

THE ICE PAGE



February 2005



General Information

The February Team Leader Meetings are scheduled for:

1. Thursday February 24th at 10:00am 'Lunchroom'
2. Wednesday February 23rd at 1pm 'Training Room'

The ICE office will be closed Monday, February 21st for Family Day. All calls should be directed to the ECAT line at 461 - 7236



ICE WEBSITE

www.icenterprises.com

Check out our exciting new website. It tells all About Us – our Health & Safety – Careers and Training – different Regional Offices – and much much more.

Hand-In Dates:

Hand in day will be Tuesday February 15th for all shifts worked between February 1st – 15th and

Monday February 28th for all shifts worked between February 16th – 28th



On February 2, the Groundhog awakens from its long winter sleep, called hibernation, and comes out of its home, called a den. If it sees its shadow it will go back in, and we will have another six weeks of winter. If it does not see its shadow it will remain awake and active, and we will have an early spring. Alberta's Billie Balzac will make his appearance at 7:15 on the morning of Feb 2/05

ICE would like to extend a warm **WELCOME** to the following New Office Team Members



Miranda Bear

Community Support Coordinator

Janet Willick

Community Support Coordinator

Maggie Werner

Community Support Coordinator

Rajdeep Gill

Payroll

Laura Lee Peters

Community Support Coordinator

Welcome **ABOARD**

Valentine's Day Quote

Love - a wildly misunderstood although highly desirable malfunction of the heart, which weakens the brain, causes eyes to sparkle, cheeks to glow, blood pressure to rise and the lips to pucker.
~Author Unknown



Employee

Incentive

Awards:

Thank you to everyone who submitted entries for the January Employee Incentive Draw.

Congratulations to the following staff who were the January winners:

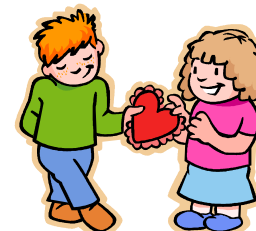
Jacqueline Falt – **Appreciation from a booking coordinator for helping out on short notice.**

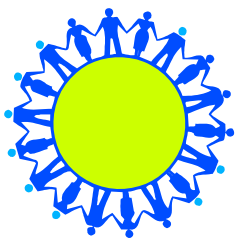
Danuta Szymczyk – **Worked very hard preparing for Christmas open house at the home.**

John Muwanga – **Co-worker entered a thank you stating the appreciation of covering their shift.**

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

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



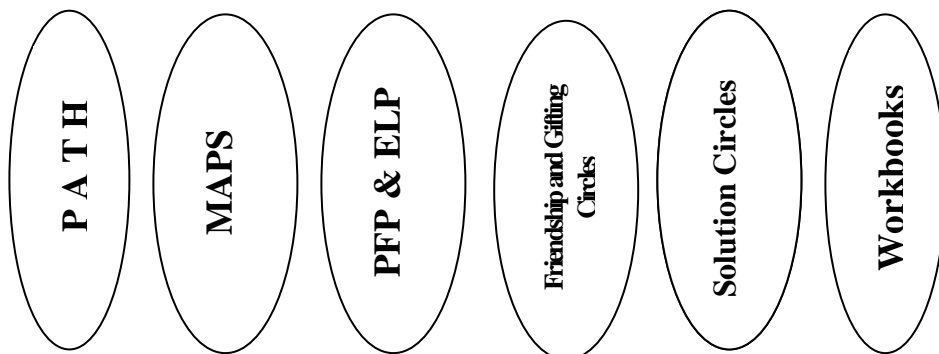


PERSON CENTRED PLANNING at ICE

PCP is a process used to develop a service plan for people supported by ICE and is incorporated into the Annual Planning Meeting as per policy 2.7.4, 2.4.10 and 2.3.2
What does that look like?

Person Centred Planning helps a person we support to plan and live a future chosen by themselves (not system driven, staff developed or guardian implemented). It is a process directed by the people we support. It helps us, the service provider, to provide a service that fits the needs and interests of the people we support to the best of our ability. Person centered planning is about getting to know what the person's dreams, desires and needs are and planning ways to pursue, accomplish and address them.

ICE has developed some specific tools to facilitate this process. We also use tools developed by leaders in the rehabilitation field. As professionals who support people with disabilities we need to know what those tools are. Following is a brief list of tools and their descriptions.



PATH is Planning Alternative Tomorrows with Hope. This is a person centred planning tool that requires two facilitators one of which is a graphic artist.

MAPS is Making Action Plans and charting a journey. This tool also required two facilitators and a graphic artist.

(ICE has developed several adapted forms of Person Centred Plans that we use with graphics paper and an Action Plan Template - these are also available).

