

Christina Adeyemi was born and raised in Lagos, Nigeria in 1957. She ran her own private catering business and raised four children, two girls and two boys, with her husband Francis. Christina moved to Toronto in 2005, as she was struggling to raise her children. She went to Canada College and received a Personal Support Worker Diploma. Since then she has been working to take care of her family. Her eldest daughter recently graduated from a university accounting program.

Christina moved to Grande Prairie to work for ICE. She started in June 2007 and since then has worked full time in two residential programs. Christina has also worked in Community Access

EMPLOYEE *Spotlight* Christina



and In Home Support programs. She has demonstrated great adaptability with the range of programs and individuals she has worked with. Christina has also shown great flexibility with changing programs and accepting shifts with little or no notice. Christina has always displayed a very positive attitude toward all ICE employees and individuals receiving service. She is not afraid to try new things and is a very fast learner.

Christina states that she loves her job and enjoys her coworkers and clients. She is a caring person and loves to work with people. Christina reports that ICE is a wonderful company with friendly people and she would not want to work anywhere else.

Did you know?

Lagos is the most populous conurbation in Nigeria with more than 8 million people. It is the second most populous in Africa after Cairo, and currently estimated to be the second fastest growing city in Africa (7th fastest in the world), immediately following Bamako. Formerly the capital of Nigeria, Lagos is a huge metropolis which originated on islands separated by creeks, such as Lagos Island, that fringe the southwest mouth of Lagos Lagoon, protected from the Atlantic Ocean by long sand spits such as Bar Beach which stretch up to 100 km east and west of the mouth. From the beginning, Lagos has spread on the mainland west of the lagoon and the conurbation, including Ikeja and Agege, now reaches more than 40 km

north-west of Lagos Island. The city is the economic and financial capital of Nigeria.

Nigeria, officially named the Federal Republic of Nigeria, is a federal constitutional republic comprising thirty-six states and one Federal Capital Territory. The country is located in West Africa and shares land borders with the Republic of Benin in the west, Chad and Cameroon in the east, and Niger in the north. Its coast lies on the Gulf of Guinea, part of the Atlantic Ocean, in the south. The capital city is Abuja.

Nigeria is the most populous country in Africa and the eighth most populous country in the world with a population of over 140 million.

ECAT

Employee &
Client Assistance Team

461-7236

after office
hours



MEETINGS

Health &
Safety Meeting

Wed, June 11, 10:00 AM

Team Leader Meetings

Wednesday June 18,
1:00 PM - 3:00 PM

RPAC

Thurs, June 12, 2 PM



TIME SHEET HAND-IN



Hand-in day will be:

