

JULY 2020

EDMONTON

ECAT

Employee & Client
Assistance Team
780-461-7236

Phones do not accept text
messages– staff need to call
ECAT.

INSIDE THIS ISSUE:

**HEALTH AND
SAFETY**

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(MASK)**

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TIME SHEET HAND-IN

• July 15th 2020

For all shifts worked
between July 1 and July
15.

• July 31st 2020

For all shifts worked
between July 16 and July
31.

UPCOMING

- **HEALTH AND
SAFETY MEET-
ING**– July 15, 2020
@1:30 PM
- **RPAC MEETING**–
July 15, 2020@
1:30PM

ICE PAGE

Making it Happen!- Supporting Social Inclusion

Charles

Charles started services with ICE in March of 2006 and currently lives in Grande Prairie with a roommate.

Charles is friendly and talkative and is well known in the community.

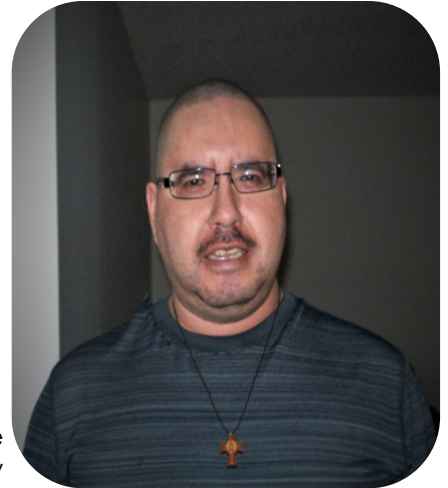
Charles enjoys swimming and occasionally using the gym at Eastlink Centre. He also likes going out weekly to meet up with friends for coffee and meals at Tim Hortons.

Charles' staff assist him in using the computers at the library to access employment information and apply for jobs. He also researches classes he would like to attend to gain new life skills. He is interested in studying courses to help him obtain his learners license. With the skills and guidance Charles has learned, he has been able to be gainfully employed at Ricky's All-Day Grill. He works one day a week as a kitchen helper doing prep work, dishes, mopping floors and doing light cleaning.

Charles has expressed interest in his Indigenous culture and talks about learning from his elders and attending Pow Wows and native circles. Charles attends the native drumming and elders' group at St. Clements School weekly and participates in cultural activities.

Charles, with the support of his staff, has been able to make trips to events such as Local Pow Wows and round dances. With guidance from his staff, Charles attends social groups and is learning to interact appropriately with his peers. Charles has shown tremendous growth in this area!

Charles has a strong team supporting him to do the things he enjoys, and he is gaining further independence as a result.



Employee Spotlight

Chris has been employed with ICE since 2017. Chris is very polite, outgoing and reliable. Chris supports Charles by helping him build the skills he needs to achieve his goals. Chris helps Charles access courses in the community. Through these courses Charles is gaining life skills and receiving work related training. Chris also supports Charles with his cultural activities by ensuring he is able to attend native classes and events that are ongoing in the local area.



**ICE OFFICES WILL BE
CLOSED
WEDNESDAY, JULY 1st
FOR CANADA DAY**



**Please direct all calls to the Em-
ployee Client Assistance Team for
that day.
780- 461-7236**

HEALTH AND SAFETY COMMITTEE CHANGES

Congratulations to Chetna Saini, who was elected by the worker representatives on the committee as the Worker Representative Co-chair on May 29, 2020.



Congratulations to Matthew Mulderrig, who was appointed as the new supervisor representative on the committee (non-residential). Matthew describes the opportunity to be on the committee as follows: "My name is Matthew and I joined the ICE team in January 2020. I originally worked as an administrative assistant before moving to my current position as a Non-res Team Coordinator. My roles previous to ICE have centered around direct frontline supports to children with disabilities, an area where safety is the leading factor in quality of service. I hope my experiences serve as an asset to the committee."



