



THE ICE PAGE

December 2004



ICE

Would like to extend our warmest appreciation for a great year together!

You are invited to attend the Christmas Open House & Annual Awards

December 16th, 2004
12 – 3 pm

Employee Awards Ceremonies at 1 pm

Please join us at the
ICE Office

Food, Fun, Great Company
& Door Prizes



Hand- In Dates:

Hand in day (for non-residential staff) will be **Wednesday December 15th** for all shifts worked between Dec. 1st – 15th and **Friday December 31st** for all shifts worked between Dec. 16th - 31st.



The December Team
Leader Meetings are
scheduled for:

1. Thursday December 16th at 10:00am
2. Wednesday December 22nd at 1:00pm

Which candle burns longer,
a red or a green candle?



Neither ... candles always
burn shorter!



Due to the short payroll timelines for the December pay periods, **it is critical that all timesheets for this month be on time and correctly completed.** Errors and late timesheets may result in delayed payment of employee wages.



Employee



Incentive



Awards:

Thank you to everyone who submitted "ICE Thank You!" cards for the Employee Incentive Draw.

Congratulations to the following staff who were the November winners:

Don Beauchamp: Won a DVD player, for providing additional assistance with a last minute shift and having such a great positive attitude!

Maria Castrillo: "Thanked" by her coordinator for fixing the washing machine in the home. She won a Portable Stereo!

Ferid Davtovic: "Thanked" by a co-worker for all the extra help driving the co-worker to out of town shifts. He won a stainless steel coffeemaker!

**Next ICE Thank You Draw
December 15th at Noon**



**Training dates are
as follows:**

PBI - December
2nd, 9th, 16th, 29th
9am - 5pm

**Documentation
Workshop** December 7th
1pm - 5pm

**Positive Behaviour
Supports**
December 15 - 9am - 5pm

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



CPI - December 8th & 9th
9am - 4pm

Please register for the preceding
workshop with
Greg 453-9656
Books Training
Please call if you need
training!
Please register with
Sandee 453-9659



**Emergency 1st Aid/ CPR
level A**
December 20th 9am - 5pm

Please register with
Gordon 732-2343



Connecting the Dots...
Part 1 –
December 14 1pm - 5pm
Part 2 –
December 21 1pm - 5pm

Please register with
Nadine 732-2337



"Please remember to get your
holiday requests in at least
six weeks in advance. As
usual, **no holiday requests
will be granted from Dec 24
- Jan 1 inclusive.** Absolutely

no exceptions will be made to
this, so please do not submit
any requests that include the
above dates. Thank you for
understanding that our clients
deserve your care during the
holiday season."



Policy Review:

2.5.1 BEHAVIOUR MANAGEMENT

- 1. Positive behavior management practices will be used as the preferred method of behaviour management and will be aimed at increasing the client's sense of self-worth and improving his/her ability to positively influence their environment.** Whether behaviour is inappropriate and requires modification will be carefully reviewed prior to the implementation of any guidelines or programs. This review will focus on why the behaviour seems to be occurring with consideration given to the individual's environment, those persons in the environment and the

communicative intent of the behaviour. Often by observing, the reason for the behaviour becomes more apparent and intervention, if required, is very limited. The intervention then becomes teaching a more "acceptable" behaviour to replace the inappropriate behaviour. Thereby guidelines emphasizing best practices can be effective and less intrusive than formal planned responses. Formal planned responses require extensive and ongoing review and update so as not to become mismanaged and detrimental to the individual.

It is this agency's belief that any intervention should demonstrate a respect for the client and ensure personal dignity is maintained. Choice is fundamental to the success of intervention.

- 2. Reinforcement:** Positive reinforcement refers to the reinforcement of appropriate behaviours to increase the frequency of this desired behaviour. The reinforcement is to be consistent, immediate and have significance to the individual. In conjunction with this reinforcement,

positive teaching of an alternative (more desired behaviour) must occur. This teaching may utilize one of the following strategies:

- positive role-modeling;
- verbal instruction & teaching;
- physical assistance;
- reinforced practice.