Mon June 16, 2008

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

Mon June 30, 2008

for all shifts worked
between
June 16th and 30th

CONTENTS

Success Story pg 2

Health & Safety
Opportunity pg 2

Training..... pg 3

Influenza
Prevention pg 4

CET pg 6

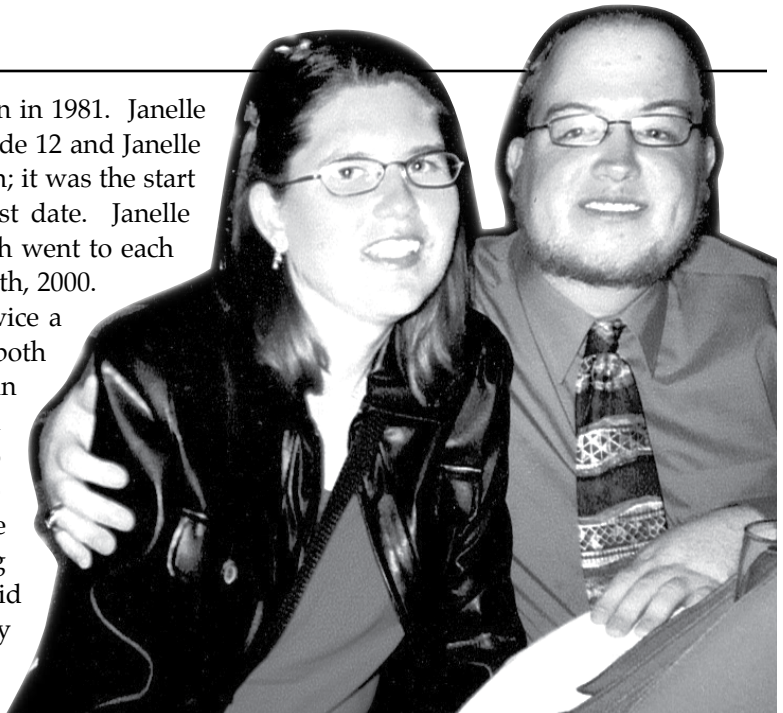
Policy Review pg 6

Lawn Mower
Safety..... pg 7

success story: Janelle and JC

Janelle was born in 1984 in Claresholm and JC was born in 1981. Janelle and JC went to the same school together. JC was in grade 12 and Janelle was in grade 9. When Janelle walked into JC's classroom; it was the start of a friendship. On Nov 27th, 1999 they had their first date. Janelle graduated in 2003 and JC graduated in 2000. They both went to each other's grad ceremony. JC went off to college on Aug 14th, 2000.

Janelle got a job at the local daycare. JC came home twice a month from college to see Janelle and his family. They both wrote letters to each other. JC graduated from college in June 2001 and now is a Librarian Assistant at the local high school. JC came home from college and moved into a little apartment. Janelle left the daycare and went to work at Roy's Place where she loves it. JC asked Janelle to marry him on July 5, 2007. He sang an Elvis song and gave Janelle a beautiful engagement ring. Janelle said yes and they are getting married August 16, 2008. They have been spending their time planning their wedding. Janelle and JC are planning to have a family. It is truly a love story.



success story: Laura

On Feb. 3rd 08, I got up at 6:00 am and then I had breakfast at home and a last minute rehearsal before my Dad and I left for Calgary, where the Canadian Idol auditions were being held on the Sunday. I was warned by a motocross friend of mine on Feb. 2nd the night before that you needed 2 songs ready for the judges. My friend had auditioned for the Season 1 series and made it to the 2nd round this is how she knew that I needed 2 songs prepared. The 2 songs I picked were Back in Baby's Arms by Patsy Cline and The River by Garth Brooks. My dad drove me into Calgary, we got to Sunridge Mall at 8:15 am.

We had to go to the east side doors and then to the centre part of the mall to sign up for the auditions I had to give them my audition form that I printed off the Canadian Idol website. Then I had to go to another section and give them my identification, which I forgot at home. But because my Dad was there they let me in with my health card. Then I received a big black and white number to wear so they could see me for when my number was called. Then they told us that we are going to do little exercise in warming up our bodies for the judges so we don't get too bored and they set up a little dance floor in the center part of the stage. We all had to dance in front of a camera that was a fun thing to do. After that they called my number and it was my turn to audition.

The First Audition was with the producers and 5 other contestants in a heated trailer together. One at a time we had to sing accapella in front of the Judges in the centre of the room. My first song I sang



My Audition for Canadian Idol!

was Back in Baby's arms by Patsy Cline. I was feeling very shaky and nervous. When I was done singing I had to step back to my line and wait for the whole line to finish performing. After that the judges said if your name is called you are through to the next round.

