

THE ICE PAGE



August 2005



In Alberta, Heritage Day is celebrated on the first Monday in August. Like the name suggests, this day is all about our national heritage. This year is Alberta's Centennial – our provinces' 100th birthday. Many cultural events will take place in our communities.



"Life is full of endless possibilities for those who follow their dreams"



IF YOU WOULD LIKE TO WORK SOME EXTRA SHIFTS, CONTACT:

Jacky 453-9663
Cindy 453-9655

ATTENTION: **ALL EMPLOYEES**

You are **REQUIRED** to attend a workshop on promoting safety in the workplace. For permanent residential employees, your CSC will instruct you in this workshop during your monthly team meeting, please ensure you are there. All other ICE employees (Home Care, Non-Residential, and Relief staff) **MUST**

ATTEND ONE of the following dates for this Promoting Safety Workshop:

- August 8 1:30pm - 4:30pm
- August 19 9am - 12pm
- August 25 1:30pm - 4:30pm

Please Contact
Kathleen Curran
(732-4448) or
Darlene Pazder
(732-2335)

to book your attendance. You will be paid your regular hourly rate for attending.



GENERAL INFORMATION

The August Team Leader Meetings are scheduled for:

1. Thursday August 18th at 10:00am 'Lunchroom'
2. Wednesday August 24th at 1:00pm 'Lunchroom'

The ICE office will be CLOSED Monday August 1st for a Civic Holiday. All calls should be directed to the ECAT line at 461-7236



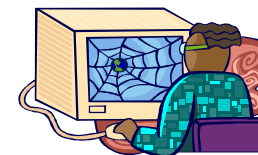
Timesheet Hand In Dates

Hand in dates will be Monday August 15th for shifts worked between August 1st – 15th and Wednesday August 31st for shifts worked between August 16th – 31st

Residential Hand-In Dates



These dates will be Friday August 12th for shifts worked between August 1st – 15th and Monday August 29th for shifts worked between August 16th – 31st



ICE WEBSITE

www.icenterprises.com
CHECK IT OUT!!!

The ICE website has a special "ICE Staff Only" section. The Link is at the bottom of the Home Page. It will ask you for a user name and password:

**Username: iceuser
Password: 100smiles**



**Training dates
are as follows:**

Connecting the Dots
August 3rd 9am – 5pm

Getting Connected
(Client Workshop)
August 16th 1pm – 4:30pm
*Please register for Connecting
Workshops with
Nadine 732-2337*

PBI Workshops
August 4th, 11th, 18th, & 25th
All days from 9am – 5pm
Certificate upon completion

Aboriginal Awareness
August 5th from 9am – 12pm

Aspergers & Autism
August 10th from 1pm – 5pm

SUBSTANCE ABUSE
August 17th 1pm – 4pm

Positive Behavior Supports
August 18th 9am – 5pm

*Please register for the preceding
five workshops with
Diann 453-9657
or Darlene 732-2335*

CPI Training
Aug. 11th & 12th 9am – 4pm

(2 day Workshop)
Refresher Course - Day 2 only
Certificate upon completion
*Please register for CPI with
Greg 453 – 9656*



Books Training / Sandee 453-9659 Will be done on a one to one basis



**Employee Incentive
Awards:**

**A Thank You to everyone
who submitted entries for
the July Employee
Incentive Draw.**

**Congratulations to the
following staff who were
the July winners:**

**Trisha Ranger: – Thank
You from a co-worker, for
always arriving early to
shift. Trisha won a
“discman”**

**Amanuel Mehari: – Thank
You for traveling out of
town for a last minute
shift. Amanuel won a
DVD Player.**

**Lynn Elko: - Thank You
for your outstanding
positive attitude. Lynn
won a portable gas BBQ.**

**Please see Colette at the
Office to pick up your
prizes!**

Next ICE Thank You Draw
August 15th at Noon / ICE
Office

YOUR HEALTH AND SAFETY PROGRAM!!

