

JULY 2021

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 2021

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

• JULY 31ST 2021

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

UPCOMING

• Health & Safety—

JULY 7, 2021 @1:00
PM

• RPAC Meeting –

JULY 13, 2021
@10:30 AM
(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 1ST
CANADA DAY**



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

PAYROLL



Is your Personal Information Up to Date in Payroll?

Log into Dayforce at 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.

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!



ICE CALGARY CONGRATULATES LONG

TERM EMPLOYEES

STAFF	YEARS	DATE
Donald B	23	July 23
George K	16	July 1
Andrew I	11	July 27
Brigitte Y	4	July 4
Kevin M	4	July 12
Gayle R	4	July 12
Christina V	4	July 13
Ope F	3	July 4
Ramandeep K	3	July 4
Suresh R	3	July 9
Amy B	3	July 18
Elise R	3	July 24
Jacques B	3	July 25
Jeff S	3	July 25
Aswin R	2	July 29
Lucille W	2	July 29

ICE THANK YOU CARD INCENTIVE WINNERS

Chioma (Rita) Obi-Ikwumelu received a thank you card for always being on time and prepared for Health and Safety meetings and inspections. Chioma has suggested improvements for the Health and Safety of all ICE employees. She won a cooler backpack.

Congratulations!



Ramandeep Kaushal and **Joy Okoror** received a thank you card for always being on time and prepared for Health and Safety meetings and inspections as well as for many suggestions to improve Health and Safety for all ICE employees

Lucille Walters, Amiri Sheha, Alaba Ogunsanya and Caroline Nganga received a thank you card for consistently following the procedure and behavioral support plan in place at the staffed residence and working together with their co-workers to develop a strong team.

Tanya Dusang, Nora de Leon, Elise Richter and Adejumo (Ruth) Agbonifo received a thank you card for working diligently to ensure the new programs was safe for everyone.

Stella Bamurekye, Zeina Ahmed, and Randy Diell, received a thank you note for picking up last minute shifts.

Meshack Akpobaro received a thank you note for immediately contacting the payroll department to rectify an error.

Gbemisola Olundegun Dawodu and Esteban Adroque received thank you cards for completing extra duties in the residential home.

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)



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 Counseling 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.



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 Committee Meeting Minutes

June 2, 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.

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

Edmonton – May 25, 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.

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: No additional recommendations.

Additional Recommendations: No additional recommendations.

South- May 4, 2021 – Meeting Minutes

April 20, 2021

Client was getting up from sitting position on the toilet after her shower. Client held onto her walker, the walker collapsed and client started to fall to her right towards the bathtub. As client was falling, she grabbed onto staff and staff fell as well. Staff fell to her left.

Incident Investigation Recommendations: After assessing for injuries, it was discovered that the locks on the walker were not properly engaged. Recommended that staff always check that locks are engaged prior to use. Supervisor reviewed Policy 2.3.7 as well as client specific protocols and AT/EI Guidelines with staff to ensure safety of client and staff.

HSC Recommendations: N/A – no additional recommendations.

Additional Recommendations: No additional recommendations.

Northwest – May 6, 2021

N/A – No completed investigations in the past month

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

Edmonton – May 25, 2021- Meeting Minutes

No completed near miss investigation to review.

South- May 4, 2021 – Meeting Minutes

No Completed Near Miss Investigations to Review (no near miss investigations occurred as there were no miss incidents during this time frame)

Northwest – May 6, 2021

N/A – No completed investigations in the past month

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

March 21, 2021

Staff and client went to an appointment March 19, 2021. Later in the evening, staff contacted 811 as client was displaying some covid-19 symptoms. 811 advised staff to continue monitoring client for the next 48-hours as some people get symptoms after receiving the vaccine. The client's symptoms remained the same until March 21, 2021 and 911 was contacted. Client was transported via ambulance to the hospital. It was found at the hospital that client had covid-19 variant. Staff were notified of the findings immediately and were asked to isolate.