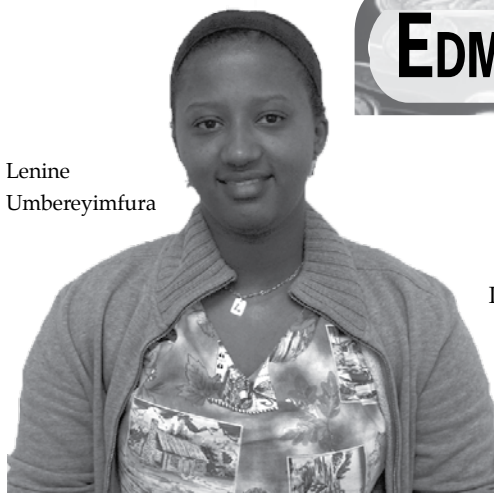
My name was called and they told me that I was through to the 2nd round. I was very excited about this. The Judges then told me I had a bit of a story telling in my voice. Then I had to go to a holding room and then I had to wait a long time but I got to meet a couple of the contestants. My dad brought me A&W for lunch. I think I was in there for about 4 hours. Finally they called my name again to sing for my 2nd audition. I had to sing both songs this time Patsy Cline's Back in Baby's Arms and then The River by Garth Brooks. After I was done they told me I wasn't

ready to see the Celebrity judges they gave me some things to work on for next year's audition. The judges told me to work on toning, scales, and anything you can think of. Then we were all done so my dad and I left for home.

Two weeks later working with my voice coach, Rachel, I found my other voice that sounds nicer. After this experience I am definitely going to try out again for next year's auditions. I am hopefully going to attend University in Lethbridge and I am going to take the music and drama program in September.

EDMONTON REFERRAL INCENTIVE WINNER

Lenine
Umbereyimfura



This month we have 3 recipients receiving the ICE referral incentive. These employees will receive an additional \$50.00 on their pay cheque. Congratulations to all for their wonderful referrals!

Here is how the Employee Referral Incentive works!

If you refer a person to us who successfully meets our hiring requirements and completes their three month probation with a minimum of 120 hours worked, you will receive \$50.00. Take advantage of this great opportunity.

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

Thank  You!



Courtney Pempeit
Prize: Rolling Luggage
From: Team Leader
For: Always helping out at the program going above and beyond, to support the clients.



Judi Duda
Prize: Filing Storage Rack
From: Homecare Booking Coordinator
For: Reported on your client (acting on behalf of client) updating care plan, etc.

IT'S YARD MAINTENANCE SEASON AGAIN!

REMINDER – City of Edmonton, Community Standards Bylaw - 14600 requires that all properties within the city be well maintained. Properties with, "Any condition on or around property that is untidy, unsightly, offensive, and dangerous or interferes with the use or enjoyment of a property" are subject to fines and penalties by the city.

The City of Edmonton website lists such conditions to include: uncut grass or weeds; wrecked, dismantled, abandoned, unregistered or uninsured vehicles; standing pools of water; smelly compost heaps; dense dust or smoke from fire pits; messy garbage storage; accumulation of construction material, tires, auto parts and litter etc.

Complaints to the city are investigated by a Municipal Enforcement Officer who has the authorization to issue a warning notice. Failure to comply with such warnings may result in a \$250.00 ticket or a site clean up charge.

*Note: ICE standards require that all client residential properties be well maintained both inside and outside buildings including cut lawns and weeds controlled. Alleyways are included in these requirements and must not be overlooked by staff. Residential support teams working in homes with outside property need a coordinated plan for the growing season, which assigns responsibility for yard maintenance and makes sure that the team is well educated and trained for safe implementation. With your help our residents can be proud neighbours!

TRAINING

Proactive Behavior Intervention, 9am-5pm

June 5th, 2008
June 12th, 2008
June 19th, 2008
June 26th, 2008

Documentation & Reporting Practices

June 19th, 2008, 1pm-5pm

Positive Behaviour Supports

June 12th, 2008, 9am-5pm

Psychotropic Medication In-service

Wednesday June 18, 2008, 2pm - 5pm

WHMIS Training

June 17, 2008,
9:30am - 11:00am & 2:00pm - 3:30pm

Health Corner

What is an infection?

An infection occurs when there is a growth of a parasitic organism within the body. A parasitic organism is one that lives on or in another organism and draws its nourishment from the second organism. A person with an infection has another organism (a bacterium, a fungus or a virus) growing within him, drawing its nourishment from the person.