The COR Audit

ICE's Health and Safety Program is certified by the Government of Alberta in conjunction with The Alberta Long Term Care Association, which issues a Certificate of Recognition (COR) to companies who meet the government's standards for safety programs. Achievement of COR shows that a company has an excellent safety program, and is constantly striving to improve it. This benefits company employees in many ways, including:

- ✓ Less likelihood that employees will experience

the pain and inconvenience of injury.

- ✓ Stable program staffing. This means that working conditions will consistently improve.
- ✓ Well-trained, competent and confident employees providing excellent service.
- ✓ Well-established relationships with government safety agencies, who provide services and resources to our company.
- ✓ Savings to the company of money otherwise spent in claims costs, property loss, increased premiums. This frees money that can be put back into our programs and employees.

A company must continually meet the government standards in order to maintain its Certificate of Recognition. Every year, the company must undergo an audit of its safety program. Every third year, the audit is performed by an external company that specializes in safety program audits. This year, in late August and early September, ICE will undergo an external audit.

The audit will examine every aspect of our safety program, including our effectiveness in:



- ✓ hazard identification, assessment and control
- ✓ inspections
- ✓ investigations
- ✓ training and orientation
- ✓ emergency preparedness

The auditors will look at all kinds of evidence to decide whether our safety program continues to meet the high standards. They will examine:

- ✓ meeting minutes
- ✓ training records
- ✓ orientation manuals
- ✓ inspection records
- ✓ incident reports
- ✓ investigation reports
- ✓ our Health and Safety manual
- ✓ They will also interview a number of employees, and do their own inspections of a number of our worksites.

Our last audit was completed internally. We received a mark of 88% on our last audit and want to continue to implement improvements in order to ensure an even better mark this year!



COMMUNITY CAPACITY



An Excerpt from “A Case for Teaching Functional Skills”

By Preston Lewis

This is a case for teaching Functional Skills and not artificial skills that may even be age-inappropriate. Learning Outcomes for a student are portrayed below. Please read the story and draw your own conclusion.

My brother Daryl, 18 years old, has been in school for 12 years. He has never been served in any setting other than elementary school. He has had a number of years of “individual instruction” and has learned to do a lot of things!

Daryl can now do lots of things he couldn't do before!

- He can put 100 pegs in a board in less than 10 minutes while in his seat with 95 percent accuracy. *But, he can't put quarters in vending machines.*
- Upon command he can “touch” nose, shoulder, leg, foot, hair, and ear. He's still working on wrist, ankle, and

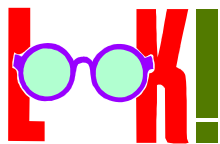
hips. *But, he can't blow his nose when needed.*

- He can now do a 12-piece Big Bird puzzle with 100 percent accuracy and color an Easter Bunny and stay in the lines! *He prefers music, but was never taught how to use a radio or tape player.*
- He can now fold primary paper in halves and even quarters. *But, he can't fold his clothes.*
- He can sort clocks by color; up to 10 different colors! *But, he can't sort clothes; whites from colors for washing.*
- He can roll Play Dough and make wonderful clay snakes! *But, he can't roll bread dough and cut out biscuits.*
- He can string beads in alternating colors and match it to a pattern on a DLM card! *But, he can't lace his shoes.*
- He can sing his ABC's and tell me names of all the letters of the alphabet when presented on a card in upper case with 80 percent accuracy. *But, he can't tell the men's room from the ladies room when we go to McDonald's.*
- He can be told it's cloudy/rainy and take a black felt cloud and put it on the day of the week on an enlarged calendar (with

assistance). *But, he still goes out in the rain without a raincoat or hat.*

- He can identify with 100 percent accuracy 100 different Peabody Picture Cards by pointing! *But, he can't order a hamburger by pointing to a picture or gesturing.*
- He can walk a balance beam front wards, sideways and backwards! *But, he can't walk up the steps or bleachers unassisted in the gym to go to a basketball game.*
- He can count to 100 by rote memory! *But, he doesn't know how many dollars to pay the waitress for a \$2.59 McDonald's coupon special.*
- He can put the cube in the box, under the box, beside the box, and behind the box. *But, he can't find the trash bin in McDonalds and empty his trash into it.*
- He can sit in a circle with appropriate behavior and sing songs and play “Duck, Duck, Goose.” *But, nobody else in his neighborhood his age seems to want to do that.*

I guess he's just not ready yet.



