

ICE PAGE

Making it Happen! - Support Social Inclusion

ECAT

Employee & Client
Assistance Team
403-819-0583

Phones do not accept
text messages. Staff
need to call ECAT.

What's inside this issue:

VIRTUAL TRAININGS
PAGE 4

HEALTH & SAFETY
MEETING MINUTES
PAGE 6-7

COVID -19
INFORMATION
PAGE 9

Time Sheet Hand-In

JUNE 15TH 2022 FOR
ALL SHIFTS WORKED
BETWEEN JUNE 1ST
AND JUNE 15TH.

JUNE 30TH 2022 FOR
ALL SHIFTS WORKED
BETWEEN JUNE 16TH
AND JUNE 30TH.

UPCOMING

HEALTH AND
SAFETY MEETING
JUNE 8th/July 6th,
2022 at 10:00 AM.

RPAC MEETING
JUNE 14th/July 12th,
2022 at 10:30 AM.

ON SPOTLIGHT

DALE D

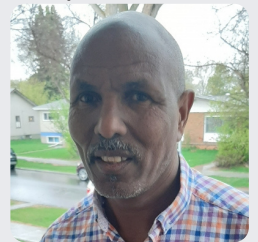
Dale knows what it means to bring people together, grow his social inclusion, and build a strong community. We are happy to spotlight the amazing community work Dale has been involved in this past year. Dale has been with ICE since January 2001, and from the beginning Dale has been conversive and sociable. He is a great communicator and loves to have conversation with many people. Dale enjoys the company of others and is always willing to lend a hand.

Dale helps build a better community by helping his neighbors keep things "beautiful". Dale assists with snow removal, mowing the grass and preparing gardens. Dale's staff support him in the community and Dale prides himself on his independence. Dale always enjoys the company of staff when he's working to beautify the neighborhood. He has many interests, but his primary interest is that he loves to help people. Dale has become friends with his neighbors and everyone in his community knows him. When he is out in the neighborhood, it is not uncommon to see people waving, stopping to chat, or offering Dale a smile, and Dale is quick to give it right back to them. Dale also loves to draw, color and paint. He will often gift his artwork and painting to his friends! He takes pride in his work, and he is a very thoughtful person that will make most who cross his path smile.



SOLOMON A

Solomon Alawi has been working with Dale since September 2020. He supports Dale all week and has shown great interest and ability supporting Dale and his roommate. Solomon takes Dale on DAT's, to the malls, for volunteer work, to church, and to places of Dale's interest. Solomon also supports Dale when he attends the Nina Haggerty Art Gallery program two to three times a week. Recently, he introduced Dale to a new Day Program at Prosper Place. A special thank you goes out to Dale's support staff, as they remain dedicated, crucial, prominent companion for Dale, and their hard work is appreciated.



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 WILL BE CLOSED
ON JULY 1, 2022,
CANADA DAY



Please direct all calls to the
Employee Client Assistance Team
for that day.
403.819.0583

ICE THANK YOU CARD INCENTIVE WINNERS



Justin Shumbusho received a thank you card for fixing the microwave vent in a home to ensure everybody's safety. Congratulations!

Don B received a thank you card from their CRM for support that has significantly improved the individual's emotional wellbeing

Adekunle JB received a thank you card for picking up a shift last minute.

Monaliza C received a thank you card for accepting a shift last minute.

Jisna M received a thank you card from their CSC for fixing and cleaning the microwave vent to prevent an incident.

Lucille W received 3 thank you cards from CRMs for support that has significantly improved the individual's emotional wellbeing and extending their shifts late.

Tanya D received a thank you card from their CSC for accepting a last-minute shift and going above and beyond to support the individual.

Rebecca N received a thank you card from their CSC for assisting with an individual moving into their new home.

Justina A received a thank you card from their CSC for assisting individuals with moving and settling in their new home.

Gbemisola O received a thank you card from their CSC for accepting a shift.

Stella B received 2 thank you cards from their CSC for covering a 12-hour shift in short notice and also assisting individuals with moving in and out of their home.

Rajdeep K received a thank you card from their CSC for assisting individuals with a move and getting the home ready for a moveout inspection.

Eugenia K received a thank you card from their CSC for assisting an individual with moving.

