

JULY 2021

EDMONTON

ECAT

Employee & Client
Assistance Team
780-461-7236

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

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TIME SHEET HAND-IN

- **July 15th 2021**— For all shifts worked between July 1st and July 15th.
- **July 31st 2021**—For all shifts worked between July 16th and July 31st.

UPCOMING:

- **HEALTH AND SAFETY MEETING**— July 16th, 2021 at 1:30PM.
- **RPAC MEETING**— July 21st, 2021 at 2:00PM

ICE PAGE

Making it Happen!- Supporting Social Inclusion

BETHANI

Bethani is a happy and active young lady who has been in services with ICE Grande Prairie since 2012. Bethani lives at home with her parents and enjoys visits to the family cabin during the summer.

Bethani enjoys being out in the community with her support staff. She attends chapel, goes shopping, and loves picnics at the park. Bethani loves playing mini golf and having ice cream when she is visiting the park.

Bethani enjoys helping with the household shopping at the grocery store. She likes pushing the shopping cart and loves to people watch while she is out.

Bethani and her support staff enjoy looking for books and magazines at the second hand store. Bethani especially likes to check out the electronics section and see what new movies are available to purchase.

Bethani and her staff will often meet peers from the community for coffee and socialization at the food court in the mall. Bethani is working on

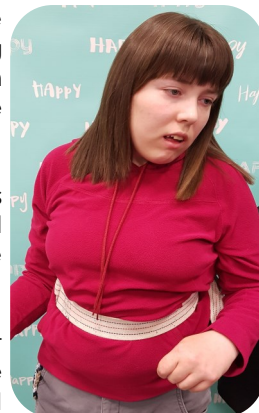
adding more socialization skills by using a tablet with speech apps to increase communication.

After coffee, Bethani likes to window-shop and view all the new store displays.

Bethani spends time at the local pet store playing with and enjoying the animals. Her favorite animals are the soft rabbits.

Bethani and her staff are excited to once again enjoy movie dates at the local theatre. Bethani likes action moves and musicals.

Bethani and her staff are excited for the restrictions of COVID-19 to ease so they can resume all the activities they enjoy doing together.



Employee Spotlight

Diana has been with ICE Grande Prairie since 2012 and has been a great support to her client. Diana volunteers at the Joy chapel and enjoys being active. The skills Diana brings forward with her from her years of experience help her create a fun supportive atmosphere. Diana always ensures that Bethani remains active in the community. Diana and Bethani have created an amazing bond and are a great team.



ICE HAS CANADA LIFE RSP PLAN!

Refer to **Policy 3.14.18 CANADALIFE RSP** if you are eligible, ICE will match your contributions!

To sign up, please contact: Independent Counselling Enterprises at: 780-453-9664.

For more information about Canada Life:

<https://my.canadalife.com/sign-in>

CANADA LIFE Helpdesk: 1-800-724-3402

**ICE OFFICE WILL BE
CLOSED JULY 1ST
CANADA DAY**



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

ICE THANK YOU CARD INCENTIVE WINNERS

Jennifer Parker received a thank you card from her supervisor for ensuring the health and safety of the clients and staff during the pandemic. Jennifer won a Hamilton Beach Digital Steamer.

Congratulations!



Joseph Taguedong received a thank you card from his supervisor for driving a client to get needed supplies. Joseph won a Starfrit BBQ Grill. Keep up the good work!



Elby Malekudiyil received a thank you card from her supervisor for following appropriate documentations requirements. She won a Salton Grill and Panini Press. You are awesome!



3.5.10 HAZARD ASSESSMENT AND CONTROL DOCUMENT

The Hazard Assessment and Control Document Master (HACD) is a continual evolving document that details all hazards known to the employees of Independent Counselling Enterprises and the controls in place to mitigate them. Employees at all levels of the organization are involved in the creation and updating of this document.

All tasks that an employee may be required to perform are listed in this document. For each task, the potential hazards are identified and are rated based on frequency of exposure, potential consequences, and the probability of the consequences occurring. This rating determines the priority of that hazard to eliminate/mitigate and control. All controls (Administrative, Engineering, or Personal Protective Equipment) in place are listed for each hazard.

