

## EMPLOYEE Spotlight Glenda

Glenda Read has been an ICE employee for just over 2 years. She was the winner of the 2008 Employee of Excellence Community Connection Award. She has lived an interesting life and worked at some worthwhile and fascinating jobs. Born in England, Glenda immigrated to Canada in 1988. She has been married for 34 years to a wonderful man who is currently exploring his calling to a ministry. She gave birth to 3 children, adopted 2 children in her heart and has 3 foster children.

Glenda has worked as a stay at home mom for 10 years doing the usual Girl Guide and Cub Scout thing and as a nursing attendant for 15 years. Glenda has been a foster parent and teachers aid for 10 years. She continues to provide respite care for her foster daughter regularly and a special needs Senior citizen 2 days per month.

Glenda has also participated in various missionary trips; to Mexico to build a house, twice to Belize where she worked with the children in the school and did Vacation Bible School as her husband built houses. This year she spent her vacation in Chile where she assisted with the renovation of an old butcher shop and house for a youth center.

Glenda has passed on her love of children to her own daughter

who is currently working as a foster mother to infants.

Glenda takes her Black Diamond client out into the community daily, they volunteer at a school, the library, a senior citizens hospital and the local thrift store in Turner Valley. They attend a weekly class together, get manicures and go into the city to visit friends, plus much more. Glenda has a knack for showing the world that just because a person has a disability and is in a wheelchair it doesn't mean that they aren't an important part of the community.

Her personality, deep caring and love of life shows in everything she does. She is a wonderful person who truly loves what she is doing and shares her heart with everyone she meets.



### ECAT

Employee &  
Client Assis-  
tance Team

**780-461-7236**

after office  
hours



### MEETINGS

Health & Safety  
Meeting

January 7, 2009, 1:30 PM

Team Leader Meetings

TBA

RPAC

January 15, 2009, 2 PM



### TIME SHEET HAND-IN



Hand-in day will be:

**Thur Jan 15, 2009**

for all shifts worked  
between  
Jan 1st and 15th  
and

**Mon Feb 2, 2009**

for all shifts worked  
between  
January 16th and 31st

### CONTENTS

Success Story ..... pg 2

Winter Driving

Quiz ..... pg 2

Training ..... pg 3

Hepatitis ..... pg 4

Safety Alert ..... pg 5

Policy Review ..... pg 6

## success story: Rory

Rory is a friendly man who loves to joke and enjoys a good laugh. He is a pleasure to be around.

Rory spent much of his life with his family in the Wabamun area west of Edmonton, on a reserve. He had a quiet life there. When he first moved into a residence with ICE supports in Edmonton, Rory knew nothing of "big city" living. Rory's cheerful nature and positive attitude has helped him to adapt successfully to a city lifestyle.

Before moving to the city, Rory had never been employed. Shortly after moving to Edmonton he expressed that he would like to find a job. With the assistance of an Edmonton vocational support service, Chrysalis, Rory trained for the next year and a half in a variety of vocational training opportunities. Training activities that Rory explored included: making beds at the Glenrose Hospital, packaging hardware at Gregg Distributors and finally completing basic carpentry and cleaning work at Fortis.

After a year of training at Fortis, Rory was hired into a full-time paid employment position. He has never looked back. Rory is a dedicated worker and he has an excellent attendance record at Fortis. He likes earning money and enjoys going out to buy video games and movies.

Life in the city hasn't made Rory forget his family or his community. Rory travels, with staff support for transportation, to Stony Plain at least once a month where he visits his dad at a rehabilitation centre. Rory's dad is very proud of him and so happy that Rory is living successfully in Edmonton.



## What is your Winter Driving I.Q?



For fun, try your hand at the following True or False Quiz.

1. Vehicles stop faster with ABS (Antilock Braking System) brakes. (True or False?)
2. Night driving is considered one of many Winter Driving Hazards. (True or False?)
3. Today's All Season Tires are as efficient as Snow Tires for winter driving conditions. (True or False?)
4. In fall and winter, colder temperatures result in a significant drop in tire pressure. (True or False?)
5. According to statistics in Alberta, the highest number of fatal collisions regularly occurs in December and January. (True or False?)
6. Common recurring causes of winter collisions include: driving too fast for road conditions, overconfidence and failing to keep vehicles maintained. (True or False?)
7. Drivers should not "pump" ABS brakes. (True or False?)
8. In Alberta the posted speed limit is the recommended speed for driving in all seasons. (True or False?)

Answers on page 5

# Thank You!



**Glen Lee**  
Prize: CD/Photo  
Tower  
From: Team  
Leader  
For: Stayed  
awake all night  
assisting a client  
when he was  
sick

## Proactive Behavior Intervention

January 8th, 2009, 9:00am-5:00pm  
January 22nd, 2009, 9:00am-5:00pm

## Mission Possible

**Aggression and Winter Driving**  
Pt 1 – Awareness Session  
January 27th, 2009, 9:30am-12:30pm

## Promoting Safety

January 20th, 2009, 9:30am-12:30pm

## Positive Behaviour Supports

January 29th, 2009, 9:00am-5:00pm

## Documentation & Reporting Practices

January 15th, 2009, 9:00am-1:00pm

## Epilepsy In-Service

January 13th, 2009, 9:00am-11:00am  
Presented by Edmonton  
Epilepsy Association

# TRAINING

# Thank You



In the spirit of the season Edmonton ICE Staff participated in a food drive collecting for individuals in need. ICE collected 35 boxes of non perishable items. A big thank you goes out to everyone who contributed!