Jacques B received a thank you card from their CSC for assisting individuals settle into their new home.

Gbemisola O received a thank you card from their CSC for helping an individual move into their new home.



Kevin Makar received a thank you card from their CSC for assisting individuals moving into their new home. Congratulations!

Cyril T received a thank you card from their CSC for assisting clients move in and out of their home.

8th Ave home received a thank you card from their CRM for promoting an increase in the clients daily preferred activities.

Ijeoma A received a thank you card from their CSC for helping to clean and pack items at a home in preparation for a move.

Adekunle JB received a thank you card from a CSC for picking up a last-minute shift.

Monalisa C received 2 thank you cards from the Booking Coordinator for accepting a shift last minute and taking extra time to ensure that shifts were covered.

Peters received a thank you card from the Booking Coordinator for taking a last-minute shift.

Comfort N received 2 thank you cards from the Booking Coordinator for picking up extra shifts on short notice.

Victor A received a thank you card from their CSC for assisting clients with moving and settling in their new home.

Stella N received a thank you card from their CSC for accepting shifts last minute.

Abiola I received a thank you card from the Booking Coordinator for taking on additional shifts.

Randy D received 2 thank you cards from their CSC for assisting individuals with packing up/ getting ready for the move into their new apartment and also staying on shift when there was no coverage.

Elise R received a thank you card from the Booking Coordinator for taking on additional hours on short notice.

Jody H received 2 thank you cards from their CSC for assisting individuals with packing/getting ready for the move into their new apartment and also agreeing to come into shift early on short notice.

Nora De L received 3 thank you cards from the booking coordinator and their CRM for taking on additional shifts and AON shifts.

POLICY REVIEW

3.5.10 HAZARD ASSESSMENT AND CONTROL DOCUMENT

*(Please note that selected sections of ICE Policy 3.5.10 are reproduced here. Please refer to the Policy manual for the complete policy).

The Hazard Assessment and Control Document Master (HACD) is a living document that details all hazards known to the employees of Independent Counselling Enterprises and the controls in place to mitigate the hazards. Employees at all levels of the organization are involved in the creation and updating of this document.

The Master Hazard Assessment and Control Document is separated into 4 sections based on job duties, including: General, Working with High Behaviors, Office Related Work and Non-Residential Services.

For residential settings, the HACD Master is tailored at each site to include 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 when the Master HACD changes or when changes are required to the site-specific document. This includes circumstances listed in changes to the Master HACD or when there is a need for changes to be made (E.g., change in location, change in client). The site-specific hazard assessment and control document is reviewed and signed off on the Review/Revision Record located in the Health and Safety Binder. Program staff complete this process monthly at team meetings or sooner if there are changes in site hazards/controls.

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. These employees are responsible for ongoing hazard assessment and reporting new hazards to a supervisor utilizing this information and their "Identify Hazards/Utilize Controls" card distributed at the beginning of non-residential shifts. For each location, each regular non-residential worker will document on a Schedule 1 outline that this was completed. Any relief employee working in these programs will validate these hazards on a contact note. Hazards of these sites will be documented in C-Views and reviewed with each new employee at the time of booking.

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.

JUNE/JULY VIRTUAL TRAININGS

Pre-Employment Training

June 1,7,8,14,15,21,22,28,29, 2022 (9:00AM to 4:00PM)

PTSD Training

June 3, 2022 (9:30PM to 11:30PM)

Substance Abuse Training

June 3, 2022 (1:30PM to 3:30PM)

Communication Training - Civility and Respect/Conflict Resolution

June 6, 2022 (10:00PM to 12:00PM)

Somatization Training

June 6, 2022 (1:00AM to 2:30PM)

HACD Training

June 7, 2022 (1:00PM to 5:00PM)

ADHD Training

June 9, 2022 (1:30PM to 3:30PM)

Depression Training

June 13, 2022 (1:00PM to 3:00PM)

Abuse Prevention Training

June 14, 2022 (10:00AM to 12:00PM)

Hypertension Training

June 15, 2022 (10:00AM to 11:30AM)

Communications Training: Supporting Task Improvement Training

June 15, 2022 (1:30PM to 2:30PM)

Autism/Pervasive Developmental Disorder - Non Specific Training

June 20, 2022 (10:00AM to 12:00AM)