Hazel Phillips has put her name forward for the nomination. Hazel describes the opportunity to be on the Health and Safety Committee as follows: "I joined the Edmonton ICE team in April 2020 as the Senior Administrative Assistant. My background includes formal education in business marketing and communications, and I have owned and operated two companies in the last decade. I have always had an interest in Occupational Health and Safety and understand its immense value in any organization. I have recently completed a few OH&S courses through NAIT and am excited to further my knowledge in the area! Even though my time at ICE has been limited, I am learning a lot and am excited for the opportunity to meet more staff and increase my knowledge."



NOTICE REGARDING WORKER VACANCY ON THE HEALTH AND SAFETY COMMITTEE

As of May 30th, 2020, there has been a worker vacancy on the Health and Safety Committee to replace Chetna's worker position. Workers are welcome to put forward their name for nomination on the committee. Nominations can be e-mailed to Greg Lane at glane@icenterprises.com or dropped off at the ICE office. Nominations will be closed on July 14, 2020

ICE THANK YOU CARD INCENTIVE WINNERS

Itohan A received a thank you card from her supervisor when she did spring cleaning in the program. We truly appreciate your wonderful work. Keep up the good work.

Congratulations!



Saidu C received a thank you card from his supervisor when diligently ensuring the pandemic protocols, posters, procedures and due care attention for the program. Great work!

Keep it up!



Marie Claire L received a thank you card from her supervisor when she provided care to the program clients and for good contact notes. Thank you!

Congratulations!



Virtual Training

Incident Investigations Training

July 24, 2020
9:30AM to 1:30PM

Hazard Assessment and Control Training

July 29, 2020
9:30AM to 1:30PM



ICE HAS A TD GROUP RSP PLAN!

Refer to Policy 3.4.18 FUTUREBUILDER RSP If you are eligible, ICE will match your contributions!

To sign up, please contact:

Independent Counselling Enterprises at : 780-453-9664

Contact your local TD branch or book an appointment online to see a financial advisor to discuss your savings needs and any other financial objectives.

⇒ To find a TD branch close to you:

<https://www.td.com/ca/en/personal-banking/branch-locator/>

⇒ To book an appointment online:

<https://www.td.com/ca/en/personal-banking/products/saving-investing/>

Referral Incentive Program

Employees or Support Home Operators

who refer a person to ICE who
successfully meet our hiring
requirements and completes their
three month probation with a
minimum of 120 hours worked,
receive \$100.00!



HURT AT WORK?

Employees and Support Home Operators are reminded of their responsibility (as per legislation) to report **all workplace injuries immediately to an ICE supervisor or manager**. In the event of an injury, the employee will follow all agency policies and procedures.

While not all injuries are reportable to WCB, all injuries and work related health concerns are required to be reported within the company. This is done so that health and safety investigation and follow up may be completed for the safety of all parties.



Looking for Answers? Below are some online links you may find of assistance:

<https://www.canada.ca/en/health-canada.html>

Health Canada is responsible for helping Canadians maintain and improve their health. It ensures that high-quality health services are accessible, and works to reduce health risks.

<https://www.albertahealthservices.ca/findhealth/service.aspx?Id=1001957>

Linking Albertans to a wide range of health information and service options.

<https://work.alberta.ca/occupational-health-safety.html>

<https://work.alberta.ca/occupational-health-safety/ohs-publications.html#laws>

Alberta Occupational Health and Safety works in consultation with industry to help prevent work-related injuries, illnesses and fatalities. The OHS site provides access to a wide range of information bulletins and on-line training options

<https://work.alberta.ca/occupational-health-safety/resources.html>

Health and Safety Committee Meeting Minutes
June 16, 2020
(Minutes edited for publication)

3.1 Review of 'Regional Health and Safety Meeting Minutes - Review other region's minutes especially sections 3.2 and 3.3.

