

JULY 2019

CALGARY

ECAT

Employee & Client Assistance Team
403-819-0583

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

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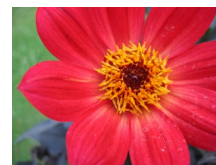
**TIME SHEET
HAND-IN**

- **July 15th 2019**– For all shifts worked between July 1st and July 15th.
- **July 31st 2019**–For all shifts worked between July 16th and July 31st

UPCOMING:

- **HEALTH AND SAFETY MEETING**– July 11th 2019 at 1:00 PM
- **RPAC MEETING**– July 9th 2019 at 10:00AM

ICE PAGE



Making it Happen!– Supporting Social Inclusion



Amanda

Amanda is active in the Grande Prairie community and has been living in a support home with ICE since 2008. Amanda was born in Grande Prairie and raised by her mother and uncle. She enjoys spending time with her Mom in Rainbow Lake. Amanda has a brother who lives in another support home in Grande Prairie with ICE, and they visit on a regular basis.

Amanda is very shy, and likes to keep to herself. This lifestyle has worked well with her as she has a close group of friends that help support and

encourage her to reach her goals. Amanda loves to go shopping, walking, and spending time in the garden. She also likes to draw and spends a lot of her spare time improving her new found skill.

Amanda was volunteering at Goodwill when they hired her as an employee in October 2010. During her time with Goodwill she worked very hard and received a 5 year service award. In April 2016 Amanda decided to pursue further employment. With the assistance of her support staff, working on her reading and writing paid off and Amanda got a cleaning job at the Alberta College of Massage Therapy.

In the beginning staff assisted Amanda with completing each item on her checklist. Over time Amanda and her staff have worked on building her cleaning skills and independence in her paid employment. Amanda even covered her coworker's sick leave as he was unable to work for two months. She is requiring less prompts and is completing the majority of the tasks on her own now. Amanda tracks her hours and submits monthly invoices to ACMT for payment. She has shown tremendous initiative in making this job her own.

ICE has watched Amanda grow into a beautiful and empowered young woman and is so proud of the wonderful work she does. Keep up the good work Amanda; we are excited to see where you will go from here.

Employee Spotlight



Joy has been an employee with ICE since November 2016. She enjoys working with a broad range of clients and sharing her skills with each of them.

Joy began working with Amanda a few months ago and encourages her to be as independent as possible. She shows tremendous patience with all of her clients and guides them to be involved members of their community from assisting with employment to attending medical appointments.

Thank you Joy for all that you do!!

Policy Update

3.2.3 PERFORMANCE EVALUATIONS

1. All employees will be formally evaluated before the completion of their probationary period and annually thereafter or as required. Refer to the Master Forms Binder – Personnel Section re forms.
2. The evaluation process is intended to be a collaborative effort between the employer and the employee. Both are encouraged to have open, frank discussions about performance, expectations and to set goals for the employee together.
3. As part of the annual evaluation process the employee and their supervisor will review training requirements, achievements, personal information and documentation to ensure accuracy and that policies are met.
4. It is to be noted that employees working within the CR Unit must be re-shadowed for medication administration during the evaluation process.
5. Additionally, as part of the evaluation process, employees (field and non-field) will review a specific package of policies (Key Policies), the employee will be required to sign confirmation of their review / understanding of said policies on a Training Participation form. This practice will be effective July 1, 2019,
6. Bath/shower assists will be completed for all employees according to an agency specified date.
7. Employee evaluations will be documented on the Evaluation Form. Employees are encouraged (but not required) to sign the form and they are provided a copy of the goal section. The evaluation will be kept on the employee's personnel file. Attached to this form will be a list of the employee's training for the time period of the review from C-Views training tracking system.
8. If requested a copy of the performance evaluation will be provided to the employee at the time of the review.
9. If an employee works in more than 1 program / position their performance evaluations will be a collaborative effort if more than 1 supervisor is involved in their supervision.
10. An employee's annual evaluation date will be determined once the employee commences work. Once the employee completes their first shift either personnel or their supervisor will set the month for all future annual evaluations in the employee's C-Views file. This will not change during the person's employment with this agency. Should the employee change positions and be assigned a different supervisor, the annual evaluation will require both supervisors to be involved in the evaluation. The current supervisor will initiate the evaluation process; the previous supervisor must provide input / feedback based on their involvement with the employee.