PFP is Personal Futures Planning and is a tool that was developed for persons with a Brain Injury.

ELP is Essential Lifestyle Planning and is a tool used for persons with limited communications skills and requires that we state and itemize all verbal, facial, and physical responses with their meaning for each individual. (a specific dictionary of communication).

CIRCLES are used to get a general picture of whom, what resources, gifts, and attributes are in a person's life – so as to find others with commonalities and similar interest and to identify needs or hidden resources. Circles can also help to identify what is going well or not so well in a person's life. Solutions Circles and Mind Mapping are used to problem solve. Circles are very user friendly, and easily understood.

WORKBOOKS – there are several workbooks available and these are very useful for people to fill in with little or no assistance. These provide us with a focused picture of satisfaction with service – choices and rights being upheld – and what and whom a supported individual would like in their future. (Our Community Liaisons are very adept at using these tools and would be happy to facilitate – if someone so chooses).

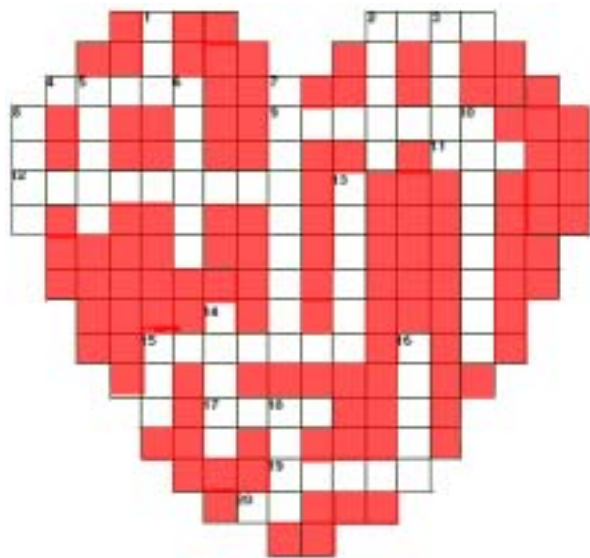
We must remember that a **PLAN** is **not** an **OUTCOME**. It needs to be implemented to produce outcomes. We need to ensure that we are not only asking people what they want but also supporting them to achieve it. Doing otherwise is a disservice.

The challenge of Person Centred Planning is taking the time to know the person and to help them discover their dreams, desires and passions. It is not just a different way of doing things but a different way of thinking about those we support and the way we provide service.

A very positive and hopeful outlook is absolutely necessary to determine and accomplish the goals set by individuals who have a history of not been given opportunities in reaching their potential. It is our job to help the people we support to lead self-directed meaningful lives.

For further information please do not hesitate to contact anyone at the Resource Center or Community Connections Staff.





Across

2. Many people give or send one to friends on Valentine's Day.
4. Another term for sweets that are given on Valentine's Day.
9. Sometimes on Valentine's Day, a secret _____ will give you an anonymous present.
11. If you don't get any Valentines, you might do this into your pillow.
12. Herseys is one kind of this type of candy.
15. Roses, carnations, and daisies are these.
17. When you really, really like someone, you _____ them. You also _____ your parents and children.
19. If you give someone a treat on Valentine's Day, it usually is this. This word is also used in the expression "_____ Heart", a nickname husbands and wives call each other.
20. This expression is often said on Valentine's Day: "____ Mine"

Down

1. The color of hearts on Valentine's Day.
2. The fictional character that shoots arrows at people.
3. These flowers come in many colors, but usually red ones are given on Valentine's Day.
5. What cupid shoots at some poor unsuspecting person that makes them fall in love?
6. If you want to give a friend roses, you would give them this color.
7. The name of this holiday!
8. Doilies are usually made out of this material.
10. Lovers may want to get away for a _____ dinner or weekend. (mushy, mushy, mushy)
13. One of the shapes used often on Valentine's Day is _____ (plural).
14. _____ These are made out of paper or material that is lacy.
15. The _____ abbreviation for the month that Valentine's is in.
16. The _____ man that this holiday is named after is, _____ Valentine.
18. If _____ you get flowers for Valentine's Day, you will want to have one of these to keep _____ them in.

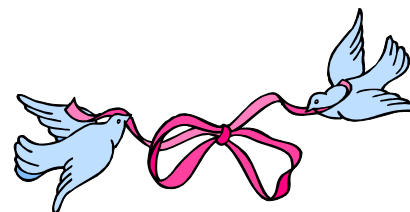


Policy Review:

2.4.11 COMMUNITY PARTICIPATION

Clients supported by Independent Counselling Enterprises have and understand a variety of choices about how to spend their time, ranging from employment options to leisure opportunities.