3. Restrictive Procedures: A restrictive procedure is defined as any activity, action, event or response imposed on the client which results in depriving the client of their freedom & privileges to make personal choices, participate in routines, outings or activities, move freely and/or to be restricted from interacting freely within their environment or continue any form of self-directed activity or behaviour. **A restrictive procedure decreases the frequency of a behaviour.** Refer to appendix B for the continuum of restrictive procedures. The continuum lists restrictive procedures in ascending order based on the intrusive nature of the procedure. I.C.E. recognizes and supports this continuum. **When assisting an individual acquire more appropriate behaviours**

I.C.E. will support the use of some restrictive procedures but will not allow others. Every effort must have been explored/used to implement positive procedures first. Any further intervention must then commence with the least intrusive intervention. Refer below.

- 4.** Examples of restrictive procedures include:
- physical control or restraint of any kind.
 - use of time-out procedures either within a designated room or physical space and/or in the form of simple timed rest periods.
 - withholding personal choices as a form of punishment for negative or undesirable behaviour or activity on the part of the client.
 - use of punishment as a form of behaviour management.
 - restriction/deprivation of social interaction/activities with other people.
 - Ignoring is also a restrictive procedure as it decreases behaviour.

5. Independent Counselling Enterprises prohibits the use

of the following restrictive procedures:

- isolation in a special punishment room or "time-out" for a protracted period of time;
- degrading punishment that is emotionally or physically abusive;
- mechanical restraint;
- group punishment for one client's behaviour;
- medication as a punishment;
- deprivation of the client's fundamental human rights;
- aversive stimuli (i.e.: electric shock).

Please check out January's ICE page for the remainder of the Policy and Guidelines for Behavior Management.



Staff Conduct **During the Holiday** **Season**

Effective immediately, employees should keep in mind the following

guidelines in compliance with FROLIC (the Federal Revelry Office and Leisure Industry Council).

- 1. Running aluminum foil through the paper shredder to make tinsel is discouraged.**
- 2. Playing Jingle Bells on the push-button phone is forbidden (it runs up an incredible long distance bill)**
- 3. Work requests are not to be filed under "Bah humbug."**
- 4. Company cars are not to be used to go over the river and through the woods to Grandma's house.**
- 5. All fruitcake is to be eaten BEFORE July 25.**
- 6. Eggnog will NOT be dispensed in the vending machines. In spite of all this, the staff is encouraged to have a**
- 7. HAPPY HOLIDAY**

CET Standards:



This month we continue our review of CET standards with Standards 10, 22 & 35

Health.

Standards 10, 22 & 35 all relate to health and health care.

- Standard 10 covers how individuals take care of their health.
- Standard 22 covers the support that staff provide to the individual in this regard.
- Standard 35 covers the framework in which this support is delivered, including the training provided to staff to support the individual's health and well-being.

Although the first indicator of Standard 10 may include annual visits to doctors and dentists, it also includes an

awareness of when it is important to seek medical help for an issue and following through.

Staff must be knowledgeable enough about the individual to recognize when there is an issue and take action. Facilitating medical appointments may involve making the appointment and arranging transportation to it, or supporting clear communication between the individual and medical personnel with respect to the problem and treatment options, so that each may make informed decisions. The service provider shares relevant medical / health information with others as needed, in a manner that respects the dignity of the individual and takes into account the *Health Information Act* and the *Freedom of Information and Protection of Privacy Act (FOIP)*.

If individuals take their own medications, they should know enough to be able to do so safely. They should have a basic grasp of why they are taking the medication or what it is for, but more specific knowledge of how and when to take it. They should know what side effects to look for and what to do if there is a problem.