A Changed Policy

2.2.1 CLIENT RIGHTS AND RESPONSIBILITIES

Independent Counselling Enterprises believes clients have the following rights:

1. The right to independence.
2. The right to be listened to and to self advocate, or if unable, to have someone advocate on their behalf.
3. The right to be informed about the service provider (agency's policies and procedures that govern service delivery) and the services being provided there by enabling the client to make informed choices to accept or to refuse services (see also **policy 2.2.3**).
4. The right to service provision according to the clients needs and established personal plans not restricted by gender, age, race, creed, religion, sexual orientation or color.
5. The right to quality service and support characterized by respect and dignity for the client, recognition of the client's privacy needs, courtesy, competency, punctuality, flexibility, confidentiality and freedom from mental, physical and financial abuse by the service provider.
6. The right to be fully included in the planning, revision or review of their personal plan.
7. The right to be informed of the appeal process and to appeal decisions made by Independent Counselling Enterprises regarding service delivery without fear of reprisal or discrimination.

Independent Counselling Enterprises believes clients have the following responsibilities:

1. The responsibility to actively participate in decisions and to make a commitment to follow through in all aspects of service delivery.
2. The responsibility to keep agreements made with Independent Counselling Enterprises and its employees.

3. The responsibility to treat Independent Counselling Enterprises employees with respect.
4. The responsibility to express concerns and problem-solve with the worker and to report unresolved issues to the worker's supervisor.
5. The responsibility to ensure financial arrangements for service delivery are met within the specified time lines.
6. The responsibility to promote a safe working environment for both the employees and other clients.

ATTENTION!

It is critical that all Timesheets, Contact Notes, and Monthly Reviews for this and any other month be on time and correctly completed. Errors and late reports may result in delayed payment of employee wages.



Residential Petty Cash & Other Expenses



Please do not use highlighters, tape, and jel pens, on receipts for Petty Cash or other expenses. These items degrade the print and make it illegible. Please use a regular pen and underline or circle the amount.
Thank you!

Notice: Certificates for Training you've completed can be picked up at Reception in the main office.

HEALTH CORNER

PHYSICAL ACTIVITY



The personal life and self-care choices you make greatly influence your health. Eating well, being active, and feeling good about yourself are three key elements that work together to help you achieve a healthier, more active lifestyle.

Physical activity reduces stress, strengthens the heart and lungs, increases energy levels, helps you maintain and achieve a healthy body weight - and it improves your outlook on life.

It is important to integrate physical activity into daily life. Research shows that physical inactivity can cause premature death, chronic disease and disability. Find fun ways to be active every day of the year - at home, at work, within your community.

Active Living - What is it?

Traditional approaches to exercise told people there was no gain without pain. To be any good at all, exercise programs had to be three times a week and vigorous enough to keep your heart rate up in the target zone. The goal of exercise was to burn calories. Given this approach, it's not surprising that many people dropped out of exercise programs altogether.

The active living approach stresses the importance of doing activities that feel good for you and that are moderate and fun. This approach reflects *Canada's Physical Activity Guide to Active Living*. The goal isn't to burn calories, but to enjoy the feeling of movement and to make it part of your everyday life.

Active living is more than just physical fitness or exercise. It means making physical activity a part of daily living, whether it's gardening or taking the dog for a walk or taking the kids out to fly a kite. Active living encourages everyone, not just people who are young and fit, to get up and get moving.