Promoting Safety Training

June 20, 2022 (1:30AM to 4:30PM)

Lifts and Transfers Training - PowerPoint

June 21, 2022 (9:30AM to 12:00AM)

Epilepsy Training

June 21, 2022 (1:00PM to 3:00PM)

Diabetes Training

June 22, 2022 (10:00AM to 12:00PM)

Communications Training - Psychologically Safe Interactions

June 22, 2022 (10:30PM to 12:00PM)

Communications Training - Building Trust

June 22, 2022 (1:00PM to 3:00PM)

Abuse Prevention Training

June 22, 2022 (1:30PM to 3:30PM)

Due Diligence for Supervisors and Managers Training

June 24, 2022 (9:30AM to 12:00PM)

Schizophrenia Training

June 27, 2022 (10:30AM to 11:30AM)

Asthma Training

June 27, 2022 (1:00AM to 2:00AM)

PBI Training

June 28, 2022 (10:00AM to 12:00PM)

Musculoskeletal Injury Prevention - Manual Materials Handling

June 28, 2022 (1:00PM to 4:00PM)

Brain Injury Training

June 29, 2022 (10:00AM to 12:00PM)

Communications Training - Emotional Intelligence

June 29, 2022 (1:00PM to 3:00PM)

OCD/Hoarding Training

June 30, 2022 (1:30PM to 3:30PM)

Pre-Employment Training

July 5,6,12,13,19,20,26,27, 2022 (9:00AM to 4:00PM)

Abuse Prevention Training

July 12, 2022 (10:00AM to 12:00PM)

Communication Training - Civility and Respect/Conflict Resolution

July 12, 2022 (1:00PM to 3:00PM)

PBI Training

July 13, 2022 (10:00AM to 12:00PM)

Substance Abuse Training

July 14, 2022 (1:30PM to 3:30PM)

FASD/ODD Training

July 15, 2022 (9:30AM to 11:30AM)

Incident Investigations Training

July 15, 2022 (1:00PM to 5:00PM)

Scam Awareness and Prevention for Clients Training

July 19, 2022 (1:30PM to 3:30PM)

Trauma Informed Care Training

July 21, 2022 (1:30PM to 3:30PM)

Workplace Inspections Training

July 22, 2022 (9:00AM to 4:00PM)

Healthy Eating/Diabetes Training

July 22, 2022 (9:30AM to 11:30AM)

Autism/Pervasive Development Disorder Training

July 25, 2022 (1:30PM to 3:30PM)

ICE Calgary Congratulates Long Term Employees!!!

STAFF	YEAR	DATE
Jody Hunter	13	May 15
Lorna Koch	11	May 17
Nora De Leon	10	May 31
Randy Diell	6	May 12
Nikki Erika Novak	6	May 25
Nana Kusi	4	May 4
Nicole Birch	3	May 14
Olundegun Dawodu	3	May 17
Tsegay Gebrelibanos	1	May 25
Bill Damer	27	June 7
Bhupinder Mann	7	June 19
Gideon Gatembo	7	June 22
Vaishaliben Dave	6	June 23
Caroline Nganga	5	June 21
Mercedes Clark	3	June 20
Daniel Tataw	1	June 11

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 RECIPIENT

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!



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 https://work.alberta.ca/occupational-health-safety/resources.html	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://www.albertahealthservices.ca/findhealth/service.aspx?Id=1001957	Stay up to date on the most frequent information on COVID-19 in the province of Alberta.
http://www.icenterprises.com/	The ICE website has some important links on the main page for your reference as well as posted job opportunities and access to the ICE Page.

**HEALTH AND SAFETY MEETING MINUTES
APRIL 6, 2022
(MINUTES EDITED FOR PUBLICATIONS)**

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

Edmonton – March 9, 2022- Meeting Minutes

August 23, 2021 – MVA- Staff swerved vehicle to avoid hitting a pedestrian and struck another vehicle. **Incident Investigation Recommendations:** Staff to review Policy 2.4.5 Use of Staff Vehicles and Policy 3.1.6 Mandatory Auto Insurance Coverage. **Health and Safety Committee Recommendations:** No additional recommendations.

September 6, 2021 – Sprain/Strain - Staff strained back while moving client's new bed.