Although part of taking care of one's health is maintaining a

healthy lifestyle, the degree to which one does should be a matter of personal choice for the individual receiving service to the same extent as it is for the rest of us. Individuals should be aware of the impact of lifestyle choices on their health so that they may make informed choices. Service providers have an obligation to help individuals understand these issues by ensuring that they have clear information and support to act on healthy choices. In some instances, the existence of a medical condition, such as diabetes, may require a deeper understanding of nutritional choices and health implications.



**If athletes get
athletes foot, what
do astronauts get?**



Community:

Inclusion is Not Exclusion

Inclusion is
belonging to one race,
the human race.
Inclusion is a basic human
right.
Inclusion is
struggling to figure out
how to live with one another.

Inclusion is not
something you do
to some or for someone.
It is something we do
WITH
one another.
Inclusion is not a person.
"the inclusion kid."
Not a program. Not an objective.
Not an add on. Inclusion is a
noun.

Inclusion is not
something we do a little of.
It either is or isn't
It is not a fad.
Not a bandwagon.
It is a trend, similar to
democracy.
"with liberty and justice for all."
All means all. No buts about it!

Inclusion is the opposite of
exclusion.
Inclusion is not exclusion.

Inclusion is

fair play, common sense,
common decency, hard work.
Inclusion is elegant in its
simplicity and like love awesome
in its complexity.

Inclusion is a battle cry, a
parent's cry, a child's cry to be
welcomed, embraced, cherished,
prized, and loved as a gift, as a
wonder.

Inclusion is
not spending more money on
building more prisons, mental
hospitals, nursing homes,
structured homes, but investing
in real homes, real life, real
people and all people.

Inclusion is
Pain
Struggle
Joy
Tears
Grief
Mourning
Celebration!

Inclusion is the ship that isn't
even built yet.
It is a new ship.
One we will build together.

Inclusion is like
a good jazz combo,
like an orchestra
disciplined to play melody in
harmony.
Inclusion is
a kaleidoscope of diversity,
bits of color, sounds,
shapes, sizes.

Inclusion is the future.

PDD Provincial – Marsha Forest



Health Corner:



MAKING HOLIDAY CHOICES

The Holiday Season is upon us
once again. Even those of us
who do not celebrate the
holidays cannot help but feel the
effects of this Season. All the
advertising, the lights and
decorations, the encouragement
to 'spend, spend, spend'... AND
the reminders to love our fellow
man, well, at least for the
duration of The Season. And so,
you may ask, just what IS the
meaning of this Holiday
Season?

I do not plan to define the True
Meaning of Christmas. Rather, I
want to talk about the stress -
make that the additional stress -
which this Season brings into
our lives. In addressing the
'stress factor' I ask you to
examine your own values and
the subsequent choices you
make; these go hand - in - hand.
If we are clear about our own

feelings and values, about what
is of the greatest importance to
us AND then live our lives
accordingly, we tend to live in
harmony, both with ourselves
and others. We then make
choices NOT determined by the
television, by billboards, by
magazine advertising. Instead
we look at our own needs and
values and make choices in line
with these.

Ask yourself these questions as
you prepare for Holiday: Do I
want to shop till I drop (or at
least until I am very cranky?)
and spend more money than I
can afford, OR, do I want to look
at alternative ways to give to the
people I care about? Here are
some examples: Spending time
together-taking your friend or
family member out to a favorite
restaurant for a relaxing meal
and evening. You might opt to
do this either before or after
Holiday when everyone is less
busy and tired. A Sunday
afternoon can be spent together
looking at old photographs,
going to an art gallery or
museum or doing something
more active, sports-wise. The
important thing is to intentionally
MAKE and TAKE the time to
give of yourself. Another
underrated gift - or one that is
not thought of enough - is
babysitting coupons. In other
words, it is your gift to young
parent(s) which allows them to
have a rare night out without the
additional cost of a sitter.