## EDMONTON REFERRAL INCENTIVE WINNER

This month we have 7 recipients receiving the ICE referral incentive. These 7 employees will receive and additional \$50.00 on their pay cheques. Congratulations for your wonderful referral!

WILL YOU BE ONE OF NEXT MONTH'S FEATURED  
EMPLOYEES RECEIVING A \$50.00 INCENTIVE PAYMENT?

# HEPATITIS A Health Corner

## Hepatitis means inflammation of the liver.

The liver is very important for food digestion and absorption, resisting infection, removing waste and poison from the body and making proteins that help blood clot.

If the liver is not functioning a person will die within 1 or 2 days.

Hepatitis A is caused by the Hepatitis A virus (HAV). It is a liver infection that can affect anyone.

### Signs & Symptoms

Some people with hepatitis A do not have any symptoms. If you do have symptoms, they may include the following:

- Fever, Fatigue, Loss of appetite, Nausea, Vomiting, Abdominal pain, Dark urine, Clay-colored bowel movements, Joint pain, Jaundice (a yellowing of the skin or eyes)

### Transmission

Hepatitis A is usually spread when the hepatitis A virus is taken in by mouth from contact with objects, food, or drinks contaminated by the feces (or stool) of an infected person. A person can get hepatitis A through:

- Person to person contact
  - o when an infected person does not wash his or her hands properly after going to the bathroom and touches other objects or food
  - o when a parent or caregiver does not properly wash his or her hands after changing diapers or cleaning up the stool of an infected person
  - o when someone engages in certain sexual activities, such as oral-anal contact with an infected person
- Contaminated food or water
  - o Hepatitis A can be spread by eating or drinking food or water contaminated with the virus. This is more likely to occur in countries where hepatitis A is common and in areas where there are poor sanitary conditions or poor personal hygiene. The food and drinks most likely to be contaminated are fruits, vegetables, shellfish, ice, and water. In the United States, chlorination of water kills hepatitis A virus that enters the water supply.



## PREVENTION

**Standard Precautions-** Proper use of the Standard Precautions will protect health care workers against any blood borne infections.

**Hygiene-** Hand washing or using a hand sanitizer after using the toilet is necessary to prevent hepatitis A.

**Vaccination-** Health care workers or public safety workers should be vaccinated against Hepatitis A and B. This is the best way to prevent HAV and HBV infections.

**Use Disposable Gloves-** Always wear disposable gloves if there is any chance of coming into contact with blood and/or body fluids. For example, use gloves when assisting with: oral care; shaving with a blade razor; personal care; toileting; changing feminine products; and when administering first aid etc.

**Use Caution-** Take extra precaution when performing tasks that involve using a sharp object around the client.

**Cover Wounds-** Ensure that all wounds or sores (client or staffs') are covered with a bandage.

**Use Proper Disposal-** Contaminated sharp objects need to be disposed of in a sharps container.

**Disinfect-** To clean up blood or sexual fluids, use a bleach solution. Add 1 part bleach to 10 parts water. Wet the contaminated area with the solution. Let it stand for 10 minutes, then wipe dry. Always use disposable gloves when cleaning.





## It's that time again!

Every three years Independent Counselling undergoes a full Policy Manual Review to ensure the Manual reflects the current practice of the agency, that the agency is consistent with all legislation and contract requirements, and that ICE maintains consistency with standards of practice on a provincial level.

In January of 2009 the process will begin. I am inviting all ICE employees to participate in this very valuable, meaningful task.

You can contribute in one of two ways. You can either drop off your suggestions for Policy change in the Suggestion Box in each regional ICE office or you may join a group of other interested employees and participate in small group settings to review and discuss sections of the Manual.

We will have the newly reviewed and revised Policy Manual out for everyone in October 2009.

Call me at 780-453-9653 or e-mail me at [jwells@icenterprises.com](mailto:jwells@icenterprises.com) if you have questions or if you would like to participate.

Happy New Year everyone,  
Jackie Wells

## SAFETY ALERT!



"Ice and snow on sidewalks and steps are an extremely serious safety hazard. All residential staff must ensure that snow and ice are cleared and/or salted on every shift that you work. You will receive an immediate verbal warning if a supervisor arrives at a home where you are working and the snow and ice have not been cleared / salted.

Thank you for preventing injuries this winter season!"