1. It is the responsibility of all Independent Counselling Enterprises employees to promote and practice community participation.
2. Independent Counselling Enterprises employees will endeavor to discover the client's personal choices and determine how these choices can be used to connect him/her to their community.
3. Independent Counselling Enterprises employees will learn about places, events, activities and resources where the client can acquire new connections and develop strong positive relationships.
4. Independent Counselling Enterprises employees will facilitate connecting clients to the community by using different strategies and taking advantage of opportunities that present themselves. This process will remain flexible and adjust to changing expectations.





Training dates are as follows:

Aboriginal Awareness

February 2nd 1pm – 3pm

Leadership Training

January 10th & 11th

9am – 5pm (2 day Wrkshp)

Documentation Workshop

February 28th 1pm – 5pm

Aspergers/Autism

February 16th 1pm – 5pm

Positive Behaviour Supports

February 25th 9am – 5pm

PBI Workshops

February 3, 10, 17 & 24

All days from 9am – 5pm

Certificate upon completion

Please register for the preceding six workshops with

**Diann 453-9657
or Darlene 732-2335**

Connecting the Dots

Feb 15th Part I – 1pm – 5pm

Feb 22nd Part II – 1pm – 5pm

Please register for Connecting the Dots with Nadine 732-2337

CPI Training

February 23rd & 24th

9am – 4pm (2 day Wrkshp)

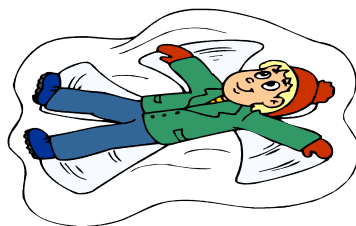
Certificate upon completion

Please register for CPI with Greg 453 - 9656

Books Training

Will be done on a one to one basis as needed

Please register for Books Training with Sandee 453-9659



Thinking of taking a workshop?

ICE prides itself in providing important and relevant training to all employees. It is a requirement of employment that each employee complete three job development workshops per year. We have a variety of training available to all employees to better perform their jobs. Workshops are listed in the

ICE page as well as on the bulletin board in the offices in each region. Please take some time to plan your job development with your supervisor. A good time to do this is during your annual evaluation. Once you have registered for a workshop it is your obligation to attend and participate. This allows the trainer to prepare for each workshop. We also hire external facilitators for many workshops and pay per participant. It is extremely important that the people who register attend. When people register and then do not show up this reflects on commitment and job performance. Please make it a priority to attend all workshops for which you have registered. Information about the content of our workshops is available on our web site www.icenterprises.com.

CET Standards:



Creating Excellence Together

In addition to the CET Standards and indicators, the following information will provide added understanding on the area of ABUSE PROTECTION.

This month we continue our review of CET standards with a summary of

Standards 12, 24 – Individuals are Free from Abuse & 28 – The service provider has processes to protect individuals from abuse, and to report, review and follow up any allegations of abuse.

ICE defines abuse as any situation where a more powerful person takes advantage of a less powerful one. These include physical abuse, sexual abuse, physical negligence, emotional abuse, exploitation and inappropriate use of restrictive procedures. It is not restricted to children or to persons who are intellectually impaired.

Abuse Protection:

The standards related to physical harm primarily look at dangers from environmental sources. The standards related to abuse relate to dangers from people in the individual's environment.

Individuals with disabilities are at greater risk of abuse by people they know. The best protective factors, according to the research, are information about abuse issues, high self-esteem and personal control, and a large and actively involved social network. While personal control and relationships are covered in other standards, Standards 12, 24 & 28 address issues of awareness of abuse issues and what to do if abuse happens.

CET surveyors are provided the following list of signs that may be an indication of possible abuse to be explored further:

- Avoiding eye contact (where it is not characteristic of the individual's culture, such as First Nations peoples);
- Unexplained injuries or defensiveness regarding injuries;
- More of the individual's body is covered by clothing than is warranted by the weather or cultural norms;

- Wariness regarding physical contact;
- Sexual acting out or an unusual interest in sexual matters during the conversation;
- Constant apologies, excessive fear of failure, or low self-esteem;
- Cruel, destructive or self-destructive behavior;
- Appearing drugged or confused beyond expectations based on file information;
- Signs of neglect in clothing or body condition;
- Rocking, thumb-sucking or other self-comforting behaviors not noted in the file;
- Hoarding;
- The individual reports being unable to access his/her money or belongings;
- Reports of confinement, restraints or abuse.