Volunteering is another way to
connect, to learn and to stretch
your comfort level - and to open
your heart. I am sure that our
friends in the Inner City could
appreciate the Spirit of
Christmas being spread
throughout more of the year.
Nonetheless, try to imagine
being homeless and living on the
streets for one day when it is
minus 35 degrees Celsius - as
you are driving home in your
warm car to your warm comfy
home where you will be later
getting into your warm comfy
bed. Hard to imagine, isn't it?!
Yes, addictions and mental
illness AND choices are huge
factors here, and yet, it could be
(or have been) you or I. Many
people pour out for the
Christmas feasts to feed these
people. Perhaps what you could
consider is to simply go and
meet some of these people: talk
with them, learn about who they
are and see them as human
beings. Be thankful for who you
are and what you have (that is,
your health, your opportunities,
the love of your family and
friends).

The social scene at the
Holidays:

Ask yourself this: do you need to
participate in all of it? Or even
most of it? This is truly a time for
pacing ourselves, not only in the
number of late nights or extra
engagements, but also in the
food and drink consumption

category. Moderation is the saving grace. Get adequate sleep to severely fend off the temptation to prop yourself up with stimulants such as chocolate, chocolate or more chocolate (or some other form of caffeine that works). These will, in turn, interrupt your sleep if taken in too large doses. If you are going to drink, find a designated driver--absolutely. There is no point in spoiling anyone's Holiday Season by being foolish. Be realistic and considerate.

Bottom Line: Take Wonderful Care of YOU. Try not to react to external stimuli which tempt you to spend money and to eat and drink too much! Try to choose nutritious meals and snacks; get your rest; take time for yourself and those you love, be it walking, swimming or whatever form of exercise you enjoy most!

Above All: HAVE A VERY MERRY AND PEACEFUL HOLIDAY SEASON!!!

From the nursing staff: Colleen, Eleanor and Pam. 453-9665 or 453-9658

Watch for the upcoming WORKSHOP in JANUARY 2005 on MANAGING STRESS with co-facilitators Gordon Filipchuk and Colleen Callahan. Call after Dec 15/04 for details to 454-9500.



The Residential

Hand-In Dates are:

Monday December 13th for all shifts worked between Dec. 1st – 15th

and

Wednesday December 29th for all shifts worked between Dec. 16th – 31st.



ICE would like to extend a warm **welcome** to:

Jess Theberge
Residential Coordinator



General Information

The ICE offices will be closed on:

December 24th – 12pm-5pm

December 27th – 9am-5pm

December 28th – 9am-5pm

January 3rd – 9am-5pm

All calls should be directed to the ECAT line at 461 – 7236



Health & Safety

The next Health and Safety Meeting is Thursday December 2nd at 10:30 AM

Home Safety Poster Contest - and the Winners are...

Congratulations to all participants in the Edmonton Health and Safety Committee's recent poster contest. The judges had a very difficult time in choosing the winners. Each poster obviously took a great deal of effort. They are all very colourful and do show a good awareness of home safety issues.

Prizes are to be chosen by the winners, and must be an item that can be used and

enjoyed by all occupants of the home. Each participating home will also receive a certificate suitable for posting in the home.

Thank you to all entrants. The winners were chosen according to the following criteria: knowledge of

home safety issues, participation by all members of the home, personal effect, effort, artistic impression. All posters scored very well.

!!!! 1st PRIZE – 34 Street

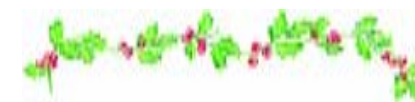
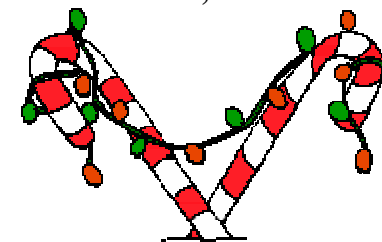
!!!!

!!!! 2nd PRIZE – 138 Street

!!!!

!!! 3rd PRIZE – 30 Street !!!