Incident Investigation Recommendations: Manager to speak with staff about choosing not to lift heavy items without assistance. **Health and Safety Committee Recommendations:** Additional recommendation: review policy 2.7.3 – Lifts and Transfers (i.e., avoid lifting more than 50 lbs.).

November 20, 2021 – Client Behavior – Client completed his dialysis appointment as scheduled. Client then began showing verbal aggression towards the dialysis staff and towards staff. Client took a pair of medical clamps and boarded DATS. Client began waving the clamps in his hand, taunting another DATS passenger. Redirection failed. The DATS driver assisted the other passenger to exit the bus and called the police and the client gave the clamps back. **Incident Investigation Recommendations:** Team Coordinator to review PBI strategies, and client's PPP with staff. Manager to follow up with DATS access pending DATS investigation. **Health & Safety Committee Recommendations:** No additional recommendations.

January 4, 2022 – MVA – Staff stopped for a red light. While waiting for the light to turn red, a minivan was unable to stop, hitting the staff's right back bumper from what seemed to be at a slow speed. There were no physical injuries from the accident. **Incident Investigation Recommendations:** Staff to review the Winter Driving section in the Health & Safety Manual. **Health & Safety Committee Recommendations:** No additional recommendations.

January 14, 2022 -Staff parked her car and was walking across the parking lot when she slipped on ice. **Incident Investigation Recommendations:** Staff will review Section 1 in the Health & Safety Manual re: Winter Safety. **Health & Safety Committee Recommendations:** Review walking like a penguin posting.

South – March 1, 2022- Meeting Minutes

No completed incidents investigations to review (no incident investigations occurred as there were no incidents during this time frame).

Grand Prairie- March 10, 2022- Meeting Minutes

February 8, 2022 - Staff arrived on shift and, when walking into the program to retrieve the salt, slipped on the icy sidewalk. **Incident Investigation Recommendations:** Staff reminded to salt the sidewalks regularly, and that the staff on shift should be completing it rather than the oncoming staff. HACD section on snow shoveling was reviewed with all staff. **Health and Safety Committee Recommendations:** No additional recommendations.

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

Edmonton – March 9, 2022- Meeting Minutes

No near miss investigations reviewed.

South – March 1, 2022- Meeting Minutes

December 20, 2021 - Client shared with her staff that her abusive ex-husband had contacted her and made threatening statements of his intent to harm her safety. Staff supported client to contact the Police who initiated a restraining order. Client blocked his contact. **Incident Investigation Recommendations:** Team training. Review of safety preventative procedures with both clients in the home and all staff. Review appropriate task delegation. Update HACD. **Health and Safety Committee Recommendations:** No additional recommendations.

Grand Prairie- March 10, 2022- Meeting Minutes

January 22, 2022- Staff went downstairs to the staff office and noticed that the carpet was wet. Upon looking for the source it was discovered that the window well had a large amount of water, and it was coming through the window. Staff immediately notified the landlord and ECAT. **Incident Investigation Recommendations:** All house staff directed to review HACD section on Snow Removal and EAP#9 Flooding Single Household. **Health and Safety Committee Recommendations:** No additional recommendations.

3.2 Evaluation of current Internal Incident Investigations for Injury, Health, and Property Damage: No completed incidents investigations to review.

3.3 Evaluation of near miss investigations: No completed near miss investigations to review.

3.4 Health and Safety Committee Inspections:

N/A- no concerns; Opeoluwa F completed two Support Home EQAs in the month of March 2022.

3.5 COR Audit Review: The committee reviewed the COR report recommendations/Action Plan for all 10 elements.

3.6 Hazard Assessment and Control document (H.A.C.D):

- Exposure to Pets. Cleaning of litter boxes/pet cages/aquariums (pp.102-104) recommendations: it is recommended to adjust typos found in the biological hazard section (i.e., add closed brackets). It is also recommended to make the description more concise as the examples of pet dander, feather etc. are repeated in the text.
- Exposure to insects and/or pests. Bed bug infestations (pp.104-105) recommendations: it is recommended to add ticks and the potential for lime disease in the biohazard.

3.7 Policy review: 3.5.3 Health and Safety Committee updated March 10, 2022. The committee also reviewed the Policy addendum that was sent out March 11, 2022.