Investigation Recommendations: All staff were notified of possible exposure and directed to call 811 to schedule a swab testing. PPE kits (gowns, masks face shields) delivered to the program. Quat and cleaning supplies were confirmed as present at the program. Employees were notified of hazards before starting shift by booking/CRM/CSC. Continue ongoing organizational review/updates of AHS best practices for COVID 19 (i.e., community outings, social distancing). Staff training on applicable COVID 19 Prevention Protocols/questionnaires.

Health and Safety Committee Recommendations: No additional recommendations.

3.3 Evaluation of 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 - include name of committee member(s) completing, program, issue, inspection type (E.g., RI) and # workers involved: N/A

3.4 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: Brigitte, Chioma, Ramandeep and Khirstyna participated in one EQA on May 25, 2021.

3.5 COR Audit Review: Brigitte was reviewing her COR qualifying audit and noticed a key suggestion for improvement in regard to where Alberta legislation should be kept. It was found that all residential homes have a copy of the "Worker's guide to occupational health and safety" and that there is a link that leads to the Alberta legislation. While this handout is accessible to all employees working at the site, the Alberta legislation is deemed not readily available for all staff as per Partnerships in Injury Reduction (PIR) audit standards. The Health and Safety Committee recommends that a link to the Alberta legislation be placed on our company's website or Facebook page.

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

Calgary Region reviewed the Non-residential HACD section:

The Health and Safety Committee reviewed the Non-Residential HACD pages 4-7:

Driving with/without client's pages 4-5: The HSC came up with three recommendations for this job description. First, the HSC recommends that the category of property damage be placed into the physical hazard as property damage is not considered one of the four potential hazards. Rather, property damage is a result of a potential hazard. Secondly, the committee suggests removing mission possible training as it no longer is being offered. Lastly, the HSC suggests that the verbiage of transit/taxi system is re-worded to, "Use of city transit/taxi services if available," under the administrative controls.

Accessing Outdoor/Community Activities: The HSC came up with three recommendations for this job description. First, it is recommended to remove one of the mentioned non-residential random inspections under the administrative controls (as it was mentioned twice). Second, it is suggested to add face shield under the PPE controls. Lastly, it is recommended that verbiage of "Office numbers are on employee/client ID cards," be re-worded to, "Office numbers are on employee ID cards," under the administrative controls.

3.7 Policy review: 3.5.6 Internal Investigations of Incidents/Near Misses

COVID 19 Pandemic Response:

Ages 12+ are eligible for Pfizer vaccine starting May 10th, 2021.

At 11:30am May 26, the Government of Alberta announced their 3-step reopening plan for Summer 2021.

Alberta's Open for Summer Plan safely eases restrictions in 3 stages as vaccinations go up and hospitalizations go down. If Albertans continue doing their part to follow public health measures and get vaccinated, all restrictions could be lifted by early July.

All other restrictions remain in effect, including distancing and masking requirements.

Alberta has met the targets to enter Stage 2 on June 10, which will see further easing of provincewide restrictions. More info will be shared next week.

For more information, please visit: <https://www.alberta.ca/enhanced-public-health-measures.aspx> website.

Other Business

HSC training updates: Ramandeep K and Joy O are signed up to take HACD training on June 21st, 2021. Joy O is signed up to take Workplace Inspections on June 25, 2021. Joy O and Ramandeep K still require taking incident investigations training. Brigitte is taking COR auditor re-certification training on June 3, 2021.

ICE Pages Ideas: dehydration and heat wave.

NEXT MEETING DATE: July 7, 2021 @ 1:00 p.m.

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>

Alberta Occupational Health and Safety works in consultation with industry to help prevent work-related injuries, illnesses and fatalities.

<https://work.alberta.ca/occupational-health-safety/ohs-publications.html#laws>

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.

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.