What is Influenza?

Three types of influenza are currently in the news: human influenza, avian influenza and pandemic influenza.

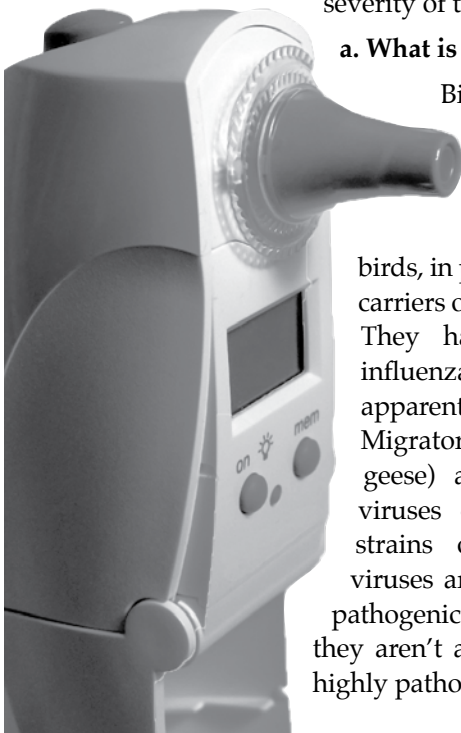
a. What is Human Influenza?

Human influenza, or the flu, is a respiratory infection caused by the influenza virus. Strains circulate every year, making people sick. Influenza typically starts with a headache, chills and cough, followed rapidly by fever, loss of appetite, muscle aches and fatigue, running nose, sneezing, watery eyes and throat irritation. Nausea, vomiting and diarrhea may also occur, especially in children.

Most people will recover from influenza within a week or ten days, but some - including those over 65 and adults and children with chronic conditions, such as diabetes and cancer - are at greater risk of more severe complications, such as pneumonia. Between 4 000 and 8 000 Canadians can die of influenza and its complications annually, depending on the severity of the season

a. What is Avian or "bird" flu?

Birds and other animals, including pigs, also contract and transmit influenza. Wild birds, in particular, are natural carriers of influenza A viruses. They have carried animal influenza viruses, with no apparent harm, for centuries. Migratory waterfowl (ducks, geese) are known to carry viruses of the H5 and H7 strains or subtypes. These viruses are usually in the low pathogenic form - in other words, they aren't as deadly to birds as highly pathogenic strains.



Infection Prevention and Control during an Influenza Pandemic

Currently, avian influenza H5N1 is circulating in Asia, Europe, and Africa, infecting many poultry populations and some humans. This strain is highly pathogenic, or highly deadly to birds, and has infected a limited number of people. There is no evidence this virus is transmitted from person to person

People are exposed to different strains of influenza many times during their lives. Even though the virus changes, their previous bouts of influenza may offer some protection against similar strains of the virus. However, three to four times each century, for unknown reasons, a radical change takes place in the influenza A virus causing a new strain to emerge.

One way this radical change can happen is that a person sick with a human influenza virus also becomes infected with the avian influenza virus and the two viruses re-assort or "mix." This means that the avian influenza virus acquires some of the human influenza genes, potentially creating a new subtype of the influenza A virus that people would have no immunity against. If the virus was easily passed to and among people, this would create the conditions for an influenza pandemic.

c. What is pandemic influenza?

From time to time, an influenza strain changes into a new strain. We may have little or no immunity to the new strain. If this new strain of influenza virus has the ability to spread easily from person to person, many people around the world could become ill and possibly die. This is referred to as an influenza pandemic.

At this time, there is no influenza pandemic anywhere in the world. However, there were three influenza pandemics in the last century and scientists recognize that another is inevitable. That is why governments are planning to prepare to respond to a possible influenza pandemic. But knowing how to protect yourself from getting influenza is important both before and during a pandemic. By following good hand and respiratory hygiene practices, you can reduce the risk of catching or spreading influenza both during the regular flu season and in a pandemic.