Canada's Most Popular Active Living Activities

1. Walking
2. Gardening
3. Home exercise
4. Social dancing
5. Swimming



Most Popular Activities People Fit Into Their Schedule

1. Taking the stairs instead of the elevator 80%
2. Choosing to do light chores for exercise 67%
3. Choosing to do heavy chores for exercise 66%
4. Commuting by walking 64%
5. Commuting by bicycle 24%

NON RESIDENTIAL/HOMECARE/RELIEF EMPLOYEE INFORMATION SESSIONS

In order to ensure you have the information and support you need to provide excellent support to our clients, please attend some employee information sessions (dates below). You will get information about company changes and new or updated policies. You will also have the opportunity to exchange best practices, and solve problems with some of your co-workers. These meetings are open to all non-residential, Homecare and relief workers. Please let your supervisor or booking coordinator know if you can attend. You will be paid for your attendance.

MEETING DATES

Thursday, August 25, 2005

11am to 12pm

Or

4pm to 5pm

Thursday, November 24, 2005

11am to 12pm

Or

4pm to 5pm

Thursday, February 23, 2006

11am to 12pm

Or

4pm to 5pm

Thursday, May 25, 2006

11am to 12pm

Or

4pm to 5pm

Hope to see you there!

Claresholm's Kids Get a Helping Hand

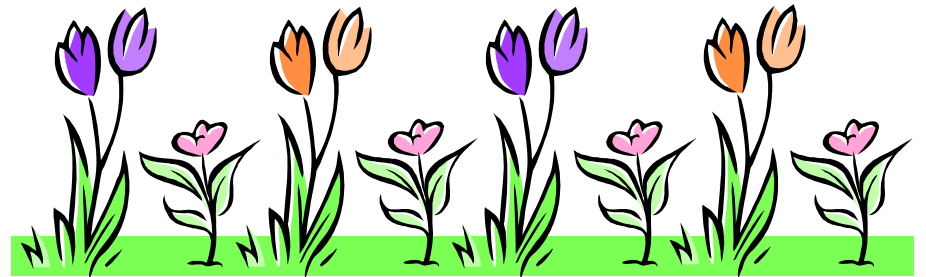


Hi my name is J.C. and I live on the outskirts of Claresholm, Alberta. I will tell you about how I am contributing to my community.

I volunteer at the Claresholm Elementary School on Mondays, Wednesdays and Fridays. I work with students in a grade 1 class. I help them with their reading and mark papers for the grade 2 class. On Tuesdays and Thursdays I work with a grade 1 and 2 split class. I help them with their math skill and do some filing for the teacher. I enjoy working with children so I have applied at the Red Deer College to take a Teachers Assistant Course. I was accepted and began my course on May 3rd through long distance learning.

At Easter, with help, we made homemade marshmallow chocolate Easter eggs for the grade 1 class. From the looks on their faces they sure enjoyed their gift from the "Easter bunny".

For my paying position I work casual at the after school program. With the children we do crafts and outdoor activities. We prepare snacks and go to the gym for indoor play. I can't wait to get my Teachers Assistant certificate and start working with the children full time.





COMMUNITY NEWS

RESOURCE CENTER AND COMMUNITY CONNECTION UPDATE

August Festivals

We are half way through the summer and there are still lots of things to do in Edmonton. One of the things to do is to go out to the Festivals.

Cariwest Caribbean Arts Festival	August 5 –7	Downtown Edmonton
Fringe Festival	August 18 –28	Old Strathcona (Whyte Ave)
Dragon Boat Races	August 20-22	Hawrelak Park
Labatts Blues Festival	August 19-21	Hawrelak Park
Symphony Under the Sky	September 1-5	Hawrelak Park
Alberta's Centennial Celebration	September 1-4	Various locations in the City (look For details)

Fall Program Registrations

August is also a time to think about registering for any classes or programs that you may want to take in September. Watch for program guides in the newspaper or in the mail. ACT Center has many programs for adults with disabilities throughout the fall and winter. Here are just a few. Call A.C.T. Center 496 -1494 for a complete program guide.

Fourth World Club (recreational program) \$35.00 Registration begins August 4/2005

Every Wednesday and Friday 7:00 p.m. – 9:30 p.m. from Sept 14 to Nov 25.