3.1 A) Review of Regional Health and Safety Meeting Minutes – Section 3.2. Completed Incident Investigations for Injury, Health and Property Damage

Calgary – May 29, 2020 Meeting Minutes: N/A – No completed investigation to review in previous month.

South – May 26, 2020 - Meeting Minutes: N/A – No completed investigations to report in previous month.

Northwest – May 26, 2020 – Meeting Minutes:
March 25, 2020

Staff and client were driving on a secondary highway. Hit patch of ice causing them to enter ditch and rollover. Air bags deployed; no injuries noted. Incident Investigation Recommendations: Staff reminded to stay on well-travelled roads especially in winter as they are better maintained.

March 30, 2020

Staff were attempting to reengage with client after an escalation. Client was seated on floor, when staff approached client grabbed staff's leg causing them to trip and fall on knee. Incident Investigation Recommendations: Staff to take PBI refresher and reminded to give space and not compromise safety after an escalation. Staff also to review Risk Assessment and PRP again.

3.1 B) Review of Regional Health and Safety Meeting Minutes - Section 3.3 Completed Near Miss Incident Investigations

Calgary – May 29, 2020 - Meeting Minutes:
N/A – No completed near miss investigations to review in previous month.

South – May 26, 2020 – Meeting Minutes:
N/A – No completed investigation to review in the previous month.

Northwest – May 26, 2020 - Meeting Minutes:
N/A – No completed near miss incident investigation to report in previous month.

3.2 Evaluation of completed current Internal Incident Investigations for Injury, Health and Property Damage:

April 29, 2020

Client was getting upset when he was making a cup of coffee and staff advised him that it was his third cup and he would have to wait. Client became agitated and threw the coffee pot at staff. He then calmed down and apologized to staff. Staff cleaned up broken glass and first aid initiated. Follow up: Staff purchased Keurig pods for Keurig Machine to eliminate glass coffee pots and purchased plastic mugs; and consultation with RPAC. Incident Investigation Recommendations: Manager will review Positive Approaches and Risk Assessment with staff.

May 8, 2020

Two staff at a program reported adverse side effects from continuous masking, including swelling in facial area and skin irritation and inflammation. Another staff stated that they would get headaches from using the same brand of masks. Both reported symptoms when away after taking off the masks. Follow up: The Health and Safety Specialist provided staff with a different brand of masks to try and the staff reported that they had no side effects from using the new brand of masks. Incident Investigation Recommendations: The masks were returned to the office for investigation. Brand and Batch number recorded; phone calls were made to 6 other residential programs in Edmonton to ensure similar reactions were not happening at other programs; contact was made with all 61 Edmonton programs to remind staff of continual masking and for staff to report any concerns regarding the masks to their supervisor. Health and Safety Representatives in other regions were also notified to do the same. All masks of this brand will be taken out of the packaging once they come in and not distributed to the program for at least one-week period; and ICE to ensure other types/brands of surgical masks are available in case of staff's reaction (E.g. tie back style of masks). The Health and Safety Specialist also reported the issue to Government of Alberta (PESS Logistics).

3.3 Evaluation of completed near miss investigations.

N/A – No completed near miss investigations to review in previous month.

3.4 Health and Safety Committee Inspections

3.4 A) Inspections held as a result of health and safety concerns – N/A for May

3.4 B) Inspections completed – Random Inspections – May – 0; Monthly Safety Inspections – Total of 1 – Pauline – 3 participants

3.5 COR Audit Review – Review COR Action Plan – Greg reviewed the following COR Action Plans:

3.02, 3.03, 3.04 – to review engineering, administrative and PPE Hazard Controls as well as emergency drill as per policy at upcoming unit and team meetings.