For residential settings the HACD Master is tailored at each site to include a site-based assessment and control information that details the hazards specific to that setting. Community Support Coordinators/Team Coordinators or the appropriate Manager will update the site-based hazard assessment under the following circumstances:

With the receipt of General and Critical Incident Report indicating employee injuries or near misses:

- With the identification of new hazards
- With a change in work procedures
- With the occurrence of renovation/ construction
- With the introduction of new or update to equipment
- Change in support requirements due to client behaviour
- With the identification of a new hazard from an inspection
- With the identification of a new hazard from an investigation

The master document will be updated at a minimum annually, or as required due to the above circumstances or, with the report of workplace health and safety concerns in the community (e.g. flu). The Health and Safety Committee will be

responsible for updating the document in consultation with the Health and Safety Specialist.

In Non-Residential settings, a Hazard Assessment Checklist (as part of the Non-Residential Random Inspection) will be completed by a supervisor, or designate, in each new work site. All employees working in these sites will be provided a copy of the Non-Residential section of the HACD Master and are responsible for ongoing hazard assessment and reporting new hazards to a supervisor utilizing this information. Staff must also use their "Identify Hazards/Utilize Controls" card distributed at the beginning of Non-Residential shifts. For each location, each regular Non-Residential worker will document that this was completed on a Schedule 1 Outline. Any relief employee working in these programs will validate these hazards on a Contact Note. Hazards of these sites will be documented on C-Views and reviewed with each new employee at the time of booking. Non-Residential supervisors and managers will be responsible for reporting updates and necessary revisions/additions to the Health and Safety Committee for inclusion in the HACD Master.

In each new Support Home the appropriate I.C.E. personnel or designate, will complete an Initial/Annual Support Home Operator Checklist to assess the hazards in the home. Ongoing hazard assessment will be completed via the Monthly Support Home Operator checklist that is completed by I.C.E. and the Monthly Safety Checklist-Support Home that is completed by the operator. All known hazards will be documented in C-Views and reviewed with the operator.

New employees will be advised about the HACD Master and how to assess hazards in the workplace during pre-employment training. All employees will be required to review their section on the HACD Master in their probationary period. Employees will be informed of their site-specific hazards and controls during orientation.

A copy of the HACD Master will be available at all sites where more than one employee works, in all Health and Safety Binders, and in every office. All employees are responsible to ensure that the document remains an accurate reflection of the hazards and controls of the agency.

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>

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/ohs-publications.html#laws>

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

<https://www.alberta.ca/coronavirus-info-for-albertans.aspx>

Stay up to date on the most frequent information on COVID-19 in the province of Alberta.

Is your Personal Information Up to Date in Payroll?



Log into Dayforce at www.dayforcehcm.com

Review your **Profile**.

Any changes and additions can be made by selecting **Edit** and entering the desired information in the fields below. **Please include your email address.** Review the information you have entered and select **Submit/Save**.

If you experience difficulties contact a Payroll Assistant at the Edmonton ICE Office 780-454-9500 for assistance.

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.



REFERRAL INCENTIVE RECIPIENT

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!



VIRTUAL TRAININGS

Harm Reduction Training

JULY 2, 2021
(1:00PM to 4:00PM)

Somatization and Blood Pressure Training

JULY 5, 2021 (10:00AM to 12:00PM)

Lifts and Transfers Training

JULY 5, 2021 (1:00PM to 3:00PM)

FASD Training

JULY 5, 2021 (3:30PM to 5:00PM)

Pre-employment Training

JULY 6,7,13,14,20,21,27 and 28 2021 (9:00AM to 4:30PM)

Incident Investigations Training

JULY 6, 2021 (9:30AM to 2:00PM)

Conflict Resolution Training

JULY 6, 2021 (9:00AM to 12:00PM)

ODD Training

JULY 7, 2021 (10:00AM to 12:00PM)

Substance Abuse Training

JULY 7, 2021 (1:00PM to 3:00PM)

Transgender Awareness Training

JULY 8, 2021 (10:00AM to 12:00PM)

Schizophrenia Training

JULY 9, 2021 (10:00AM to 12:00PM)

ADHD Training

JULY 12, 2021 (10:00AM to 11:30AM)