What can you do to protect yourself?

➤ Practice “good respiratory etiquette” to help prevent the spread of influenza. Use a tissue, or raise your arm to your face to cough or sneeze into your sleeve. Once you use the tissue paper to cover a cough or sneeze, throw the paper towel right away. Stay home when you are sick.

➤ Use PPEs correctly. Personal protective equipment (PPE) include disposable gloves, masks, eye protection and gowns.

a) Disposable gloves

- if there is a chance of coming into contact with body fluids, secretions and excretions, mucous membranes, draining wounds or non-intact skin, when handling items soiled with blood, body fluids, secretions and excretions
- gloves should be disposable immediately after use.

b) Masks

- used to prevent exposure to splashes of blood, body secretions or excretions
- Should only be used once (i.e. discarded after each use)
- Should not be used if wet
- Should cover the entire nose and mouth

c) Eye protection

- used to prevent exposure to sprays of blood, body secretions or excretions
- should be worn when providing direct care to a coughing client (within one metre)
- should ideally be used once



d) Gowns

- if contamination with respiratory secretions or direct contact with contaminated environmental surfaces is anticipated.
- Long sleeve gowns should be used to protect uncovered skin and prevent soiling of clothing during procedures and patient care activities likely to generate splashes or sprays of blood, body fluids, secretions or excretions
- Lab coats are not an acceptable substitute for gowns
- Follow general emergency preparedness guidelines. This means having an emergency plan. You should also have an emergency kit with the right supplies to take care of your family, with no outside assistance, for at least 72 hours. The kit should contain food that will not spoil, a can opener, water, medications and first aid supplies, as well as matches, a flashlight, a battery-operated radio, extra batteries, some cash.



➤ Wash your hands frequently or use an alcohol based sanitizer if no water is available. Teach your children to do these things, too. Remember, good respiratory etiquette combined with an influenza vaccination (flu shot) is the most effective way to avoid getting and spreading the flu.

➤ Steps to proper hand washing:

- Wet hands under running water
- Use liquid soap (bacteria grow on bar soaps)
- Rub your hands together into a lather. Continue to rub for 20 seconds. Remember to rub in between and around your fingers and the back of your hands.
- If you normally wear rings, do not remove them to wash your hands.
- Rinse your hands under running water
- Dry your hands with paper towel
- Use the paper towel to turn off the taps and light before throwing the paper towel in the garbage.

Your ICEPAGE

Is there something you would like to see in the ICE PAGES? Do you have an idea for a column?

Contact Michelle Hanks at
(780) 447 7896
or mhanks@icenterprises.com

Creating Excellence Together (CET) Certification

Thank you to all who are participating in working towards Creating Excellence Together (C.E.T.), Certification. We recognize all the months of dedication and hard work that went into representing I.C.E. successfully. The survey will take place the week of, June 3rd to 6th, 2008. During that week there will be much collaboration and scheduling needed for a smooth survey. We look forward to hearing from ACDS and receiving Certification for the overall continued success of the agency!

2.2.1**CLIENT RIGHTS AND RESPONSIBILITIES**

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.

Independent Counselling Enterprises believes clients have the following rights:

1. The right to independence.
2. The right to be listened to and to self-advocate, or if unable, to have someone advocate on their behalf.
3. The right to be informed about the service provider (agency's policies and procedures that govern service delivery) and the services being provided there by enabling the client to make informed choices to accept or to refuse services (see Policy 2.2.3 Informed Consent).
4. The right to service provision according to the clients needs' and established personal plans not restricted by gender, age, race, creed, religion, sexual orientation or colour.
5. The right to quality service and support characterized by respect and dignity for the client, recognition of the client's privacy needs, courtesy, competency, punctuality, flexibility, confidentiality and freedom from mental, physical and financial abuse by the service provider.
6. The right to be fully included in the planning, revision or review of their personal plan.

