

# ICE PAGE

CALGARY

2012

**Contents:**

- CLIENT SUCCESS STORY....PG 2
- POLICY REVIEW..... PG 3
- HEALTH CORNER.....PG 4

**TIME SHEET HAND-IN:****October 15th, 2012**

For all shifts worked between October 1st and October 15th, 2012

**October 31st, 2012**

For all shifts worked between October 16th and October 31st, 2012

**Team Leader Meeting**

October 3rd, 2012 @ 1:30 pm

**Health and Safety Meeting**

October 17th, 2012 @ 1:30 pm

**RPAC Meeting**

October 18th, 2012 @ 1:30 pm



## Employee Spotlight

### **RODNEY**

Rodney is a valuable member of the Grande Prairie ICE team. He first got his start with ICE in Edmonton. After a visit to see family in Grande Prairie, he and his wife moved to the Northwest region. They have enjoyed the Grande Prairie area and their time spent with family over the last five years.

Rodney grew up in the Philippines in Pasay city, where he went to school and completed college in hotel and restaurant management. He and his wife of eight years plan on returning to the Philippines this October to visit relatives and see some

places he's never been to!

On days off together he and his wife like to watch movies, go shopping, and tend to their garden. Rodney's favorite hobbies include table tennis, playing pool and shooting some hoops.

Rodney enjoys his work supporting clients in the community access program and working every other weekend in our residential programs. He knows his clients really well and has fun encouraging their participation in community activities and making a difference in each of their lives!



# Client Success Story

## *Stefanie*

2012 has been a year of great change and personal growth for Stefanie. In January she moved from her family home to her own apartment. Since the move she has learned how to take care of her apartment and made friends with people in the building. With the support of her ICE staff, Stefanie has developed meal preparation skills and she is now cooking on her own for at least two nights a week. In the spring, Stefanie tried out a temporary work placement at London Drugs where she "faced" the shelves (brought products to the front of the shelves for easy access by customers) and provided customers assistance when they



required it. Stefanie started this position with staff assistance but by the end of her temporary placement she was working

independently. Stefanie loved this job!

Stefanie is exploring new things all the time. She attended camp with some of her friends from ICE this summer. This was the first time she had ever gone to camp and she really enjoyed herself. She has also tried other new experiences such as going on rides at Whoop Up days and going on dates. Stefanie just recently decided to join Special Olympics bowling this year.

Stefanie is involved in her community. She is active in the Southern Alberta Self Advocacy group and is a member of its executive committee. She likes going for walks, taking photos and listening to German music.

Stefanie is also a member of the VOX choir through the University of Lethbridge and performs in concerts throughout the year.

### ICE has a TD Group RSP plan!

Refer to Policy 3.4.18 ICE Future Builders RSP.

If you are eligible, ICE will match your contributions!

To sign up, please contact Linna Roem at  
780-453-9664

# POLICY REVIEW

## 3.4.16 LEAVE OF ABSENCE

Leave of absences are granted on an individual basis in consultation with the appropriate manager and with final approval from the President. The employee must complete all of the appropriate leave of absence documentation. Requests are reviewed based on individual circumstances such as, the purpose of the leave, job performance, length of employment with the agency, the frequency of such requests and the impact of the employee's absence on the agency's operation. All leaves granted would be without pay. A leave of absence would be considered time off without pay for 5 consecutive working shifts (1-24 hour shift counts as 1 shift) or more.

### Leave of Absence for Personal Reasons

The length of a leave of absence will be as follows:

During the 3 month probationary period no leaves will be granted.

Employees who have worked for a minimum of 3 months but less than 1 year will be entitled to 1 week

Employees who have worked longer than 1 year but less than 2 years will be entitled to 4 weeks.

Employees who have worked 2 years or more will be entitled to 3 months.

For those employees on personal leave I.C.E. will only be able to provide the opportunity for employment upon return. Return to the same position is not a guarantee.

### Leave of Absence for Medical Reasons

For employees requesting a medical leave, the employee must provide the agency with supporting medical documentation

Medical follow up and reports may be required during the leave of absence as well.

The length of a leave of absence will be as follows:

During the 3 month probationary period no leaves will be granted.

Employees who have worked for a minimum of 3 months but less than 1 year will be entitled to a maximum of 3 months.

Employees who have worked longer than 1 year will be entitled to a maximum of 6 months.