### Winter Driving Quiz – Answers

1. False – ABS brakes help maintain control of a vehicle during emergency braking situations. They do not necessarily make the vehicle stop more quickly. (ABS brakes may shorten stopping distances on some surfaces but may lengthen stopping distances in softer conditions such as unpacked snow or gravel etc.).
2. True – We do more night driving in winter due to shorter days. Night driving: makes it difficult to judge distances, reduces visibility, increases eye fatigue, and is compounded by all of the other hazards drivers face in winter i.e. blowing snow, frost, fogged windows etc.
3. False – Winter tires are made of a softer, spongier rubber that can deliver as much as 25 to 50% more traction than All Season tires. Winter tire treads use wider zigzag grooves which provide efficient channels to drain water and expel snow.
4. True – Tires do lose pressure in cold weather. Check tire pressure on a monthly basis. Maintaining correct tire pressure will improve safety, save fuel and prevent wear of tires.
5. False – The highest number of fatal collisions regularly occurs in July and August, however the highest number of injury collisions and property damage collisions still regularly occur in December and January.
6. True – Most drivers have a habit of basing their driving on good road conditions. Additional recurring causes of winter collisions: failing to prepare for emergency situations and failing to adjust driving time. (Plan to give yourself more time in winter, slow down and drive with care.)
7. True – Drivers should not pump ABS brakes as this confuses the braking system. For vehicles with ABS brakes, press down and maintain firm pressure between your foot and the brake pedal. Continue to steer. The brakes will lock momentarily then they will begin to pulse and stop the tires. When ABS is activated there may be a slight vibration of the brake pedal. This means the ABS is working.
8. False – Drivers are required to drive according to road conditions. Alberta is a winter province. On icy, snowy roads, the maximum posted speed limit is too fast to drive safely. Drivers need to use good judgment when conditions are poor.

Note: Our ICE Training Department offers Mission Possible @ Work courses. Check your ICE page for course dates in your region.

Please Drive Safely!

### 3.4.15 ICE SAVINGS/PENSION PLAN

All ICE policies including those regarding Health and Safety can be found in the ICE Policy Manual. In residential programs the Policy Manual will be located in the home's office. Workers in community programs may access a Policy Manual in the reception area at the ICE office.

#### 3.4.15 ICE SAVINGS/PENSION PLAN

This is a voluntary savings/pension plan provided to I.C.E. employees through the management of the Toronto Dominion Bank and their FUTUREBUILDER program. I.C.E. will provide matching funds per month as per the requirements below. This plan commenced January 1, 2001.

##### I. ELIGIBILITY

- Employee must pass the probation period of three months.
- Effective January 1, 2009 monthly contributions will change to semi-monthly contributions. Therefore the current monthly deduction will be divided equally between both pay cheques in the month.
- Employee must be available for work and have gross semi-monthly wages of \$250.00, excluding travel/mileage amounts.
- No retroactive payments on the company portion will be given for late timesheets processed in a later pay period. If the employee signs up late they are not entitled to retroactive payment.
- Employee must complete all required paperwork with the T.D. Bank and have submitted the required information to the I.C.E. payroll department.
- Employee must make a minimum contribution of \$30.00 per pay period.
- Employee must be an employee of I.C.E. on the final day of the pay period to be eligible for matching payment.

##### II. MATCHING FUNDS

- Matching funds are available based on years of service as per the individual employee anniversary date.
- I.C.E. will match the employee contribution to a semi-monthly maximum.
- I.C.E. contributions cannot exceed the maximum amount as per the table below. Maximum matching funds are available on a pay period-by-pay period basis.
- No retroactive payments will be provided to attain the maximum contribution level per individual employee on an annualized basis. Employees can only attain the maximum annual benefit through ensuring their contributions are to the maximum allowable each pay period.

I.C.E. will match the employee contribution on eligible employees as per the following table:

Length of Employment	Minimum Employee Per Pay Cheque	Maximum ICE Contribution Per Pay Cheque
After 3 months	\$30.00	\$30.00
After 2 years	\$55.00	\$55.00
After 4 years	\$70.00	\$70.00

Length of Employment Minimum Employee

Per Pay Cheque Maximum ICE Contribution Per Pay Cheque

After 3 months \$30.00 \$30.00

After 2 years \$55.00 \$55.00

After 4 years \$70.00 \$70.00

##### III. MANAGEMENT OF FUNDS

- Employee must complete all required paperwork with the T.D. Bank and have submitted the required information to the I.C.E. payroll department.
- Employee must make a minimum contribution of \$30.00 per pay period.
- Employees may begin or discontinue contributions at any time based upon the above noted eligibility requirements. Two weeks written notice to payroll required.
- Employees may increase or decrease their contribution amounts twice per year based on employee anniversary date. Two weeks written notice to payroll required.
- The employee makes all investment decisions with the assistance of the TD Bank. Employee and employer contributions can be deposited to either RRSP or non-RRSP eligible funds.
- A minimum of \$60.00 per pay period (employee + employer contribution) must be available for deposit.
- All funds, both the employee and employer share belong to the employee once deposited within the FUTURE-BUILDER account and are under the direct control of the employee.
- Employee contributions may exceed the maximum contribution available to be matched by I.C.E. However, I.C.E. will only provide matching funds to the maximums as in the above sections.
- The employee must be actively contributing to the ICE Savings/Pension Plan nine consecutive months prior to become eligible to receive any additional payouts from ICE.

Updated January 1, 2009