7. The right to be informed of the appeal process and to appeal decisions made by Independent Counselling Enterprises regarding service delivery without fear of reprisal or discrimination.

Independent Counselling Enterprises believes clients have the following responsibilities:

1. The responsibility to actively participate in decisions and to make a commitment to follow through in all aspects of service delivery.
2. The responsibility to keep agreements made with Independent Counselling Enterprises and its employees.
3. The responsibility to treat Independent Counselling Enterprises employees with respect.
4. The responsibility to express concerns and problem-solve with the employee and to report unresolved issues to the employee's supervisor.
5. The responsibility to ensure financial arrangements for service delivery are met within the specified time lines.
6. The responsibility to promote a safe working environment for both the employees and other clients.



Find frequently used forms at
www.icenterprises.com
 go to the "ICE Staff" section by entering
 User name "iceuser" and password "100smiles"

LAWNMOWER SAFETY

Thousands of people are injured annually in lawnmower related accidents. Injuries sustained range from minor cuts and bruises to amputations and even death. The majority of injuries are related to human error.

There are many safe practices that can control and prevent such incidents and potential injuries:

1. Maintain Lawnmower Equipment and Store Fuel Safely

- Clean and safety-check the mower at the start of and regularly during the mowing season. If there is any doubt about how to adjust or repair the mower or sharpen the mower blade, see an expert. An annual inspection by an experienced service person is a good idea anyway. (Since 1982, manufacturers have made operator present safety stops that stop the blades within 3 seconds after controls are released. This safety feature must never be bypassed. The trailing toe shield and the discharge chute are also important features that must be operational for safety.)
- Store fuel safely. Gasoline must be stored outside of the house and away from any heat source. Frequently remind everyone of the hazards of this volatile, flammable liquid.
- Start and refuel mowers outdoors, not in a garage or shed. Mowers should be refueled with the motor off and cool. Wipe up any spills.
- Make sure that the blade settings (to set the wheel height or dislodge debris) are completed by someone with a comprehensive understanding of the hazards and the mower off and the spark plug removed or disconnected.
- Electric Mowers - ensure the power cord of an electric mower is maintained in near-new condition. If the cord is damaged the mower should be taken to a service facility for repair or the mower replaced.

2. Train the Operator and Provide an Orientation to the Environment

Before anyone (staff or client) mows the lawn they should clearly understand how to operate the lawnmower including all safety features and hazards.

Make sure the operator's manual is readily available on site and ensure the person has read and reviewed these instructions carefully with someone who is familiar with the equipment. (If the manual has gone missing, a copy should be sought from on-line via the manufacturer's web site.)

Residential Support Staff/Team Leaders and/or Coordinators who know the mower and the specific residential environment are required to take the time to provide such orientations. Do not skip this step, it is non-negotiable. People think that all lawnmowers are the same, but very few are. They tend to have different safety features, and sometimes the blades are located in different places. **It is essential that staff and/or clients understand the specific mower before they use it.** Demonstrate for persons new to the equipment, how it should be used then observe the operator until satisfied that he / she can handle the mower safely.

Hazards – Both users of mowers and those who are nearby can be hurt. Three types of power lawn mower accidents cause the majority of injuries for push type mowers:

- 1) **Contact with the rotating blade.** The blade is very sharp and it moves at high speeds. If a hand or foot gets under the mower deck while the engine is running, the person is guaranteed to lose fingers and toes.
- 2) **Propelled Objects.** Rocks, glass and wire are hurled at speeds above

170 miles per hour. Objects may be thrown 50 feet or more and have caused death and or injury ranging from blindness to severe bruising.

- 3) **Burns.** The muffler and cylinder head heat up during operation and stay hot for some time after the engine has been turned off.

Orientations must include a full outline of the task from start to finish including all safety requirements (as outlined in steps 1 – 5 of this article) Remember that no two properties are the same and that often there are specific environmental hazards present that need to be reviewed at individual locations (i.e. dropped fruit/berries, slopes, uneven pavement or concrete, stones).