Most honourable mention to (in no particular order):
Ross Drive, Opal, 184 St,
183 St, 163 St





House Mouse Troubles

The Edmonton Journal reported in November that city pest exterminators say that home invasions by deer mice and field mice are higher this fall than they have seen in years. Apparently, populations of mice have increased due to factors that include better supplies of water, foods and grasses due to more rainfall and snow cover. Since numbers of mice are higher, there is more competition among mice, and there are more mice invading homes. Mice are very opportunistic animals, and will seek any warm shelter.

Some of these home-invaders are deer mice. Deer mice are the type responsible for the transmission of Hantavirus to humans. Hantavirus is secreted in the feces, urine and saliva of deer mice. It may then be transmitted to humans via inhalation of dust of dried feces or nesting materials used by the mice. Hantavirus infection in humans is extremely rare, though potentially very serious. It can cause flu-like symptoms, which might include high fever, aches, chills and trouble breathing.

Deer mice have brown backs and white stomachs, and are slightly larger than the more common “house mouse” or field mouse, which are a solid grey or black in colour.

Tips for prevention of home-invasion by mice:

- Keep doors closed as much as possible.
- Ensure all windows are closed or have adequate screens – mice have been known to be very good climbers.
- Check the outside walls of your home for holes. Mice can squeeze into openings of 6 mm. If you find any holes, notify your coordinator and your landlord.
- Make sure that all vents close properly, or have good screening.
- Adequately bag all garbage and other materials that might attract mice to areas near your home.
- Immediately notify your home’s coordinator at the first sign that mice may be in your home. Signs can include droppings or holes gnawed in food bags or containers.

Tips For Safe Clean-up of mouse droppings and nesting

materials: (From www.pestcontrolcanada.com)

- Wear a. N95 or P95 masks (available from a hardware store).
- Put on latex rubber gloves before cleaning up.
- Don't stir up dust by sweeping up or vacuuming up droppings, urine or nesting materials.
- Instead, thoroughly wet contaminated areas with disinfectant to deactivate the virus. A hypo-chlorite solution prepared by mixing 1 and 1/2 cups of household bleach in 1 gallon of water may be used in place of commercial disinfectant. A spray bottle is most useful for this.
- Once everything is wet, take up contaminated materials with a damp towel, then mop or sponge the area with disinfectant.
- Spray dead rodents with disinfectant, then double-bag along with all cleaning materials and throw out in appropriate waste disposal system.
- Finally, disinfect gloves before taking them off then thoroughly wash hands with soap and warm water.
- When going into cabins or outbuildings (or work areas)

that have been closed for a while, open them up and air out before cleaning.

If your house or workplace is infested with rodents, you should get help from a professional exterminator. Inform your home’s coordinator and arrangements will be made to have an exterminator visit.



Check the next page for this month’s exciting ...

Personal Success Story

If you have a success story and you want to share it. Please call Nadine at the Resource Centre 732-2337.

Warwick Team – Community Connectors

The Warwick team is a group of dedicated individuals who have worked together to support Maxine, Sheree, Nadine and Verna, the four ladies who live at Warwick, to lead full and satisfying lives. The members of the team are: Jennifer, Barb, Kandis, Pearl, Odella, Elizabeth, Gemma, and Zenaida. This team has been especially busy making connections and exploring creative ways to support the four ladies to discover and pursue their interests. The ladies volunteer once a week at Rosecrest School, they travel around the city visiting the library, legislature, museums, and other interesting places. Maxine, Sheree and Verna (Nadine participates in an external day program) have built relationships with people from the many places they frequent. One such place is M.E. Lazerte High School where they can occasionally be found enjoying an afternoon of pampering. The Beauty Culture students and the ladies have gotten to know each other and spend their time together chatting and sharing information “only your hair dresser knows.”