June 2019

ICE OFFICES WILL BE CLOSED MONDAY, JULY 1st 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:

Independent Counselling Enterprises at : 780-453-9664

Contact your local TD branch or book an appointment online
to see a financial advisor to discuss your savings needs and
any other financial objectives.

⇒ To find a TD branch close to you:

<https://www.td.com/ca/en/personal-banking/branch-locator/>

⇒ To book an appointment online:

<https://www.td.com/ca/en/personal-banking/products/saving-investing/>

ICE THANK YOU CARD INCENTIVE WINNER



Arjay A received a Thank You card from her manager for completing the follow up to ensure that a health and safety concern was repaired. Arjay won a BionAir Butler.

Thank you for your efforts!



Other Thank You Cards

- ◇ **Justina A, Gayle R and Rebecca N** received thank you cards from their supervisors for picking up a last minute shifts.
- ◇ **Dean K and Susan H** received thank you cards from their supervisors for reporting the poor air quality due to forest fire smoke and making alternate plans to protect themselves and their clients.
- ◇ **Janet Z** received a thank you card from her manager for going above and beyond by carrying a First Aid Kit even though she does not drive.
- ◇ **Diane S** received 2 thank you cards from her CSC and CRM for reporting a hazard in the community and always going above and beyond when supporting clients in the community.
- ◇ **Chardress K** received a thank you card from her CSC for ensuring all of the sharps were locked up promptly upon the new house opening.
- ◇ **Dean K** received a thank you card from his CSC for taking extra shifts with his client during an urgent situation.
- ◇ **Stephanie M** received a thank you card from a manager for photocopying the new H&S binders. Her attention to detail is phenomenal.
- ◇ **Kevin M** received a thank you card from his CSC for elevating his efforts in the area of paperwork.
- ◇ **Ivy W** received a thank you card from her CSC for ensuring a clients H&S at his job site by communicating with the supervisor.
- ◇ **Abishesh U** received a thank you card from his CSC for going above and beyond by assisting his client to access needed supports.
- ◇ **Mesh A** received a thank you card from his CSC for supporting his client during stressful meetings and encouraging him to get involved in community activities.
- ◇ **Stephanie N** received a thank you card from her co-worker for fixing the thermostat in the office and making it comfortable to work again.

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>

Training



PET (Pre-Employment Training)

July 23-25, 2019
9:00am - 5:00pm

PBI (Proactive Behavioural Interventions)

July 26, 2019
9:00am - 5:00pm

ICE Calgary Congratulates Long Term Employees!!!

Staff	Years	Date
Donald Beringer	21	July 23, 1998
Andrew Idahosa	9	July 27, 2010
Abbie Nelson	4	July 8, 2015
Kevin Makar	2	July 11, 2017
Gayle Rosalita	2	July 12, 2017
Christina Vida	2	July 13, 2017
Mammen Vikas Mani	2	July 18, 2017
Ramandeep Kaushal	1	July 4, 2018
Jane Ben-Udauka	1	July 9, 2018
Suresh Rajagopal	1	July 9, 2018
Amy Brown	1	July 18, 2018
Elise Richter	1	July 24, 2018
Jacques Bruyere	1	July 25, 2018
Jeff Schwarzer	1	July 25, 2018

Referral Incentive

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



HURT AT WORK?

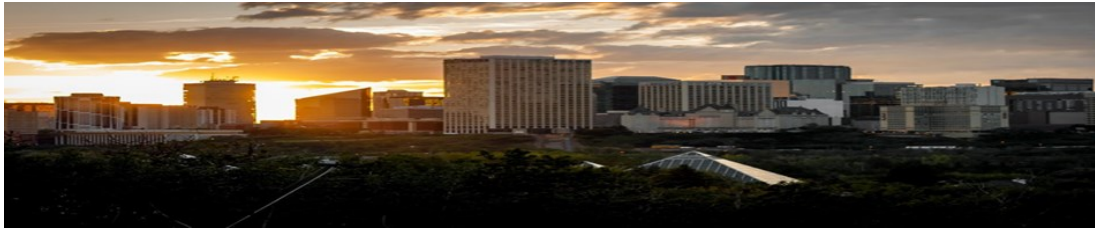
Employees and Support Home Operators are reminded of their responsibility (as per legislation) to report **all workplace injuries immediately to an ICE supervisor or manager.** In the event of an injury the employee will follow all agency policies and procedures.