For employees in receipt of benefits (Wawanesa, Blue Cross, Futurebuilders), refer to **Policy 3.4.5 Payroll Processing, Policy 3.4.18 ICE Savings/Pension Plan, Policy 3.4.19 Benefits – Blue Cross, Policy 3.4.20 Benefits – Wawanesa.**

If the leave of absence is not granted the employee has the option to re-apply with Independent Counselling Enterprises when they are able to do so.

**Updated July, 2011**

**ICE offices will be closed  
Monday,  
October 8th, 2012  
for Thanksgiving Day**



Please direct all calls to the  
**Employee Client Assistance  
Team for this day.**

# Health Corner



## Immunization

Immunity is security / protection against a particular disease. There are many different types of vaccines which offer protection from different diseases. In the fall, many people take advantage of the protection provided by the Seasonal Influenza vaccine. The dates and times of the Flu Clinics will be able to be found on the Alberta Health Services website when they become available. Clinics are forecast to start by October 15<sup>th</sup> this year. Please remember, when taking ICE clients to get the vaccine that you must ensure that you bring a consent approval form **signed by the client's legal guardian.**

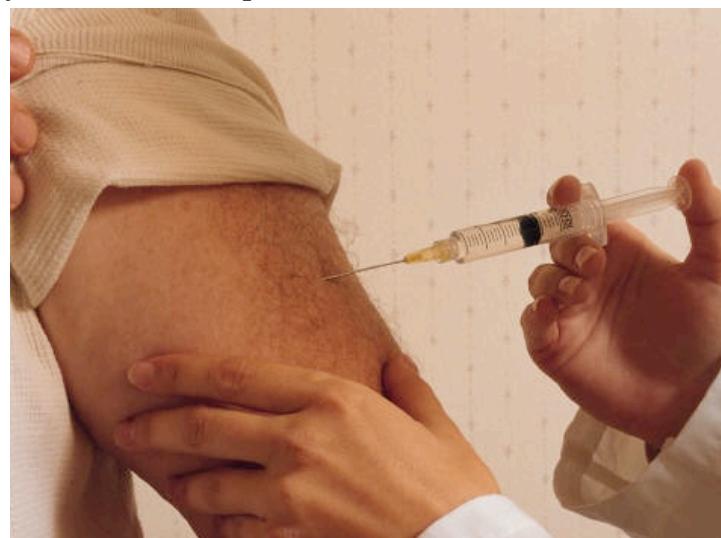
## What is the "Flu Shot"?

The influenza vaccine (flu shot) can protect you from influenza for at least 4-6 months or even longer. In the elderly, antibody levels may fall below protective levels within 4 months but a healthy individual can be protected for up to one year. Flu immunization does many things: it reduces the incidence of the flu; its severity; its duration and your level of infectiousness (the ability to infect others). The vaccine can also protect companies from an outbreak at work, and health facilities where such an outbreak can result

in severe complications and even death for vulnerable patients. The flu vaccine is safe and it can not give you the flu because it does not contain a live virus. Many people have little or no side effects from the vaccine. A new vaccine is developed every year and is based on the most common current circulating strains of the flu virus. Flu viruses are always changing so it is important to get a flu shot every year.

## What is the Pneumococcal Vaccine?

Pneumococcal disease is a serious illness that is caused by bacteria called *Streptococcus pneumoniae*. Adults 65 years of age and older, people with certain health conditions, infants and young children are at higher risk of getting a serious illness from pneumococcal disease. The vaccine protects against 23 types of pneumococcal bacteria. It can help prevent the most common types of bacterial pneumonia and other serious infections caused by the bacteria. The vaccine is the **only** way to prevent pneumococcal disease. The vaccine is available throughout the year. To find out more information about this, speak to your health care provider.



## Employee Referral Incentive Program

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!



**ICE CALGARY  
CONGRATULATES  
Long Term Employees !!!!**



STAFF	YEARS	DATE
Mussie G	8	October 3rd, 2012
Mary M	7	October 20th, 2012
Mohammad A	6	October 20th, 2012
Bev J	5	October 7th, 2012
Rachel N	4	October 3rd, 2012
John V	3	October 14th, 2012
Christina L	2	October 14th, 2012
Chinonye N	2	October 15th, 2012
Laura D	1	October 5th, 2012

## THANK YOU!

### **Incentive Thank-you Card Winner**

**Bill Damer** received a thank you card for participating in the Certificate of Recognition (COR) audit interviews

#### Other Thank-you Cards Received for September's Draw

**Christina Leslie, Kendra McLachlan, Patsy Stewart, Mohammed A., Laura Nicolson, Jody Hunter, Theresa Walker and Tom L.** all received thank you cards for participating in the COR audit interviews.