Craft and Social (an opportunity to meet new friends and create crafts) \$28.00 + \$35.00 material fee

Every Tuesday evening 6:30 p.m. – 8:30 p.m. OR every Friday afternoon 1:00 p.m. – 3:00 p.m.

Sept 13 – Nov 25.

Drop-in Fitness (Drop-in gym opportunity – participants must be accompanied by support staff)

\$2.00 per class (attendants – no charge) Every Friday 1:00 p.m. – 3:00 p.m. from Sept. 14- Nov 16.

Drop-in Adult/Senior Leisure (entertainment with light refreshments) \$2.00 per dance (attendants – no charge) Every Wednesday 1:30 p.m. – 3:30 p.m. from Sept 14 – Nov 16.

Drop-in Rockn' Rundle (dance with light refreshments) \$2.00 per dance (attendants – no charge)

Every Tuesday 12:30 p.m. – 2:30 p.m. OR Every Thursday 1:00 p.m. – 3:00 p.m. from Sept 13–Nov 17.

Art Classes are offered by the City Arts Center 496-6955, Edmonton Art Gallery 422-6223 ext 228 and Nina Haggerty Center for the Arts 474-7611

There are hundreds of programs and classes offered throughout the city. If you need help finding something please call Francine, Brian or Nadine at the Resource Center and we will be delighted to help you.

Are you interested in meeting new people? Are you wondering where you can meet new friends?

Come to Westmount Mall food Court on

Friday August 19th at 6:30 p.m.

Call Francine (732-2340) for details

DRIVING SAFETY

DRIVING SAFETY



Defensive Driving Quiz (from the Canada Safety Council Website - <http://www.safety-council.org/index.html>)

True or false?

- 1) The term "Eye Lead Time" refers to the need to stare at the vehicle ahead of you when you are driving.
- 2) If your vehicle catches on fire or is under water as a result of a collision, your chances of survival are better if you are wearing your seat belt.
- 3) When you drink beer or alcohol, your ability to drive is not impaired until you have a blood alcohol concentration (BAC) in excess of 80 mg per 100 ml of blood (.08).
- 4) The most effective way to deal with a person who is tailgating you is to speed up to increase the distance between their vehicle and yours.
- 5) The most frequent cause of loss of control of a vehicle is "speed too fast for conditions".
- 6) When you are stopped in an intersection waiting to make a left turn, your front wheels should be turned to the left (the direction in which you will be turning).
- 7) A rear-facing infant child-seat must not be used in a vehicle seating position which is equipped with an air bag.
- 8) If you travel a certain roadway at 70 km/h during daylight hours, after dark you should reduce your speed by *at least* 10 km/h, depending on conditions.
- 9) If you have an ABS (anti-lock brake system) equipped vehicle and are faced with an emergency braking situation, you should pump your brakes.
- 10) Hydroplaning (when a vehicle's tires are riding on a film of water rather than contacting directly with the road surface) can only happen if you are traveling at a speed of more than 70 km/h.