Alzheimer's and Dementia Training

JULY 12, 2021 (1:00PM to 3:00PM)

Hypertension Training

JULY 13, 2021 (1:00PM to 3:00PM)

PBI Training

JULY 14, 2021 (1:00PM to 3:00PM)

Trauma Informed Care Training

JULY 15, 2021 (1:00PM to 3:00PM)

Epilepsy Training

JULY 22, 2021 (10:00AM to 12:00PM)

Cultural Appreciation (Indigenous Peoples of NWT/Nunavut) Training

JULY 27, 2021 (1:00PM to 3:00PM)

Abuse Prevention Training

JULY 29, 2021 (1:00PM to 3:00PM)

Promoting Safety Training

JULY 30, 2021 (9:30AM to 1:30PM)

Health and Safety Committee Meeting Minutes

June 16, 2021

(Minutes Edited for Publication)

3.1 Review of 'Regional Health and Safety Meeting Minutes (sections 3.2 and 3.3).

A) Section 3.2. Completed Incident Investigations for Injury, Health and Property Damage

Calgary May 5, 2021, Meeting Minutes: February 28, 2021: Client slapped staff in the left eye while completing routine housework. Staff tried to use the lifeline but client grabbed the lifeline out of staff's hand. Staff went to the office area where the lifeline base was to engage it. The dispatcher was asking for staff to present the password in this situation since there was conflicting information. Since lifeline did not get the safe word, the police were dispatched to the home. Staff kept a safe distance while they called ECAT. Police arrived at the residence and talked with staff and ECAT. **Incident Investigation Recommendations:** Planned Restrictive Procedure (Lifeline portion) reviewed at team meeting. Client stressors reviewed with staff. Policy 2.5.2 Unanticipated Situations or Behaviors of Concern reviewed. Lifeline base moved closer to the exit. Lifeline was contacted to place note in client file to send police immediately. **HSC recommendations:** none

South May 4, 2021, Meeting Minutes: April 20, 2021: Client's walker collapsed in the washroom and client started to fall towards the bathtub. As client was falling, she grabbed onto staff and staff fell as well. **Incident Investigation Recommendations:** The locks on the walker were not properly engaged. Staff must always check that locks are engaged prior to use. Supervisor reviewed Policy 2.3.7 as well as client specific protocols and AT/EI Guidelines with staff to ensure safety of client and staff. **HSC Recommendations:** none

Northwest May 6, 2021, Meeting Minutes: No completed incident investigations to review in the previous month.

B) Section 3.3 Completed Near Miss Incident Investigations

Calgary May 5, 2021 – Meeting Minutes: December 3, 2020: Staff tripped over a rug at the worksite and hit the picture frame on the wall. The picture frame fell and broke on the floor (glass component). Staff cleaned up the pieces with gloves and disposed of it immediately. Staff secured the rug with double sided tape and noted the hazard in the communication log. Follow-up: Staff reminded to watch their footing. Staff reminded to report hazards if identified.

Incident Investigation recommendations: The rug was removed from the home.

HSC recommendations: None

South May 4, 2021 & Northwest May 6, 2021 Meeting Minutes: No completed near miss investigation to review in the previous month.

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

May 18, 2021: Staff was walking down the staircase, when their hand grazed the wooden handrail and a splinter of wood entered their right palm at the base. First aid was administered employee required medical follow up. **Investigation Recommendations:** post signs and tape the railing for an interim solution. Landlord to replace the railing.

HSC Recommendations: None

3.3 Evaluation of completed near miss investigations - No completed near miss investigation to review in the previous month.

March 22, 2021: Relief staff was confronted by a dog at a community site. The staff chose to not work their shift. **Investigation Recommendations:** Develop a process for Field Level Hazard Assessments to be completed yearly or when services have been paused for 3 or more months; submit request to revise booking notes on C-views to include hazard assessment section; The N9 Field Level Hazard Assessment will be revised as part of the Non-residential Manual review. **HSC Recommendations:** none

3.4 Health and Safety Committee Inspections

A) Inspections held because of health and safety concerns brought forward: N/A

B) Inspections completed (E.g., EQA, RI, Office Inspection):

Matt completed 8 Inspections with 8 Participants; Dusi completed 1 monthly Inspection with 1 participant.