3.8 COVID-19 Pandemic Response: As of March 1, 2022, the province of Alberta lifted several COVID-19 restrictions. To see the list of restrictions that were lifted, visit <https://www.alberta.ca/covid-19-public-health-actions.aspx>. All ICE employees must continue to follow continuous masking. The pandemic has reached the sixth wave. A memo for the new omicron variant- BA2 information was reviewed.

3.9 Outstanding Committee Member Training/ New Members – Review: all HSC members received health and safety training.

3.10 Emergency Response Plan Review: (Regional committees to review the ERP drills and identify recommendations for improvement)- We will review the Action Plan Template #5 -Pandemic- shortage/loss of staff HSC Recommendations: It was recommended to adjust the time span of a pandemic in the risk/level section. It is recommended to omit "avoid large crowds" in number two "when to wash your hands" as the information is duplicated in the text. Additionally, it is recommended to omit AHS guidelines in additional notes- sources/resources as it is already mentioned in the resource requirement section.

4.0 Other Business

- Upcoming trainings: Communication training- civility and respect/conflict resolution April 25, 2022; Communications training- supporting task improvement April 26, 2022; Communication training- emotional intelligence April 27, 2022; Scam Awareness and Prevention for clients April 28, 22; HACD training May 3, 2022; Incident Investigations training May 5, 2022; Workplace Violence, Bullying and Harassment for Supervisors and Managers May 11, 2022; Communications training- psychologically safe interactions May 20, 2022; Workplace Inspections May 20, 2022; and communications training- building trust May 25 & 31 2022.
- Recent news article re. use of allergy medication "Benadryl." Experts/Allergists are stating that newer antihistamines were safer than first-generation ones, and that they should be recommended over older staples like Benadryl due to a higher rate of potential side effects. Please see link for more information: <https://www.ctvnews.ca/health/many-canadians-unaware-that-benadryl-is-no-longer-recommended-as-first-choice-for-allergy-medication-experts-1.5846518>

NEXT MEETING DATE: May 4, 2022 @ 10:15 a.m.

**HEALTH AND SAFETY MEETING MINUTES
MAY 4, 2022
(MINUTES EDITED FOR PUBLICATIONS)**

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 -April 13, 2022- Meeting Minutes
January 8, 2022

While staff was attempting to use hand sanitizer, it sprayed into his eye. **Incident Investigation Recommendations:** Staff reviewed K1 (WHIMIS overview) section in the Health & Safety Binder. Staff reviewed SDS sheet for hand sanitizer. Location of hand sanitizer moved from the top of the filing cabinet to the kitchen counter. **Health and Safety Committee Recommendations:** No additional recommendations.

South - April 5, 2022- Meeting Minutes
January 16, 2022

Staff began experiencing symptoms, isolated and tested positive for COVID-19. **Incident Investigation Recommendations:** Retrain staff on COVID-19 protocols, appropriate use of provided PPE and review WCB reporting procedures. **Health and Safety Committee Recommendations:** No additional recommendations.

February 16, 2022

Client became verbally and physically aggressive. Police were contacted. PRN was administered. Client calmed down for the police to speak with him. Alternate guardian came and took the client home for the week. **Incident Investigation Recommendations:** Case conference with all stakeholders to determine appropriate supports at this time. Review PRN protocol, PRP and CI reporting procedures with SHO. **Health and Safety Committee Recommendations:** No additional recommendations.

Grand Prairie- April 10, 2022- Meeting Minutes
There was no meeting held in April 2022.

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

Edmonton -April 13, 2022- Meeting Minutes - No near miss investigations reviewed.

South - April 5, 2022- Meeting Minutes

No completed near miss investigations for review (no near miss investigations occurred as there were no near miss incidents during this timeframe).

Grand Prairie- April 10, 2022- Meeting Minutes - There was no meeting held in April 2022.

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

February 24, 2022

Client was agitated at the beginning of the morning shift and became aggressive with staff. The second staff pressed the lifeline and ECAT was contacted. **Incident Investigation Recommendations:** Review PRP at team meeting, review scope of duties for 2:1 staffing, PBI techniques reviewed, new staff to be trained on coordinated collaborative approaches at orientation/planned training, and review of positive behaviour supports. **Health and Safety Committee Recommendations:** No additional recommendations.