Answers to Defensive Driving Quiz

1. The term "Eye Lead Time" refers to the need to stare at the vehicle ahead of you when you are driving.
False. The term "Eye Lead Time" refers to the need for drivers to keep their eyes moving at all times (to the front, sides and back) when they are driving and to look at least 12 to 15 seconds down the road so they can identify hazards before they are forced to react to them.
2. If your vehicle catches on fire or is under water as a result of a collision, your chances of survival are better if you are wearing your seat belt.
True. In the event your vehicle catches on fire or is submerged, your seat belt will still help keep you from being injured (in almost all cases) and help you retain consciousness so you can remove yourself from the vehicle safely.
3. When you drink beer or alcohol, your ability to drive is not impaired until you have a blood alcohol concentration (BAC) in excess of 80 mg per 100 ml of blood (.08).
False. Impairment begins with the first sip of any alcoholic drink. Everyone has different alcohol tolerances. The effects alcohol produces begin immediately even if you are not aware of them, including reduction in judgement and vision.
4. The most effective way to deal with a person who is tailgating you is to speed up to increase the distance between their vehicle and yours.
False. The most effective way to deal with a person who is tailgating is to increase the distance between you and any vehicle in front of you. Add the tailgater's recommended following distance space to your own. This creates extra space for the tailgater to pass or for you to stop safely in an emergency.
5. The most frequent cause of loss of control of a vehicle is "speed too fast for conditions".
True. Many people forget that posted speed limits are recommendations meant for ideal weather conditions (bright, sunny days with clear, dry roads). In conditions that are not ideal, for example, wet or snowy or cold then drivers must reduce speed in order to negotiate all roads safely.
6. When you are stopped in an intersection waiting to make a left turn, your front wheels should be turned to the left (the direction in which you will be turning).
False. When you are stopped and waiting to make a left turn, always keep your wheels straight. This ensures that if you are hit from behind, you will travel forwards instead of into oncoming traffic.
7. A rear-facing infant child-seat must not be used in a vehicle seating position which is equipped with an air bag.
True. A rear-facing infant restraint should not be used in a vehicle seating position which is equipped with an air bag (i.e. front passenger seat). The safest position for any child seat is the rear-centre seating position in any vehicle.
8. If you travel a certain roadway at 70 km/h during daylight hours, after dark you should reduce your speed by *at least* 10 km/h, depending on conditions.
True. After dark, your ability to see is affected by your headlights. An ideal speed limit for daytime travel will often be too fast after dark. Make sure you are not overdriving your headlights (that you cannot stop your vehicle in the distance of road your headlights illuminate).
9. If you have an ABS (anti-lock brake system) equipped vehicle and are faced with an emergency braking situation, you should pump your brakes.
False. You should brake by putting maximum pressure on the brake pedal and holding it down. The anti-lock brake system, in some cases, vibrates and/or makes more noise than other systems. Keep your foot on the brake pedal.
10. Hydroplaning (when a vehicle's tires are riding on a film of water rather than contacting directly with the road surface) can only happen if you are traveling at a speed of more than 70 km/h.
False. Partial hydroplaning can happen at speeds as low as 50 km/h. When the road is wet, slow down.



INDEPENDENT COUNSELLING ENTERPRISES

Health and Safety Committee

Meeting Minutes

July 7, 2005

Edmonton Region

Present:

Kathleen Curran
Gordon Filipchuk

Noreen O'Donoghue
Debra Reed

Kelly Guan-Wong
Anita Sharma

Greg Lane

Recorder(s): Debra Reed

Chair: Debra Reed

Regrets: Faisel Ahmed, Roberta Jaggard, Haris Sunagic, Colleen Callahan, Colette Tancsics, Marj Filion, Pam MacDonell, Alice Romanchuk

cc: Gonny Debski (ICE Page), post to H&S Bulletin Board, Program Mailboxes, other Regional H&S Committee Chairs and, main ICE office Health and Safety Reference Binder

1.0 *Approval of the Agenda*

The agenda was approved with the following additions:

New Business:

4.1 Planter at front entry

4.2 Wet spoon in creamer at coffee centers

4.3 Relief Orientation

2.0 *Review the Previous Minutes / Business Arising from Minutes*

- Reviews of current committee member attendance list/New Committee member follow up/member ID cards/member duotangs&labels/membership incentives (Debbie/Gordon)
 - Welcome back to Kelly Guan-Wong. Kelly advised the group that she has 'dropped' the Guan in her last name is now simply Kelly Wong.
 - Welcome to new member Nicole Dowling.
 - A 'round table' of introductions was completed to introduce committee members to Nicole and, the new members to Kelly.
 - **Several committee members have 'missed' more that three consecutive Health and Safety meetings. Gordon, Noreen and Kelly will follow up with these members re: intentions. F/U responses will be discussed at the next scheduled meeting.**
- Review of proposed timelines/time keeper identification (Debbie)
 - Section 2.0 - ½ hour maximum
 - Section 3.0 - 45 minutes maximum
 - Section 4.0 - 15 minutes
 - Timekeeper: Greg offered to monitor the time for this meeting.
- Updates re: - **distribution/feedback from Residential program Managers on 'emergency supplies list'** (Gordon)
 - This agenda item was tabled until the next scheduled meeting to allow Gordon the time to present the list at the next scheduled Edmonton Manager's meeting.