3.5 COR Audit Review: N/A

3.6 Hazard Assessment and Control document (H.A.C.D.): Review pgs. 54 & 55- 'Storing and Using household Cleaners. Potential Consequences was changed from a rating of 2 which states Negligible Injury or illness/ damage (no lost time). change the rating to a 4 critical-Lost time/Damage. The total for the physical hazard changed from 8 to 10, which changed the overall Priority Rating to a 1.

Calgary May 5, 2021, Meeting Minutes: Working/Meeting with People in the community (clients, guardians, community members, strangers) pgs. 2-3, recommendations: remove mission possible training from administrative controls since the training is no longer offered at this time; Add, "Recommended immunizations (covid-19 vaccine)," in engineering controls. Complete the same changes for Working Alone pgs. 3-4. List the Policy number rather than situations/clients for all regions instead of just Edmonton.

South May 4, 2021, Meeting Minutes: Reviewed pgs. 108&109- 'Lifting, moving and cleaning furniture; Changing the water bottle on the water cooler'. pgs. 110&111- 'Paperwork (Documentation by hand, filing, etc.)'. Recommendations: none

Northwest May 6, 2021, Meeting Minutes: Seasonal Events; Snow Shoveling; & Medication Administration (oral, spray, ointment) - no recommended changes

3.7 Policy Review: 3.5.10 – Hazard Assessment and Control Documentation

The documentation was reviewed and explained to committee. Committee members were also advised to ensure that they communicate the importance of the HCAD to all team members and ensure they are completed based on ICE policy.

3.8 COVID 19 Pandemic Response:

COVID Disinfectant Spray Process Change and Addition of Wipes to Programs

June 10 the Alberta Government began Phase 2 of the Reopening Alberta – refer to AB government website.

****Continue to follow continuous masking, wearing face shields, social distancing, and hand hygiene. Information was reviewed and committee was advised that ICE will not change Covid Policy or Protocol until further direction is provided from Alberta Health Services.**

All chemicals that are being used need to be identified by name as there are different types of wipes:

1. Minuteman
2. NexGen Disinfectant wipes.
3. Gamacide
- 3, Steri Wipes
4. Lysol Wipes

Training: Committee Members, TCs/TLs Committee advised no new members.

Thank-you, cards – revamp to get more buy-in from field staff. Staff were advised that one purpose behind the Thank you card incentive program was to show appreciation to employees for taking responsibility for the health and safety of colleagues and clients. Any change must be approved by senior management.

Next Meeting Date: July 16, 2021, at 1:30 p.m.



When the weather is blistering hot, listen to your body.

HEAT STROKE

Heatstroke occurs when your body temperature rises rapidly and you're unable to cool down.