Individuals should be able to demonstrate a basic understanding of different types of abuse. Some may be able to provide verbal descriptions or may be able to show you with actions the various forms of abuse. The words individuals use to describe abuse may be simpler and more concrete than those used in the standards. For instance, a group of self-advocates in Central Alberta translated the CET standard to read:

“I am free from having my body or my feelings/mind hurt by anyone.”
They described four types of abuse as

1. **Physical Harm – being hit or kicked (anything that hurts my body)**
2. **Mental Harm – when someone calls me names or makes fun of me (when my feelings are hurt).**

3. **Financial Harm – when people take advantage of me or take my personal things.**
4. **Sexual Harm – when someone touches me in private areas or makes me feel uncomfortable.**

Neglect is a more difficult concept for individuals to describe because it is the absence of action rather than a definable negative action. Individuals may not have a grasp of how restrictive procedures and medication use can be abusive if they have no direct experience with restrictives and psychotropic medications.

In addition to being able to recognize abuse, individuals should have someone they would turn to if they felt they were being abused. If the individual identified is a staff member, it is worth asking whom they would turn to if that staff member were the one treating them poorly.

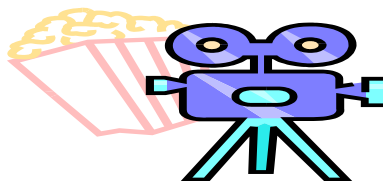
Surveyors will ask individuals who report having been abused by someone connected with the service provider whether they were satisfied with the situation's resolution. (This is relevant to both situations involving abuse by staff or other individuals receiving services.) Surveyors will try to identify what supports the service provider arranged for the individual, as well as the investigation processes. Investigation and reporting processes for abuse allegations should follow ICE policy.

Just as not all individuals are able to protect themselves from dangers in the environment, not all will have the understanding and wherewithal to protect themselves from abuse. In these instances, the standard is met if the individual appears free of abuse and adequate supports are in place.

The Abuse Prevention and Response Protocol places more emphasis on preventing abusive situations from happening.

This protocol requires service providers to ensure that individuals and those who routinely advocate for them are informed about how to prevent abuse, as well as how to recognize and report it. **I.C.E. staff is trained in the above issues and must be able to demonstrate this knowledge in conversations with CET surveyors.**

PLEASE REVIEW
I.C.E. POLICY 2.6.3
CLIENT ABUSE



**ATTENTION ALL
MOVIE GOER'S**

Famous Player's and Cineplex Galaxy LP is pleased to introduce a new card that will allow persons with a disability to receive either free admission or a significant discount for their support person when attending movies. The Access 2 Entertainment Card program will provide either free or no more than \$3 to the support person accompanying an individual with a disability to participating movie theatres. The person with a disability will still pay regular admission. Applications for the card are available at the Resource Centre or from your coordinators. Theatres will begin accepting the card as of March 1st, 2005.



**A Star in
our Midst**

Francine joined Independent Counselling Enterprises as a Community Liaison in May 2004. Her job is to talk to the people that are supported by ICE to find out how we are doing. Francine is an important person in our agency as she has direct contact with the people we support. Her observations and feedback help us to provide a quality service.

Francine is natural leader. Her positive attitude and interest for life long learning has opened many doors for her. Francine has taken several personal enrichment courses that have helped her to build her self-esteem and given her many life skills. Some things that Francine has participated in are kayaking, rock climbing, wall climbing, trust building exercises and exercises in overcoming fears. Francine is a graduate of Leadership Today. Recently Francine has been featured on Global TV (channel 8) news highlighting people in the community who make a difference. You may see her on commercials during programs on Global. She is also featured on the PDD website. Clearly we have a star in our midst. We are lucky to have Francine as part of our agency.



Walking (and Not Slipping) in a Winter Wonderland

Many people use deicing salt to remove ice from sidewalks and stairs and to improve traction on driveways. Unfortunately, not everyone understands how deicers work and the differences among them. Many people just toss salt on the ground and hope for results. Others shy away from using salt, as they believe that applying a deicer will result in chipped sidewalks or damaged vegetation.

In reality, the proper application, usage and disposal of deicers will prevent most or all potential side effects.

Cargill Salt, a leader in deicing products for both consumer and commercial users, suggests these easy-to-follow tips to ensure best results:
Before applying deicing salt, clear as much loose snow and ice from the surface as possible. This allows the crystals to penetrate remaining ice immediately.
Always check the label and follow manufacturer instructions. As a general rule of thumb, use from one-half to one cup of deicing salt per square yard.
Leave a gap between the surface being deiced and any nearby vegetation. Plow or shovel away from and do not pile up snow in grassy areas. This will help prevent damage to surrounding vegetation.
Once the treated ice melts completely, remove the remaining slush to keep the sidewalk safe.