2.0 *Review the Previous Minutes / Business Arising from Minutes (con't)*

- ‘research’ updates – **Capital Health Emergency Procedures** (Haris)
 - Haris was not in attendance at this meeting. This item was tabled.
- Update re: presentation/feedback at Managers meeting of training session information: Debriefing processes needs (Gordon)
 - Gordon advised Committee members that he is still awaiting feedback from senior Management regarding the training session information provided
 - Gordon reviewed the outline for the half day session with Committee members and, a short discussion ensued
- Updates re: progress towards ‘**stress workshop**’ (Colleen)
 - Colleen was not in attendance at this meeting. This item was tabled.
- Discussion/updates re: **Health and Safety ‘Clean and Safe Gardens and Lawn’ contest** (Committee members)
 - there was further discussion around the ‘processes’ for this contest
 - Committee members are to bring their ideas re: criteria to the next scheduled meeting for discussion/decision making re: finalizing processes
 - Kelly and Anita have volunteered to shop for the award prizes

Agenda Topic	Discussion	Action	Person Responsible	Due Date
3.0 Standing Items				
3.1 Review of ‘Regional Health and Safety Meeting Minutes’	<ul style="list-style-type: none"> ➤ <u>Nanton</u> – the Committee members reviewed the June 23, 2005 Health and Safety meeting minutes for this region. ➤ <u>Grande Prairie</u> – there were no June 2005 Health and Safety meeting minutes submitted from this region for review. ➤ <u>Calgary</u> – the Committee members reviewed the June 16, 2005 Health and Safety meeting minutes for this region. 	<ul style="list-style-type: none"> ➤ no f/u action at this time ➤ Gordon will continue to address the necessity of both holding the Health and Safety meetings monthly and, the sharing of these meeting minutes with other regions ➤ Debbie reminded Gordon that there should also be an e-mail indicating a reason why when a monthly meeting is cancelled. Gordon will pass along this reminder. ➤ There is some confusion around the involvement of Homecare in the COR processes...clarification is required 	<p>N/A</p> <p>Gordon</p> <p>Gordon</p>	<p>N/A</p> <p>By Aug. 4/05</p> <p>By Aug. 4/05</p>

<p>3.2 Evaluation of current injuries and near misses</p>	<ul style="list-style-type: none"> ➤ There were 8 '<i>no loss time injuries</i>' reported in Edmonton in June 2005. All 8 of these injuries were reportable to WCB. ➤ There was 1 '<i>lost time injuries</i>' reported in Edmonton in June 2005. <ul style="list-style-type: none"> - 1 no injury auto accident/not at fault - 1 'no loss time' head/neck and hip injury due to client escalation <p>(discussion re: possible forming a 'debriefing team' for immediate support in these instances...this is not really a viable option due to the number of situations that occur in which 'immediate support'/debriefing should occur)</p> <ul style="list-style-type: none"> - 1 'no loss time' dog bite ... bruising and broken skin <p>(discussion re: the need to ensure that support staff are always aware if there is an animal or any other 'potential hazard' present in the home...)</p> <ul style="list-style-type: none"> - 1 lower back strain while completing yard work 	<ul style="list-style-type: none"> ➤ An Incident Investigation is currently underway to determine if there is a Planned Response and to determine what if any debriefing was completed with this support staff. ➤ Report to animal control? ➤ Is this identified on the hazard control document? ➤ Some awareness training e.g. suggesting stretching exercises and giving examples in the monthly ICE Page 	<p>Gordon</p> <p>Gordon</p> <p>Gordon</p> <p>Gordon/Kelly</p>	<p>By Aug. 4/05</p> <p>Today</p> <p>By Aug. 4/05</p> <p>for August 2005 ICE Page</p>
<p>3.3 Review and updates of a section of the Hazard Assessment Document</p>	<ul style="list-style-type: none"> ➤ The committee members continued their review the following section of the Hazard Assessment and Control document: <p>Job Type: <u>Office/Administrative</u> Water cooler</p> <p>Emotional</p>	<ul style="list-style-type: none"> ➤ add to control column...ongoing training re: lifting/back care ➤ change 'Hazard Probability' to a '3'...total changes to a '10' ➤ add to controls column...training, Health and Safety Committee and, peer supports 	<p>Gordon</p> <p>Gordon</p>	<p>By September 2005</p> <p>By September 2005</p>
<p>3.4</p>				