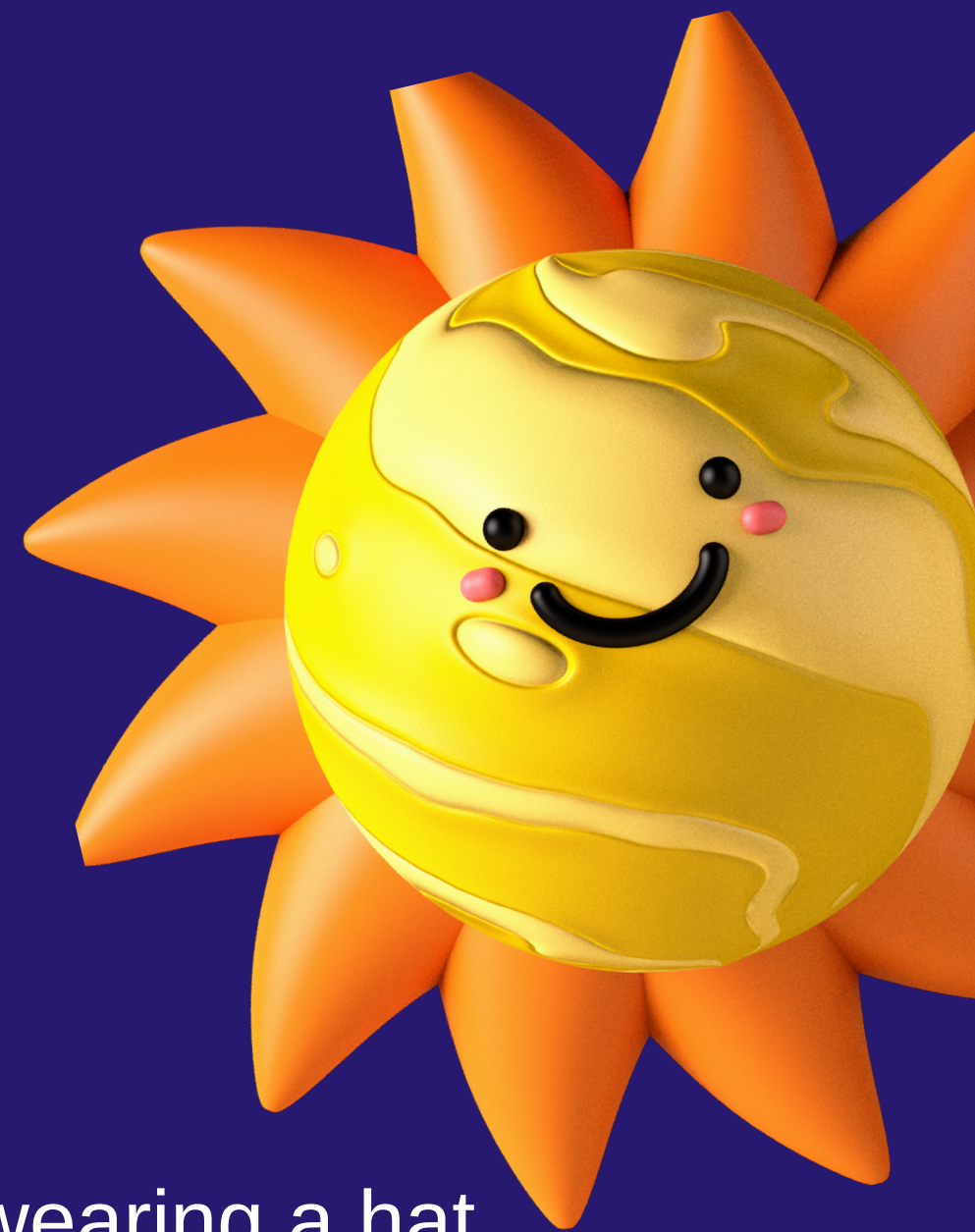
- If you feel hot but develop chills, slow down and seek cool air or water.
- It can be life-threatening, damaging your brain and other vital organs.
- It may be caused by strenuous activity in the heat or being in a hot place for too long.

Signs and symptoms include:

- Fever of 40 degrees Celcius or greater
- Changes in mental status or behavior, such as confusion, agitation or slurred speech
- Hot, dry skin or heavy sweating
- Nausea and vomiting
- Flushed skin
- Rapid pulse
- Rapid breathing
- Headache
- Fainting

Sun Tips

- Limit outdoor activity to the coolest part of the day
- Protect yourself from the sun by using sunscreen and wearing a hat
- 'Seek' shade and 'slide' on some sunglasses
- Rest regularly in the shade
- Drink plenty of water, even if you're not thirsty
- Eat smaller meals more often and cold meals such as salad
- Wear light-coloured, loose-fitting clothing made from natural fibres like cotton and linen
- Keep yourself cool by using wet towels, putting your feet in cold water and taking cool (not cold) showers
- **Never leave clients, children, older people or pets in cars**



Register for the Alberta Governments "Open for Summer" Lottery!

WWW.ALBERTA.CA/OPEN-
FOR-SUMMER-
LOTTERY.ASPXL

GOT VACCINATED? COMPLETE THE
FORM FOR YOUR CHANCE TO WIN \$1
MILLION

Alberta residents 18 and older must complete the form online to be entered into the Open for Summer Lottery. Only register once per person. You can enter as soon as you have had your first dose, but must be able to provide proof that you have had your second dose to win the August and September draws. Winners will be contacted by the phone number or email address supplied. See the Open for Summer Lottery rules for details.

**vaccinelottery.
alberta.ca**

Source: alberta.ca