Application tips aside, there is a lot of confusion as to which types of products will do the best job removing ice. To clear up any misconceptions, keep the following in mind:

Sand -- Not a deicer. Can provide minimal traction, but does not have any ice-melting capabilities.

Sodium Chloride (rock salt) -- Effective ice melter that is readily available, inexpensive and easy to handle.

Calcium Chloride -- Fast-acting deicer that is effective down to -32 C. Can be difficult to handle and may leave an oily residue. [Safety Data Sheets are available upon request to Gord F]

Potassium Chloride -- Perceived to be less damaging to vegetation, but has little ice melting capacity. [Safety Data Sheets available upon request to Gord F]

Magnesium Chloride -- Fast-acting deicer that is effective down to -32 C. However, it may leave an oily residue. [Safety Data Sheets available upon request to Gord F]

Urea -- Perceived to be less damaging to vegetation, but only works down to -12 C. [Safety Data Sheets available upon request to Gord F]

As for whether or not deicers can damage your sidewalk or driveway, deicers do not technically deteriorate pavement. They do, however, speed up and increase the frequency of the freeze/thaw cycle. Under these conditions, pavement that was not properly treated during installation can deteriorate. The result is a chipping or flaking effect, otherwise known as "scaling."

(Source: http://www.mymotherlode.com/Home_Improvement/hi_article_slipping.html)

The City of Edmonton and the City of Calgary offer free sand to the public. Most other municipalities do as well. Please contact your local city/town public services department.

Also, please always protect yourself if and when you are outside working away on that sidewalk. Make sure that you are warm and protected from frostbite. Make sure you are well visible to all nearby traffic. Of course, wear good boots, warm and with good traction. And, please remember that all employers and employees are required by law to take special precautions when workers are alone. Make sure that someone capable of getting help knows where you are and when you are expected back inside. Working alone outside is always much safer during daylight hours. Don't put yourself at risk.



SALT for ICE

An ICE Manager in the Edmonton region very recently received a call from a team leader who was at his wit's end trying to maintain ice-free sidewalks. The Team Leader said that no matter how hard he tried, he could not get to the concrete. The advice given to him and everyone regarding this is summed up in one word -

SALT. I know, some say that salt wrecks concrete (actually, most of the salt gets washed away), and is hard on the lawn, but please ensure that all homes are liberal in their use of salt, or a salt/sand mixture. Yes, it produces mud that can be tracked into a house, but weigh that against someone's (maybe mine) potential or actual broken leg. I say liberal use of salt - that means enough to melt the ice into removable slush. The Team Leader said that the salt only made it icier...this is because the salt was diluted and became ineffective. The Team Leader was advised to spread more salt. Please see the previous article on this page: "Walking (and not Slipping) in a Winter Wonderland", for more info on how to use salt.

In Edmonton, you can get sand from the city for free. You can find a list of depots at www.edmonton.ca and click on "roads and traffic", then "snow and Ice control", then "public sand distribution".

Calgary, too, at www.calgary.ca has sanding materials available to the public. Click on "City Transportation", then "sanding materials pickup location".

In Grande Prairie, call 538 0354; Lethbridge, please call 320 3074; other centers, please contact your local municipal government headquarters.



CONTEST

- Winter Traffic Quiz (sources: AMA and RCMP). Here are 10 questions to test your winter road traffic savvy. **Answer the questions, detach or cut them out and forward them to your coordinator. They will be reviewed by the Health and Safety Committee. All responders will get a thank-you card and will be entered into the prize draw!**

1. What is the best gear to use when stopping at a slippery intersection? (circle ONE answer)
 - a) 1 (first)
 - b) 2 (second)
 - c) D (drive)
 - d) N (neutral)
2. If the rear of your car skids to the right you should..... (circle ONE)
 - a) look and steer in the direction you want the vehicle to go
 - b) decrease pressure on the gas pedal
 - c) do not brake
 - d) all of the above
 - e) none of the above
3. Skids are caused by... (circle ONE answer)
 - a) loss of traction
 - b) driving too fast for conditions
 - c) all of the above
 - d) none of the above
4. "Black ice" is... (circle ONE answer)
 - a) almost invisible, and extremely slippery
 - b) easy to spot, but extremely slippery
 - c) almost invisible, but not hazardous
 - d) easy to spot and not hazardous
5. Black ice is likely to be found (CIRCLE ALL THAT MAY APPLY)
 - a) anywhere where the conditions are cooler than in the surrounding areas
 - b) on bridges and overpasses
 - c) at shaded areas
 - d) when the road surface, after being heated during the day, begins to freeze