Review of a section of the action plan for the COR Audit recommendations	<p>➤ The Committee members reviewed/discussed the 'COR Residential audit form – Office'. Gordon distributed the form and requested that each Health and Safety Committee member complete at least two of these audits.</p>	<p>➤ Each committee member present is to complete two of the audits (two programs audited).</p> <ul style="list-style-type: none"> • Warwick 111th Street • 88th Street Calder • 34th Street 52nd Street 54th Street • 137th Street 165th Street Whitemud • 89th Avenue 163rd Street Westgate • 184th Street 189th Street • 91st Street Greisbach • Kingsway 137th Street Bon Accord <p>➤ Continue review of a section of the new internal COR audit package at the next meeting.</p>	<p>Kelly</p> <p>Nicole</p> <p>Anita</p> <p>Kathleen</p> <p>Noreen</p> <p>Alice</p> <p>Greg</p> <p>Debbie</p> <p>Committee members</p>	<p>July 22/05</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p> <p>August 4, 2005</p>
<p>3.5</p> <p>A) Review of completed Environmental Quality Audits and Random Inspection Audits</p> <p>B) Review of completed 'Follow Up Site visits' by Health and Safety Committee members.</p>	<p>➤ There were 4 follow up EQA visits to be scheduled for this month.</p> <p>➤ There were no "Follow Up Site visits" completed as none were assigned at the June 2, 2005 Health and Safety Committee meeting.</p>	<p>➤ Ross Drive</p> <p>➤ 83rd Street</p> <p>➤ 85th Street</p> <p>➤ 91st Avenue</p> <p>- no action at this time</p>	<p>N/A</p>	<p>by August 4/05</p> <p>N/A</p>
4.0 New Business				
4.1				

Planter outside front reception	<ul style="list-style-type: none"> ➤ Kelly discussed the potential for the planter outside the main reception area doors being used as an ashtray and, then having the potential of being a fire hazard. The committee members discussed that there is to be 'NO SMOKING' directly in front of ANY of the businesses as per the Landlord request. 	<ul style="list-style-type: none"> ➤ Anyone seen smoking in this area is to be reminded IMMEDIATELY that there is NO SMOKING anywhere in front of the businesses. ➤ PET trainers are to remind all PET attendees of this rule <u>daily</u>. 	<p>All ICE employees</p> <p>Personnel and Training</p>	<p>Ongoing</p> <p>Ongoing</p>
4.2 Wet spoon in creamer at coffee centers	<ul style="list-style-type: none"> ➤ Kelly discussed the 'wet spoon in creamer' syndrome and explained that there is no way of knowing what bacteria may be growing in the 'wet areas' of creamer as these dry. 	<ul style="list-style-type: none"> ➤ It was determined that creamer 'dispensers' would be a healthier alternative to the current large open creamer containers. This will need to be discussed with Sandra in payroll. 	Debbie	By July 15/05
4.3 Relief orientation at residential programs	<ul style="list-style-type: none"> ➤ Committee members realize the need for a more inclusive means of orientating relief staff to the programs. 	<ul style="list-style-type: none"> ➤ This item is currently under review / discussion as a COR recommendation follow up item. 	Gordon	Next Regional Manager's Meeting & Edmonton Manager's Meeting

5.0 Next Meeting: August 4, 2004 @ 10:30a.m.