer to the Master Document Binder)** will be developed, reviewed, and signed off by the client, guardian, and I.C.E. staff, a copy of the protocol will be filed in the client green file;
  - Use of a safety floatation jacket by all participants in a raft, boat or canoe;
  - Constant and direct supervision of clients during all activities around water.

**ICE OFFICES WILL BE CLOSED  
MONDAY, JULY 2nd FOR CANADA DAY**



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

## ICE HAS A TD GROUP RSP PLAN!

Refer to **Policy 3.4.18  
FUTUREBUILDER RSP**  
If you are eligible, ICE will match your  
contributions!  
To sign up, please contact:  
**780-453-9664**



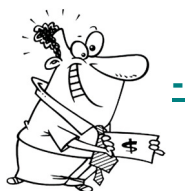
## PAYROLL NEWS:

**Canada Day** is a statutory holiday in **Alberta**, which is a paid general holiday for employees who are eligible.

**Canada Day** is on **July 1** every year except when it falls on a Sunday, then it's on **July 2**.

Please refer to:

**Alberta general holidays |**  
**Alberta.ca**  
<https://www.alberta.ca/alberta-general-holidays.aspx>



## HURT AT WORK?

Employees & 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 & procedures.

While not all injuries are reportable to WCB, **all** injuries & work related health concerns are required to be reported within the company.

This is done so that health & safety investigation & follow up may be completed for the safety of all parties.



## TRAINING

### PET (Pre-Employment Training)

July 24th-26th, 2018 9 am -5 pm

*As described on the ICE website*

### PBI (Proactive Behaviour Intervention)

July 27th, 2018 9 am -5 pm

*As described on the ICE website*

### Workplace Violence, Harassment & Bullying

July 11th, 2018 9 am - 12 pm OR 1 - 4 pm

*This is a new workshop. It will inform staff what workplace violence, harassment & bullying looks like & how to deal with it when or if it happens.*

### Workplace Violence, Harassment & Bullying in

#### Airdrie

July 20th, 2018 9:30 am - 11 am

*As Above*

### Clients Rights & Conflict Resolution

July 17th, 2018 9:30 am - 11 am

*As described on the ICE website*

Please note: June's Health and Safety meeting minutes will not appear in this issue due to the June 28th meeting date.



## Looking for Answers? Here 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="http://www.ccohs.ca">www.ccohs.ca</a>	The Canadian Centre for Occupational Health and Safety (CCOHS) promotes the total well-being—physical, psychosocial and mental health—of working Canadians by providing information, training, education, management systems and solutions. It makes credible information about workplace hazards and conditions easily and widely accessible to all Canadians.
<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>  <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>  <a href="https://work.alberta.ca/occupational-health-safety/resources.html">https://work.alberta.ca/occupational-health-safety/resources.html</a>	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

### Occupational Health and Safety Updates



**Alberta Occupational Health and Safety Law has recently been updated.**

The following worker rights are now included in both Alberta Legislation and Canadian Occupational Health and Safety (OHS) Law.

#### ⇒ **Right to Know**

⇒ The Right to Know includes:

- Being informed of hazards and controls associated with work at the work site.
- Adequate training in all matters necessary to protect their health and safety. Training must occur before a worker starts a work activity; does a new work activity; uses new equipment; performs a new process; is moved to a new area or work site.

#### ⇒ **Right to Participate**

- Legislation now guarantees workers the right to consult and cooperate with their Employer on Health and Safety matters that affect them and outlines the requirements for representation. Health and Safety Representatives, in cooperation with the employer, perform the same duties with necessary modifications.
- Duties of worker health and safety committee members/ representatives include:
  - \* Receiving health and safety concerns from other workers,
  - \* Participating in Hazard identification,
  - \* Assisting to develop and implement protective safety measures (and follow up)
  - \* Receiving education & information related to

#### OHS

- \* Implementing OHS recommendations (along with the employer)
- \* Completing Workplace inspections (at least quarterly),
- \* Participation in Incident Investigations (serious incidents),
- \* Maintaining records of activities and meetings.

#### ⇒ **Right to Refuse Dangerous Work**

Workers have the right to refuse work that could:

- Endanger the worker,
- Endanger another worker,
- Endanger another person (visitor, contractor, member of the public etc.)

This right is based on the worker having reasonable grounds to believe the work is dangerous or that there is a dangerous condition at the worksite (and the controls are inadequate).

- Workers are required to protect themselves and others at or in the vicinity of the work site.
- Exercise their OHS rights and duties without fear of reprisal.

#### ⇒ **Workers now have protection from Harassment and Violence under the Act.**

Workers are to be provided training including:

Recognition of violence and harassment, Policies, procedures and controls in place to eliminate or mitigate risks, Response procedures (how to get assistance), Procedures for reporting, investigating and documenting.

*Source: Continuing Care Safety Association, Bill 30: Act to Protect the Health and Wellbeing of Working Albertans*



### **\$100.00 ICE Employee Referral Incentive Program**

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

### **ICE THANK YOU CARD INCENTIVE WINNER**



**Roselind Chow**

Roselind received a Thank You card from her Coordinator for deciding to become a member of the Health and Safety Committee.

### **ICE Calgary Congratulates Long Term Employees!!!**

<b>Staff</b>	<b>Years</b>	<b>Date</b>
Don B.	20	July 23
George K.	13	July 1
Iris B.	10	July 21
Andrew I.	8	July 27
Abbie N.	3	July 8
Valerie P.	2	July 11
Brigitte Y.	1	July 4
Kevin M.	1	July 11
Jessica M.	1	July 11
Lingwan B.	1	July 12
Gayle R.	1	July 12
Sheralee S.	1	July 12
Christina V.	1	July 13
Mammem VM	1	July 18

### **OTHER ICE THANK YOU CARDS RECEIVED**

**Maria M., Richard S. Gladys M. & Jacqueline K.** received thank you cards from a CRM for deciding to become a member of the Health & Safety Committee.

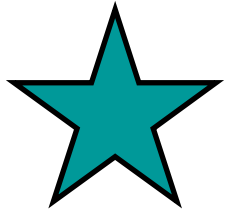
**Jacqueline M.** received a thank you card from her CSC for going above & beyond supporting her client during transition and post surgery.

**Beverly J.** received a thank you card from her CSC for going above & beyond during a client's medical emergency.

**Bill D.** received a thank you card from his CSC for assisting with a reoccurring medical concern utilizing universal precautions.

**Anamarie B.** received a thank you card from her CSC for going above & beyond assisting her client, before, during and after a brief hospital stay.

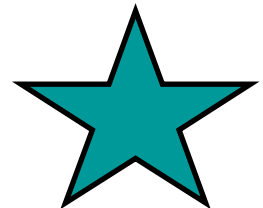
**Kristine C.** received a thank you card from her CSC for staying for an extra shift when relief could not be found.



# **You are invited to our Post Stampede Barbeque!!!!**

**FUN**

**GAMES**



**THURSDAY, July 19, 2018 - 11:30AM TO 2:30PM  
MARLBOROUGH PARK COMMUNITY CENTER  
6021 MADIGAN DRIVE N.E. - LARGE HALL**

**WE WILL BE SERVING BBQ BEEF ON A BUN, COLESLAW & BAKED  
BEANS. LUNCH WILL BE SERVED BETWEEN 12PM TO 1PM**

**PLEASE CALL TO CONFIRM ATTENDANCE BY JULY 13, 2018  
AT (403) 219-0503**