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.



Health and Safety Meeting Minutes **June 2019**

Due to certain circumstances there was no Health and Safety Meeting held for the Calgary Region. Therefore, there are no meeting minutes this month.



Air Quality Health Index

The Air Quality Health Index or "AQHI" is a scale designed to help you understand what the air quality around you means to your health as well as the health of the individuals you support.

It is a health protection tool that is designed to help you make decisions to protect your health by limiting short-term exposure to air pollution and adjusting your activity levels during increased levels of air pollution. It also provides advice on how you can improve the quality of the air you breathe.

This index pays particular attention to people who are sensitive to air pollution and provides them with advice on how to protect their health during air quality levels associated with low, moderate, high and very high health risks.

The AQHI communicates four primary things;

1. It measures the air quality in relation to your health on a scale from 1 to 10. The higher the number, the greater the health risk associated with the air quality. When the amount of air pollution is very high, the number will be reported as 10+.
2. A category that describes the level of health risk associated with the index reading (e.g. Low, Moderate, High, or Very High Health Risk).
3. Health messages customized to each category for both the general population and the 'at risk' population.
4. Current hourly AQHI readings and maximum forecast values for today, tonight and tomorrow.

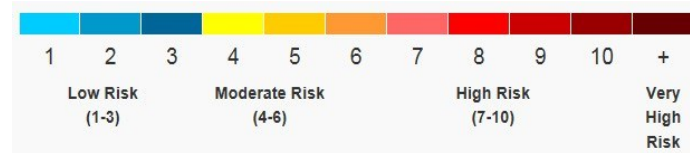
The AQHI is designed to give you this information along with some suggestions on how you might adjust your activity levels depending on your individual health risk from air pollution.

How is the AQHI calculated?

The AQHI is calculated based on the relative risks of a combination of common air pollutants that is known to harm human health. These pollutants are Ozone, Particulate Matter and Nitrogen Dioxide.

What is the scale for the AQHI?

The AQHI is measured on a scale ranging from 1-10+. The AQHI index values are grouped into health risk categories as shown below. These categories help you to easily and quickly identify your level of risk.



- 1-3 Low health risk
- 4-6 Moderate health risk
- 7-10 High health risk
- 10 + Very high health risk

How can I find out about the air quality in my community?

To find your local AQHI, listen to or watch local weather forecasts or check on the Alberta Environment Website:

www.environment.alberta.ca/apps/aghi/aghi/asp

Wildfire Smoke and Air Quality

Why is wildfire smoke bad for my health?

Wildfire smoke is a mixture of gases and fine particles from burning trees and other plant material. Gases released by wildfires, such as carbon monoxide, are mainly a risk to people like firefighters who work near smoldering areas. Fine particles, which are in smoke, can irritate your eyes and your respiratory system and worsen chronic heart and lung diseases.

The amount and length of smoke exposure, as well as a person's age and overall health, play a role in determining if you will experience smoke-related health problems.

Why is everyone talking about particulate matter?

Particulate matter in wildfire smoke poses the biggest risk to your health. The potential effects vary based on the type of plants burning, atmospheric conditions and, most importantly, the size of the particulates. Particulates can irritate the eyes, nose and throat. Fine particles can be inhaled in the deepest part of the lungs, and may cause coughing or may worsen existing heart and lung diseases.

Who is most likely to have health effects from wildfire smoke exposure?

- People with existing respiratory conditions such as lung cancer, asthma or chronic obstructive pulmonary disease (COPD), including chronic bronchitis and emphysema;
- People with existing heart conditions including angina, previous heart attack, congestive heart failure or irregular heart beat
- People over 65 years of age;
- Pregnant women;
- Smokers, especially those who have smoked for several years

What should I do if I am having a health problem from smoke?

If you have a medical emergency from smoke, such as chest pain or severe difficulties breathing, you should call 911 if available, or get help to go to the hospital emergency room immediately.

How can I protect myself/the individuals I support from the harmful effects of smoke exposure?

- Stay indoors whenever possible with the doors and windows closed;
- Use high-efficiency (HEPA) filters, if available;
- Avoid vacuuming, which can stir up air;
- When driving in a vehicle, keep windows closed and if you have air conditioning, set to re-circulate
- Drink plenty of water to help reduce symptoms of scratchy throat and coughing.