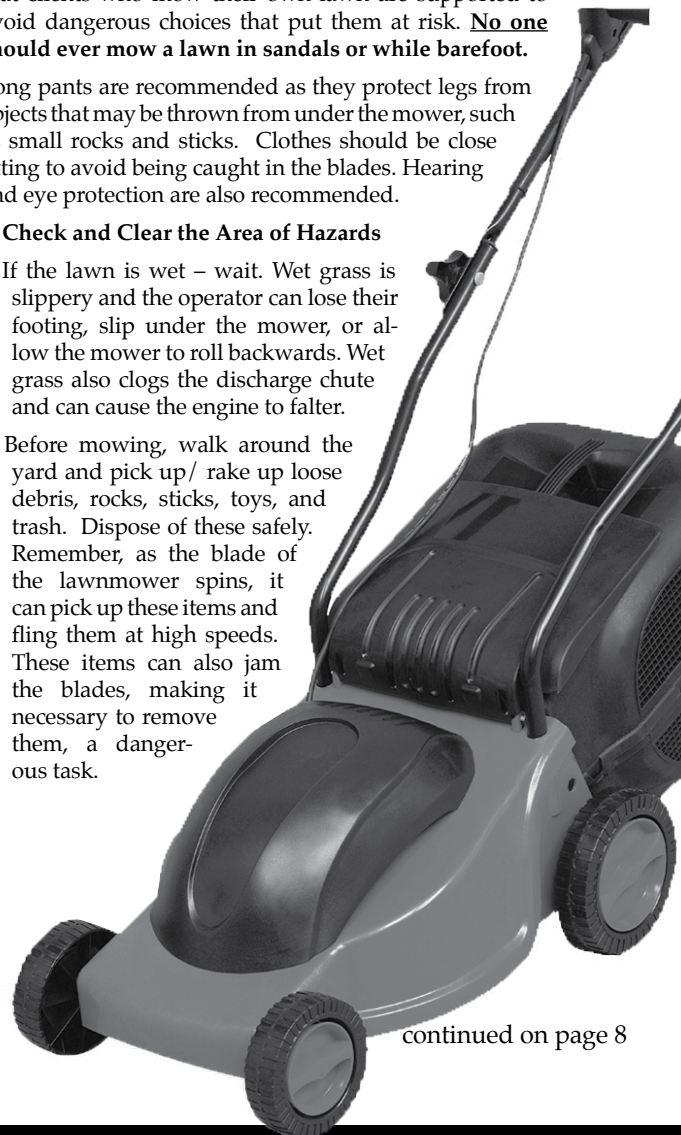
3. Appropriate Dress

As with most power appliances, proper clothing is essential to keeping people out of harm's way. Many people have lost toes while mowing their lawns. Steel-toe safety footwear offers the most protection against the blade, but if such footwear is not available the person must always wear sturdy, non-slip shoes. *Note: ICE staff persons are required to wear safe footwear as per ICE policy but it is also important that clients who mow their own lawn are supported to avoid dangerous choices that put them at risk. **No one should ever mow a lawn in sandals or while barefoot.**

Long pants are recommended as they protect legs from objects that may be thrown from under the mower, such as small rocks and sticks. Clothes should be close fitting to avoid being caught in the blades. Hearing and eye protection are also recommended.

4. Check and Clear the Area of Hazards

- If the lawn is wet – wait. Wet grass is slippery and the operator can lose their footing, slip under the mower, or allow the mower to roll backwards. Wet grass also clogs the discharge chute and can cause the engine to falter.
- Before mowing, walk around the yard and pick up / rake up loose debris, rocks, sticks, toys, and trash. Dispose of these safely. Remember, as the blade of the lawnmower spins, it can pick up these items and fling them at high speeds. These items can also jam the blades, making it necessary to remove them, a dangerous task.



continued on page 8

5. Operate the Mower Safely

- Check the guards and shields. Be sure all protective devices are in place before starting the mower. Shields and guards are there to protect the operator and will prevent numerous injuries when used as intended.
- Keep others (people and animals) clear of the mowing area. Remember the mower blade can pick up and throw objects with a force sufficient to seriously injure or kill.