**Denise Sielecki** received a thank you card for identifying and quickly correcting a tripping hazard.

**Maxine Bailey** received a thank you card for taking on Team Leader duties for another home.

**Michelle Bersaluna, Janet Zhang, Kendra McLachlan, Susan Mosely-Josiah, Patsy Stewart, Chinonye Nwachukwu and Samantha Timleck** all received thank you cards for their flexibility and willingness to take on extra relief shifts.

Thanks for referring a staff to ICE!

### **Monthly Incentive \$100 Referral Recipient**



**Nora de Leon**

## TRAINING

### **PET**

**Oct 10th and 11th, 2012  
9 am -5 pm**

As described on the ICE website

### **PET**

**Oct 23rd and 24th, 2012  
9 am -5 pm**

As described on the ICE website

**Health and Safety Committee****Meeting Minutes**

Aug 18, 2012

Calgary Region

**3.1****Review of Regional Health and Safety Minutes****South Region – Meeting minutes date:**

July 3, 2012

**No Current Injury Investigations**

N/A

**Near Miss Investigations**

June 10, 2012 –Staff vehicle was hit from behind at a stop sign. No injuries.

Near Miss Investigation Completed

**Recommendations:** Staff to attend Mission Possible Driving course**No Further Recommendations****Northwest Region – Meeting minutes**

date: July 12, 2012

**No Current Injury Investigations**

N/A

**No Current Near Miss Investigations****Edmonton Region – Meeting minutes**

date: July 4, 2012

**Injury Investigation:** June 28/12: Staff was trimming the lawn edges and the cutting line on the weed eater clipped her left foot on the top causing an injury. Staff was wearing running shoes

that fit securely but the top of the foot was exposed.

Injury Investigation completed.

**Recommendations:**

Footwear and other clothing need to be selected with work tasks and safety in mind. Footwear worn for high hazard tasks such as lawn care should cover the foot completely and be sturdy enough to protect the employee's foot.

Review safe use of equipment with the team (weed eater).

**Additional Recommendations:**

Post a reminder where the equipment is located to remind staff, "Make sure you are wearing PPE"

**No Near Miss Investigations**

N/A

**3.2****Evaluation of current Injury Investigations****No Current Injury Investigations****3.3****Evaluation of Near Miss Investigations****No Current Near Miss Investigations****3.4****Review of COR Audit Action Plan. (2011)**

Reviewed Sections 3.1 – 3.3

**3.5**Review of Master Hazard assessment and Control Document  
Reviewed Page 44- 45**3.6**

Policy Review- 3.5.3 – Communications/Staffing Support

**4.1****Training**September 4, 2012- Workplace Inspections Training 9 am-12 pm  
Hazard Assessment 1-5 pm  
WHIMIS Refresher Training to be offered soon  
Promoting Safety Training to be offered soon  
Fire safety DVD Training – is circulating in the homes**4.2 Presentation**

Khrystyna received her incentive mug for attending three Health and Safety meetings

**4.3 Committee Member Resignation**

Maxine has resigned from the Health and Safety committee

**5.0 Next meeting: September 19, 2012, 1:30 pm at ICE office**

# October is Fire Prevention Month



**Fire Prevention Week 2012 will be observed from Sunday, October 7<sup>th</sup> through to Saturday, October 13<sup>th</sup>.**

**The theme this year is - HAVE TWO WAYS OUT©**

Fire Prevention Week reminds us all of the importance of reviewing fire safety practices (refer to the resource section in your ICE Health and Safety Binder), emergency plans and equipment and practicing fire evacuation procedures. Personnel across all shifts (day, evening, weekend and overnight) are expected to know and be competently able to perform emergency and evacuation procedures.

**Do You Know**

The Fire Department's emergency number?

Your fire escape plan?

Your designated meeting place in case of fire?

Your safe house location?

The location of the nearest fire extinguisher?

The location of the two nearest exits?

Who needs assistance in the event of an emergency?

**If you don't know, find out now!**

# YOU ARE INVITED TO JOIN US FOR OUR HALLOWEEN DANCE



COME JOIN US FOR SOME SPOOKY FUN AND MONSTER MASHING  
DON'T FORGET TO WEAR YOUR COSTUME AND ENTER THE  
COSTUME CONTEST



1PM TO 3PM  
OCTOBER 30, 2012  
6021 MADIGAN DRIVE NE  
(SMALL HALL)



PLEASE RSVP BY OCTOBER 25, 2012 @ (403) 219-0503

\*\*Please note that only light snacks will be served so please bring your own lunch