6. How should you drive on ice? (circle all that may apply)
 - a) do not drive too fast
 - b) do not make sudden changes in acceleration
 - c) do not brake
 - d) do not make any sudden steering changes
 - e) leave more distance between you and the driver ahead
7. What is the best way to boost a vehicle battery? (circle ONE answer)
 - a) call a professional – boosting a battery can be dangerous if not done properly
 - b) make sure you have proper cables and ask another driver to stop and help you
8. What is the minimum amount of gasoline you should have in your tank during winter? (circle ONE answer)
 - a) 1/8 tank
 - b) 1/4 tank
 - c) 1/2 tank
 - d) fumes
9. If you become involved in a crash that disables your car on a busy and icy road... (circle all correct answers)
 - a) stay in your vehicle and phone the police
 - b) turn on your hazard flashers
 - c) wait for the police to respond
10. If you become stranded in your vehicle... (circle all correct answers)
 - a) stay in the vehicle, where you are guaranteed shelter
 - b) with your charged and ready cell phone, call for help
 - c) run your engine and heater no more than ten minutes every hour – crack open a down-wind window for ventilation when the car is running
 - d) tie a brightly colored cloth to your antenna, driver-side door handle or outside mirror to attract attention.
 - e) keep the exhaust pipe clear of snow – poisonous gases filter into your vehicle if the pipe is clogged
 - f) remain calm. – chances for rescue are better if you remain calm and in your vehicle.



COMMUNITY NEWS

RESOURCE CENTER AND COMMUNITY CONNECTION UPDATE

Community Participation

Helping people discover and pursue their dreams, desires and interests is an important part of the role of community support staff, team leaders and managers. It is the responsibility of all ICE employees to promote and practice community participation. It is our job to discover a person's choices and determine how these choices can be used to connect him or her to the community. We need to actively learn about places, events, activities and resources where the person can acquire new connections and develop strong positive relationships. This will require flexibility, creativity and resourcefulness to use different strategies and to take advantage of opportunities that present themselves. Getting to know the person you support and providing information and choices is the first step in helping people get connected. Take the challenge and help make connections.



Aboriginal Cultural Circles

Edmonton Native Healing Center

#101, 11813 – 123 Street

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 more
info
732-2337

CONNECTING THE DOTS...

The How To's For Building Community

Tuesday Afternoons

February 15 (part 1) And February 22, (part 2)

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.**

Did you know?

- The In Kind Center in the Edmonton Epilepsy Association Office (11007-124 Street) sells personal care products and other miscellaneous items at a low cost to those on limited incomes. Call 488-9600 for hours.
- The Cerebral Palsy Association offers Yoga classes for people with limited mobility. They also offer a Computer Access Program (Free individualized computer workshops for people with disabilities). Call 477-8030 for details.
- If you are looking for appropriate clothing for a job interview or clothing suitable for work SUIT YOURSELF is a store that provides clothing for free for people on low incomes needing work clothes. Call 477-35-3584 to check it out

Aboriginal Awareness Training for Staff

February 2 at 1:00 p.m. – 3:00 p.m.

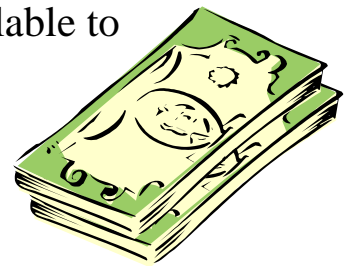
Contact Nadine (732-2337) to register

Important Announcement!

I.C.E. SAVINGS/PENSION PLAN

Are you investing in your future? If not, now is the time to start with help from I.C.E!

If you are an eligible I.C.E. employee (see below), and you open a Future Builder Retirement Savings Plan (RSP) account before February 28, 2005, I.C.E. will contribute \$1000.00 to that account!! See I.C.E. Policy 3.4.15 for details of the Future Builder's plan. This is an employment incentive available to current eligible I.C.E. employees only. The required paperwork must be completed with TD Bank by February 28, 2005 in order to receive this one-time offer.



All employees already investing in the Future Builder pension plan will receive the \$1000.00 in their Future Builder account automatically!!

Employee Eligibility

- Employee must be past the probation period of three months in order to sign up.
- Employee must be available for work and have monthly wages of \$500.00 (before deductions but not including travel/mileage amounts) in order to sign up, and each month in order to be eligible for matching payment for that month.
- Employee must make a minimum contribution of \$20.00 per month, deducted on the 2nd monthly pay period.
- Employee must be an employee of I.C.E. on the final payday of the month to be eligible for matching payment for that month.