If there is an event or celebration in Edmonton you can be sure the ladies and their staff are there. Some events that they have attended include Festival of Trees, Singing Christmas Tree, Terry Fox Run, the Rodeo and most of the numerous festivals that Edmonton hosts throughout the summer months. Some of the associations and groups the ladies have belonged to are a woman’s prayer group, music class and ACT Rockin’ Rundle. This summer three of the ladies chose to attend summer camp and Maxine had an opportunity to go to Fairmont Hot Springs with Barb and Jennifer. Maxine had a grand time experiencing for the first time the hot springs, horseback riding, a sleigh ride and much, much more. Connecting the ladies to the community and supporting their meaningful contribution takes time, hard work, ingenuity and commitment. This team is an exemplary example of what it takes to support people with disabilities to be included in their community. Hats off to the Warwick Team!



COMMUNITY NEWS

RESOURCE CENTER AND COMMUNITY CONNECTION UPDATE



The Holiday Season is upon us

There are many Holiday events, activities and celebrations happening in the City of Edmonton. Check your local community newsletter, watch for signs advertising events and just generally search out a way for the people you support to participate in the many events that will be happening. An example of two celebrations are the Christmas Parade on Whyte Avenue on Saturday December 04. There will also be hayrides down Whyte Avenue on Saturdays in December (the 4th, 11th and 18th) – for times or more details phone 437-4182. Also there is a New Years Celebration downtown Edmonton with entertainment, street dance and fireworks. There will be many events all over the city .

INVESTIGATE AND DISCOVER!

Call us at the Resource Center (732-2342) to see what we have discovered!



Aboriginal Cultural Circles

#101 , 11813 – 123 Street

Beginning Monday November 29th ICE in partnership with A.SK. Consulting (Vince) will be hosting Aboriginal Cultural Circles every Monday and Tuesday evenings from 7:00 p.m. – 9:00 p.m. Evening will include traditional dancing, crafts and drumming with the integration of medicine wheel teachings. For People supported by ICE and their staff.

For more
info
732-2337

DESTINED FOR ACTION ICE Day Program Community Meeting



Holiday Potluck Gathering

For People supported by ICE, and their staff

St Michael's Orthodox Parish Hall
12104-129 Avenue
11:30 a.m. – 2:30 p.m.

Bring your favorite dish and
join us for some Christmas Cheer

For Details Call Brian 732-2342

Did you know?

- There is a Friendship Club for people with disabilities at the Christian Reform Church at 10910-87 Street where people can meet friends. Call 963-4845 for information.
- Snow Valley Ski hill in Edmonton hosts the Special Olympic Ski Team. For more information call 448-1886
- The BASSment Night Club is an alcohol, smoke and drug free club for people aged 16 and up. For more information call 488-7105

CONNECTING THE DOTS...

The "how to's" for Building Community

Tuesday Afternoons
December 14th and December 21, 2004

Time: 1:00 p.m. – 5:00 p.m.

Location: Downstairs Training Room

Purpose: To learn what Community Capacity Building is all about and learn how to help the people we support get connected. You will acquire the tools and knowledge about how to provide person centered supports.

This training is for everyone.

Managers, coordinators, team leaders
and our very important field staff.

**Contact Nadine 732-2337
to confirm your attendance.**

INDEPENDENT COUNSELLING ENTERPRISES

Health and Safety Committee Meeting Minutes

November 4, 2004

Edmonton Region

Present:

| | |
|-------------------|------------------|
| Noreen O'Donoghue | Colleen Callahan |
| Pam MacDonell | Gordon Filipchuk |

Recorder(s):

Chair: Gordon Filipchuk

Regrets: Kelly Guan-Wong (Mat. Leave), Debra Reed, Marj Filion, Bessie Gabon, Greg Lane, Diann L'Hirondelle, Phyllis McKinnon, Alice Romanchuk, Haris Sunagic, Carol Szydluk, Colette Tancsics, Mark Todd

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 no additions.