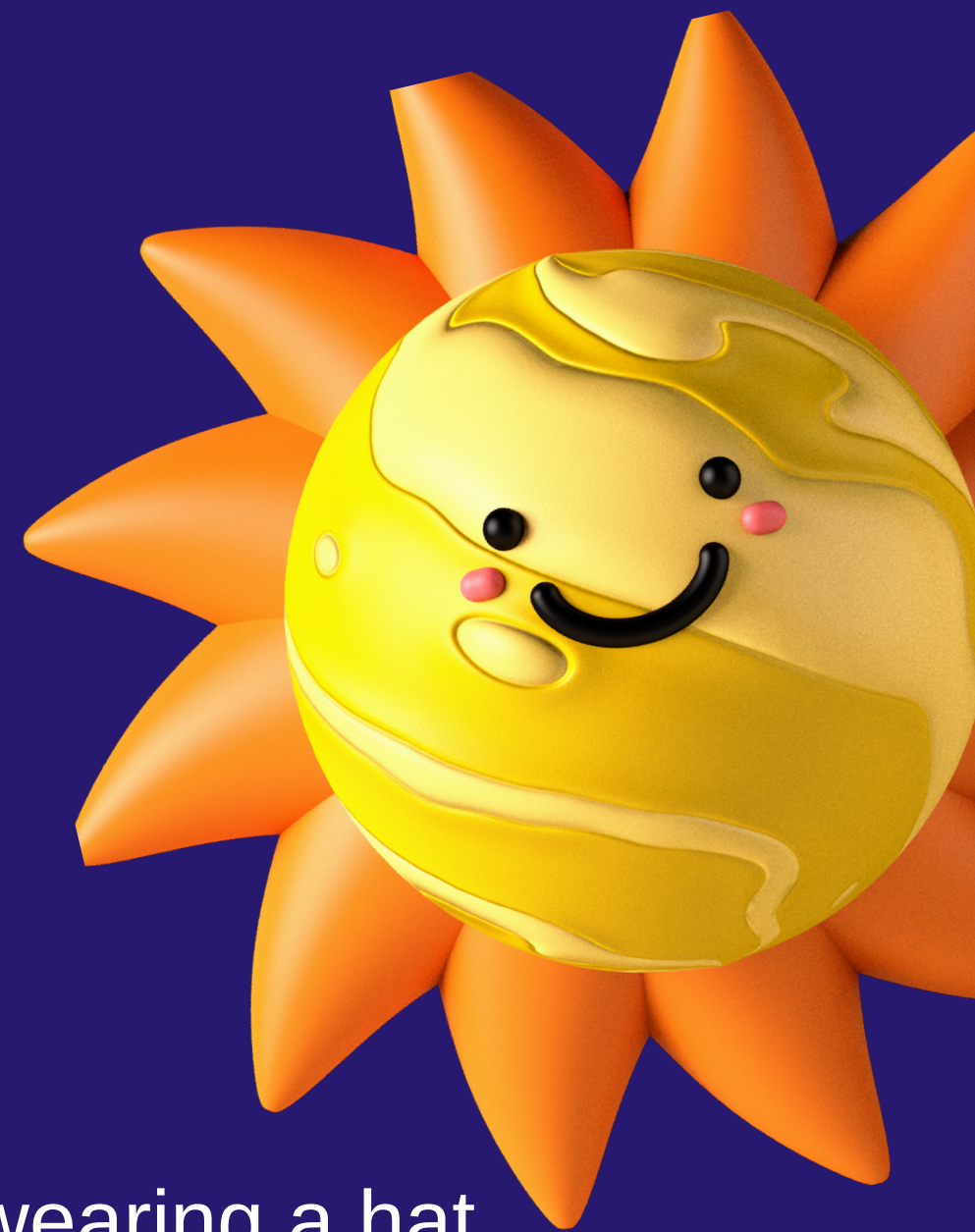
- If you feel hot but develop chills, slow down and seek cool air or water.
- It can be life-threatening, damaging your brain and other vital organs.
- It may be caused by strenuous activity in the heat or being in a hot place for too long.

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!

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

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