Don't miss this opportunity! All you have to do is:

- **Make sure you meet the above Employee Eligibility Requirements.**
- **Contact the TD Bank at (780) 448- 8570 to set up an appointment.**
- **Attend your scheduled appointment with the TD bank at 16317 – 111 Avenue / Mayfield Branch**

Bring the completed paperwork from the TD Bank to the ICE office payroll department!

INDEPENDENT COUNSELLING ENTERPRISES

Health and Safety Committee Meeting Minutes

January 6, 2005

Edmonton Region

Present:

Faisel Ahmed
Greg lane
Debra Reed

Kathleen Curran
Noreen O'Donoghue

Gordon Filipchuk
Alice Romanchuk

Roberta Jaggard
Carol Szydluk

Recorder(s): Debra Reed

Chair: Debra Reed

Regrets: Kelly Guan-Wong (Mat. Leave), Colleen Calahan, Marj Filion, Bessie Gabon, Pam MacDonell, Phyllis McKinnon, Haris Sunagic, Collette Tancsics, Diann L'Hirondelle, Rosy Ramirez

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:

'Meat issues' at residence reported to Carol Szydluk.

2.0 Review the Previous Minutes / Business Arising from Minutes

- Review of current committee member attendance list/New Committee member follow up/member ID cards/member duotangs & labels/membership incentives (Debbie/Gordon)
 - Diann L'Hirondelle and Rosy Ramirez have both requested to be relieved of their Health and Safety member status due to time constraints with other job responsibilities.
 - Mark Todd will be returning to England in the near future and therefore has also taken his leave as a member of the Health and Safety Committee.
 - Kathleen will place a call to Bessie Gabon in order to determine the likelihood of Bessie remaining a member of the Health and Safety Committee. Kathleen will update Debra once she has spoken to Bessie.
 - The current committee members bid their co-members a fond farewell and, wish Mark all the best in his future endeavors.
 - New member pictures will be taken immediately following the meeting and, Gordon should have member ID cards available for the next scheduled meeting.

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

- Updates re: - discussion of finalized 'supply lists' (Gordon/Committee members)
 - a review of the emergency supplies list compiled by the Canadian Red Cross was begun by Committee members
 - it was determined that likely the best place for the "safe room" in most homes would be the basement however, there will be exceptions to this due to apartment dwellings etc...
 - the group discussed the possibility of a checklist being developed to ensure that the supply cache would be checked over once a month for readiness...it was thought that a checklist could be placed at the front of the Hazard Control log for easy access and review
 - the group also discussed the idea of putting the 'utilities shut off' information into the Orientation Manual in order to ensure that ANY support staff working in the site would know the exact location of all shut off valves
 - the following items were determined as being essential to the supplies for ICE operated residences...drinking water (will need to adhere to 'best before' dates printed), a portable radio with extra batteries, an extra flashlight with extra batteries, a can opener, plastic utensils, disposable dishes, a wrench and blankets....the list will be added to at future meetings
 - This topic was tabled temporarily due to time restrictions and, it will be added to the next scheduled meetings' agenda
- 'research' updates – **Environment Canada Weather Emergency Procedures** (Carol)

- Carol informed the group that she has still to contact the City of Edmonton Emergency Management team for information. Carol will bring this information to the next meeting.
- **Capital Health Emergency Procedures** (Harris)
 - Harris was not present therefore his topic was tabled until the next meeting.
- **“Weather Emergency Procedures” templates** (Gordon)
 - this topic ties in with the information discussed in section 2.0 (supply lists) and was addressed at the time that section 2.0 was discussed.
- Updates from sub-committee re: **“debriefing processes”** (Noreen)

The sub-committee will be hosting their first meeting on January 19, 2005 at 10:30a.m. at the ICE office.

Future meetings of this sub-committee will be held on the third Wednesday monthly until further notice.
- Updates re: progress towards **‘stress workshop’** (Colleen)

Colleen was unavailable to give the Committee updates at this time.
- Feedback/ discussion re: **future Health and Safety contests** (Committee members)
 - discussion ensued around the possibilities for a contest based on ‘Emergency Drill procedures’.
 - criteria to base the contestants on was discussed briefly
 - the method of implementing this contest was discussed briefly
 - this topic will be carried over to the next scheduled meeting as ‘judging criteria’ still needs to be determined as well