3.6 Hazard Assessment and Control document (H.A.C.D.) – Review section (and provide recommendation(s) for changes if needed): pgs. 16-17 Accessing Community – recommendations to change the following: Biological Hazards - add COVID 19 to examples, increase Potential Consequences from a 3 to a 4, Total from 11 to 12; Psychological Hazards – Potential Consequences (PC) from 2 to 3, Hazard Probability (HP) from 2 to 3, Total from 10 to 11, Priority Rating from 2 to 1; Safe Work Practices - add essential travel only during severe weather conditions; add masks and hand sanitizer to supplies that staff should carry with them in the community; and add masks to PPE. pgs. 36-37 Shopping (grocery, household) – Biological Hazards – recommendations to change the following: Biological Hazards – add COVID 19 to examples, increase HP from 2 to 3, and Total from 10 to 11; Physical Hazards – increase PC from 3 to 4. HP from 2 to 3, Total from 9 to 11, and Priority Rating from 2 to 1. PPE – Add masks.

Calgary – May 29, 2020 - Meeting Minutes:

The committee reviewed pages 38-41 in the Hazard Assessment and Control document. No recommendations were made in regards to "Dishwashing- Manual (Hand Washing Dishes." There was a recommendation for, "Use of Dishwasher," under the Administrative controls to revise the verbiage surrounding plastic kitchenware to reusable plastic kitchenware as the disposable plastic cutlery can be a health hazard.

South – May 26, 2020 - Meeting Minutes:

Pages 2 and 3 "Working with People" and discussed hazards associated with this in light of the current pandemic. The committee felt that the psychological hazards associated with the stress of working with clients and other staff who may have come in contact with the virus could be substantial. Recommend increasing potential consequences score in this area. Also recommend adding donning and doffing training to required training, Safe Work Practices could include links to specific information on managing stress and worry related to the pandemic and other on-line mental health resources. The committee also reviewed Pages 99 "Staff Illness at Work". The committee felt that the potential consequences of both the biological and psychological hazards should be increased to reflect the current situation. Also, the committee again felt we should add donning and doffing to the required training. Also, a suggestion was made that resources could include AHS or AB government information on best practices for prevention of Covid-19.

Northwest – May 26, 2020 - Meeting Minutes:
Pages 104-105 –Mice Infestations– No changes recommended

3.7 Policy Review – 3.5.15 Pandemic Response COVID 19

3.8 COVID 19 Pandemic Response

No touch thermometer protocol sent out June 15, 2020 as well as revised questionnaires for clients, employees and visitor/contractors. Some questions whether staff are to write temperature down – they are not to write any staff temperatures down, but simply circle yes or no on questionnaire. With Stage 2 re-opening, it is imperative that staff are continuing to follow all protocols, continuously masking and continuing to following cleaning checklists.

4.0 Other Business

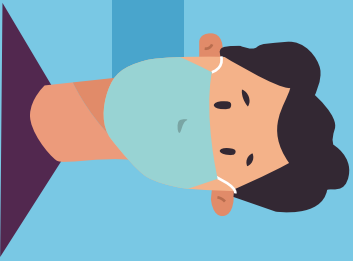
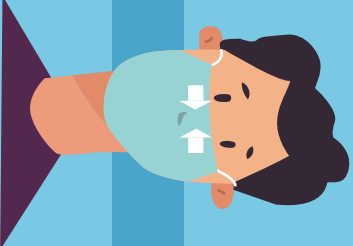
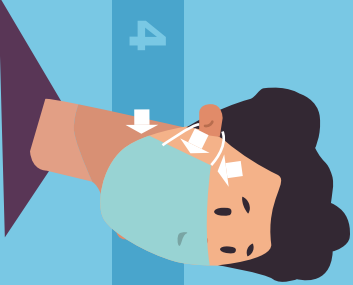
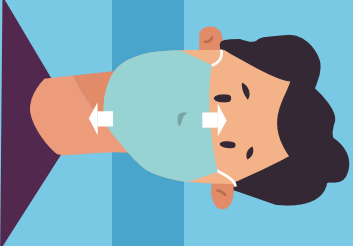
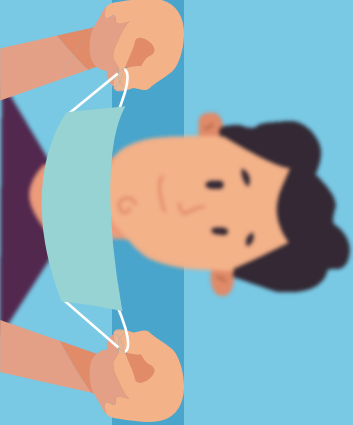
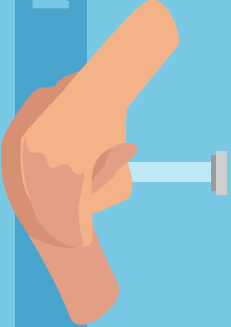