2.0 Review the Previous Minutes / Business Arising from Minutes

- *Updates and further discussion to some of the Committees' ongoing efforts have been tabled to the December 2004 meeting.*
- *Health and Safety Poster contest judging / prizes and distribution discussion and planning*

| 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 Nanton H&S Committee met on September 2/04 – minutes were received and reviewed ➤ <u>Grande Prairie</u> – The Grande Prairie H&S Committee met on September 23/04 – minutes were received and reviewed ➤ <u>Calgary</u> – The Calgary H&S Committee met on Oct 21/04 – minutes were received and reviewed | <ul style="list-style-type: none"> ➤ No further action required, except to thank the Nanton committee for their participation ➤ Thank-you to all members of the new Grande Prairie H&S Committee, keep up the good work! ➤ Edmonton joins the Calgary committee in welcoming Denise Peterson to the Committee ➤ Jackets have been ordered ➤ Thanks to the Calgary H&S Committee for their usual excellent job! | | |
| 3.2 Evaluation of current injuries and near misses | <ul style="list-style-type: none"> ➤ Edmonton had 3 lost time injuries in Oct - 2 were due to client assaults on staff, 1 was due to moving furniture. There were 8 no- | <ul style="list-style-type: none"> ➤ memo or article regarding walking on icy surfaces and use of adequate footwear | Gord | Mid Nov. |

| | | | | |
|--|---|---|---------------------------------------|---------|
| | <p>lost-time injuries, 3 due to client assaults, 2 slip/trips, 1 burn and 2 re-aggravated previous injuries</p> <ul style="list-style-type: none"> ➤ there were numerous near-misses reported, mainly due to escalations ➤ in at least one instance, a staff member did not report a fall which resulted in a no-lost time injury | <ul style="list-style-type: none"> ➤ continued discussion and monitoring by RC's and Teams regarding proactive /reactive safety measures when working with clients ➤ education of all staff regarding reporting procedures | Gord | ongoing |
| | | | Gord, Colleen | ongoing |
| 3.3 Review and updates of a section of the Hazard Assessment Document | <ul style="list-style-type: none"> ➤ OFFICE – lifting boxes and furniture – discussion centred around the cultural aspects of moves within office. People must learn to accept that there are hazards inherent in moving items, and to seek and accept help and /or training, and to use mechanical aids wherever possible. | <p>continuing development of awareness among all office staff to encourage good work practices</p> <ul style="list-style-type: none"> ➤ development of educational programs, ie “tail-gate meetings” muscular-skeletal injury awareness educational materials | All committee members | Ongoing |
| | | | Gord | Mid Nov |
| 3.4 Review of a section of the action plan for the COR Audit recommendations | <ul style="list-style-type: none"> ➤ a new report is due very soon, so the committee will table this until next month | <ul style="list-style-type: none"> ➤ N/A at this time | | |
| 3.5 A) Review of completed Environmental Quality Audits and Random Inspection Audits B) Review of completed ‘Follow Up Site visits’ by Health and Safety Committee members. | <ul style="list-style-type: none"> ➤ This item tabled to December 2004 Health and Safety Meeting. ➤ This item tabled to December 2004 Health and Safety Meeting. | <ul style="list-style-type: none"> ➤ N/A at this time. ➤ N/A at this time. | | |
| 4.0 New Business | | | | |
| 4.1 Safety poster contest judging | <ul style="list-style-type: none"> ➤ The committee received a total of 8 posters. Each committee member present judged, awarding between 1 and 10 points for each of 5 criteria: effort, client participation, effectiveness, artistic impression, and generality of safety topic. Judges combined all points to find the winners. | <ul style="list-style-type: none"> ➤ WINNER – 34 St!!!! ➤ 2nd Prize – 138 St!!!! ➤ 3rd Prize – 30 St!!! ➤ Most Honorable mentions to (in no particular order) Ross Drive (Chris), Opal, 184 St, 183 St, 163 St. | Prizes to be awarded By H&S Committee | |

5.0 Next Meeting: December 2, 2004 @ 10:30am