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"> ➤ Nanton – the committee members reviewed the meeting minutes from Nanton’s December 16, 2004 Health and Safety Committee meeting. ➤ Grande Prairie – there were no Health and Safety meeting minutes submitted from Grande Prairie prior to the commencement of this meeting. ➤ Calgary – the committee members reviewed the meeting minutes from Calgary’s December 16, 2005 Health and Safety Committee meeting. 	<ul style="list-style-type: none"> ➤ N/A at this time ➤ Follow up with Grande Prairie re: the importance of submitting their Health and Safety meeting minutes monthly ➤ Calgary to be informed that the Vocational Random Inspection reports are to be utilized in ‘workplace’ inspections...these should not be completed on site but rather immediately after leaving the site. Any deficiencies noted should then be reported to the site supervisor as well as the support staff’s immediate supervisor to facilitate follow up/ remedy to the situation. 	<p>N/A</p> <p>Gordon</p> <p>Gordon</p>	<p>N/A</p> <p>By Jan.14/05</p> <p>By Jan.14/05</p>
3.2 Evaluation of current injuries and near misses	<ul style="list-style-type: none"> ➤ There were nine ‘no loss time injuries’ reported in Edmonton in December 2004. Six of these injuries were reportable. ➤ There were four ‘lost time injuries’ reported in Edmonton in December 2004. One of these injuries was a broken leg from a ‘slip/fall’ that was serious enough to require surgery. This particular incident was also reported to Workplace Health and Safety. <p>One of the other ‘lost time injuries’ resulted from an automobile accident and, the other two were also ‘slip/fall incidents’...one of which took place inside the home (there was ‘wetness’ on the basement stairs)</p>	<ul style="list-style-type: none"> ➤ Everyone must make the effort to reinforce “individual safety responsibilities” employees NEED to remember that they are NOT TO PLACE THEMSELVES IN DANGER OR, INTO DANGEROUS SITUATIONS. ➤ The investigation into the incident resulting in a broken leg is to be completed. 	<p>All Committee members and administrative staff</p> <p>Gordon</p>	<p>Ongoing</p> <p>By Jan.15/05</p>

3.3 Review and updates of a section of the Hazard Assessment Document	<ul style="list-style-type: none"> ➤ The committee members reviewed the following section of the Hazard Assessment and Control document: Job Type: Office/Administrative Hazard: fire or natural disaster 	<ul style="list-style-type: none"> ➤ there were no changes identified to the rating of the frequency of exposure, potential consequence or hazard probability for this section. Some discussion ensued around 'other' control measures in place however in reviewing the meeting minutes prior to keying them into format it was noted that the committee members were making further suggestions re: control measures based on residential settings rather than looking at the section from the perspective of the actual 'Job Type' listed. Therefore no further hazard controls were identified for this section at this time. 	N/A	N/A
3.4 Review of a section of the action plan for the COR Audit recommendations	<ul style="list-style-type: none"> ➤ This item was tabled to the next scheduled Health and Safety meeting due to time constraints 	<ul style="list-style-type: none"> ➤ Continue review of a section of the new internal COR audit package at the next meeting. 	Committee members	February 3, 2005
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"> ➤ There were five follow up EQA visits scheduled as a result of signed off audit summaries. ➤ There were three "Follow Up Site visits" completed in December. 	<ul style="list-style-type: none"> ➤ Westgate Manor ➤ Whitemud ➤ 84th Street ➤ 127th Street ➤ 145th Avenue ➤ Follow Up required with Coordinator and Manager of this program. 	Noreen Kathleen Alice/Carol Roberta Not assigned Debbie	By next scheduled meeting Feb. 3/05 Immediately
4.0 New Business				
4.1 'Meat issues' at residence reported to Carol Szydluk.	<ul style="list-style-type: none"> ➤ Carol informed co- committee members that a support staff from one of the residences reported to her that meat had been brought into the home that was not packaged as per store standards and, had a written label on the package which read... '85% ground beef'. Carol stated that the staff had informed her that the meat had 'aluminum foil around the base' and then plastic wrap "on top and all over". The support staff told Carol that the staff at the home were concerned with what kind of meat or? the other '15%' of the package was and, if it was indeed alright for meat to be coming into the home if it is not store packaged. 	<ul style="list-style-type: none"> ➤ As per previous issues with meat being brought into the homes...meat should be packaged as per store standards and, should be government inspected for quality. ➤ Follow up with the team at this residence to receive appropriate clarification around circumstances to be completed. 	Residential settings Debbie / Coordinator and Manager of Program	Ongoing By Jan.15/05

5.0 Next Meeting: February 3, 2004 @ 10:30a.m.

****To be Published in the March ICE Page**

ANSWERS TO WINTER TRAFFIC QUIZ: 1-d; 2-d; 3-c; 4-a; 5-a,b,c,d; 6-a,b,c,d,e; 7-a; 8-c; 9-a,b,c; 10- a,b,c,d,e,f

Answers to the Crossword