Health and Safety Training Updates – Workplace Inspections was completed June 5, 2020 virtually with 25 employees across the province. Further virtual health and safety training is planned in upcoming months, including Hazard Assessment and Control and Investigations Training.

NEXT MEETING DATE: July 15, 2020 at 1:30 p.m.

HOW TO WEAR A NON-MEDICAL MASK

Non-medical masks, including homemade cloth masks, can help prevent the spread COVID-19. They are another tool to use in places where it’s difficult to keep two metres from other people for extended periods of time – such as public transit, grocery stores, pharmacies, hair salons, airplanes and some retail shops.

Masks do not replace proper hygiene, physical distancing or isolation to prevent the spread.



1

Wash/sanitize your hands.

2

Inspect the mask, holding it by the ties or loops. Discard if damaged or dirty.

3

Open fully to cover from the bridge of your nose to your chin.

4

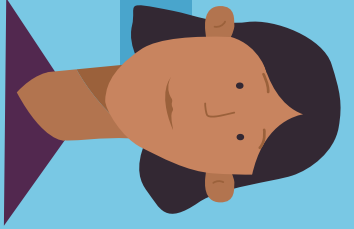
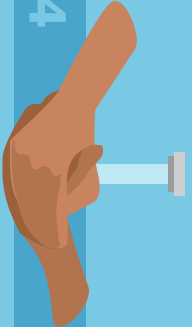
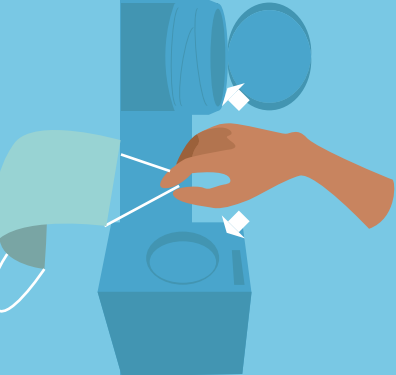
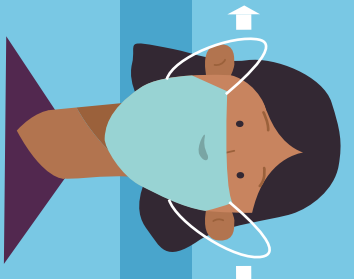
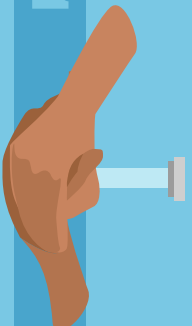

Adjust the mask to your face so there are no gaps on the side.

5

If mask has stiff edge, pinch to close gaps between nose and mask.

6

Keep your nose, mouth and chin covered at all times. **Avoid touching the mask.**



1

Wash/sanitize your hands.

2

Remove it from the back by releasing ties or loops. Do not touch the front of the mask.

3

Discard the mask immediately if disposable. Wash thoroughly if reusable.

4

Wash/sanitize your hands.

5

FOR MORE INFORMATION ON WEARING AND CARING FOR YOUR MASK

alberta.ca/masks