February 25, 2022

Client lost balance when opening up the main building door. Staff twisted their wrists and hurt their back in the process. **Incident Investigation Recommendations:** Review HACD- Appendix A6; review policy 3.7.7 3.5.2. & 3.5.9; and review HACD Appendix A6 quarterly at team meetings. **Health and Safety Committee Recommendations:** No additional recommendations.

March 20, 2022

Staff was cleaning the walk-in shower when their foot stepped onto uneven surface and fell onto their left hand and left side of stomach causing injury. ECAT notified.

Incident Investigation Recommendations: review Safe Practices for control of slips, trips, and falls (HACD Appendix A-4) & review the importance of drying the shower floor immediately after showering a client. **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 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: two EQA's completed by Opeoluwa in April 2022

3.5 COR Audit Review: Reviewed the new Health and Safety Committee Terms of Reference (TOR).

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

The Calgary region is assigned pages 77-115 in the general HACD. The committee reviewed pages 106-109 in the general HACD.

- Mice Infestations (pp.106-107) recommendations: it is recommended that a chemical hazard be added to include poison and cleaning supplies. It is recommended to add a physical hazard mouse trap snapping on fingers. Lastly, it is recommended to keep calm and avoid panicking in the safe work practices section.
- Lifting, moving and cleaning furniture. Changing the water bottle on the water cooler (pp.108-109) recommendations: it is recommended to add cleaners to the chemical hazards. It is recommended to include policy 3.5.9 Eliminating/Mitigating workplace hazards to coincide with replacing damaged furniture wear gloves for PPE in the administrative controls section.

3.7 Policy review: 3.5.2 Worker Right to Refuse Dangerous Work and Assignment of Health and Safety Responsibilities (updated March 10, 2022).

3.8 COVID 19 Pandemic Response: All ICE employees are required to wear masks while on shift. To see the list of restrictions that were lifted, visit <https://www.alberta.ca/covid-19-public-health-actions.aspx>.

3.9 Outstanding Committee Member Training/ New Members - Review: all HSC members received health and safety training.

3.10 Emergency Response Plan Review: (Regional committees to review the ERP drills and identify recommendations for improvement)- We will review the Action Plan Template #6 - Security Risk- Loss or theft of private information. **HSC Recommendations:** no recommendations.

4.0 Other Business

- Members were asked to sign the updated TOR for their files

Next Meeting Date: June 8, 2022 @ 10:00 a.m.

HEALTH AND SAFETY REVIEW

Do you know what a Near Miss is?

A near-miss is a potential hazard or incident in which no property was damaged and no personal injury was sustained, but where, given a slight shift in time or position, damage or injury easily could have occurred.

Reporting a Near Miss can ensure that future incidents and injuries are avoided. Below are two examples of a near miss and the reason why they would be reported as such:

Example #1 - An employee trips over an extension cord in the hallway. The employee manages to regain their balance before falling and does not sustain any injuries. This event constitutes a near miss because injuries could have occurred, ranging from a bruise to a broken bone. The extension cord creates an unsafe condition in the workplace.

Example #2 - To reach items on the highest shelf in the office storage room several employees choose to stand on lower shelves instead of using a ladder. Employees occasionally slip, but none have been injured. This event constitutes a near miss because serious injuries could have been sustained by the employees. Additionally, this act could have potentially caused damage to property (i.e. the storage room shelving unit).

For every near miss that is not investigated or reported, it's more likely there will be an accident.



WHAT ARE THE CORE SYMPTOMS OF COVID-19?

If you are over the age of 18 and have any of the following core symptoms, not related to a pre-existing illness or health condition, you are legally required to isolate. Stay home and away from other people until your symptoms get better.

CORE SYMPTOMS:

- new onset of cough or worsening chronic cough
- fever
- new or worsening shortness of breath or difficulty breathing
- runny nose
- sore throat
- loss of sense of smell or taste

WHO'S AT RISK:

- OLDER PEOPLE
- People with underlying medical problems like high blood pressure, heart problems, diabetes, asthma.

WHAT TO DO:

When you experience symptoms, use the self assessment tool for healthcare workers:
<https://myhealth.alberta.ca/journey/covid-19/Pages/HWAssessLanding.aspx>