When Mowing

- Mow advancing forward whenever possible so you can see where you are going.
- On a Hill – extra caution is required. Travel across the slope rather than up or down. (Pushing the mower downwards, there is risk the operator could slip and allow the mower to run over their feet. Pushing it upwards can result in the same terrible consequence.)
- Stay clear of the blade housing and the discharge chute.
- Never point the discharge chute at others.

Information source – US Consumer Product Safety Commission

- Electric Mowers – Keep the cord out of the cutting path.
- Turn off the mower before you leave it –even for a moment.
- Turn off the mower and wait for the blades to stop completely before removing the grass catcher, unclogging the discharge chute, or crossing gravel paths, roads, or other areas. Never run the mower over hard immovable objects like pipes, rocks or sidewalk edges.
- Never attempt to unclog a jammed lawnmower while the engine is running. **Any time it is necessary to reach under the mower, disconnect the sparkplug wire to insure that the engine cannot start for any reason. NEVER SKIP THIS STEP** -- the majority of lawnmower accidents happen to people who do just that.

PLEASE MOW SAFELY!

ICE Chief Operating Officer Tours Edmonton Residential Programs

One of the primary reasons that health and safety programs succeed is due to a commitment to the process by senior management. Tours where supervisors get out of their offices and meeting rooms to spend time where their employees are working every day and where the action is an important part of the Management By Walking Around (MBWA) concept.

Recently Independent Counselling Enterprises Chief Operating Officer, Geneve Fausak and Risk Management and Quality Assurance Specialist, Brent Busch visited several ICE residences. This was an excellent opportunity for Geneve and Brent to focus on the positive safe work behaviors of ICE employees.



Left: Team Coordinator, Robin Ould (Left) with ICE COO

Geneve Fausak (Right) on an informal site tour.

Health and Safety Minutes

3.2 Evaluation of current Injury

- Staff was assisting client to dress in readiness for client's day program. Client's body became rigid and staff was struggling to assist to get client's clothes on. (This is a reported behavioral pattern for the client.) Staff experienced a sharp pain in her lower back.

This is the second incident where a staff has experienced pain in relation to personal care for this client. Positive approaches/guidelines need to be developed as soon as possible. The team is recommended to seek assistance as needed to develop the support protocol (nurses/RPAC). This behavioral pattern needs to be recorded on the Site Specific Hazard Assessment Document and needs to be part of the site orientation process.

- Client became agitated and verbally aggressive towards staff. Client slapped the staff in the face. Staff went to the staff room to write a Critical Incident report. Client opened the door to the staff room and threw her cup of hot water (for tea) at the staff. The staff bent her head forward to avoid the water splashing her face and was scalded on the forehead.

Team Coordinator is recommended to meet with RPAC to review/enhance current behavioral plan as this is a new form of aggression unseen till now. Team Coordinator to review immediately with all members of the team safe emergency response procedures. Staff should not go to the office and start writing a CI/phone ECAT as the office is not always a secure location. (A door will not stop someone who really wants in. Locked in a room staff are cornered. If observed by an aggressive client to be phoning a supervisor or writing a CI this may agitate the client further as they feel staff is "reporting" them.) In incidents of client agitation, it is recommended staff redirect others/roommates to leave the area and also leave themselves. Go outside the home. Monitor the situation from a vehicle or go to a neighbours house. Call ECAT for assistance once in a safe location. Write the CI up only after the incident is completely resolved and not in front of the client.

3.4 Review of COR Audit

- COR audit discussion was held regarding recent meeting with an Alberta Occupational Health and Safety Inspector. Discussion focused on the inspector's feedback regarding the need for very comprehensive information to be included on the Site Specific Hazard Identification Document for each residence. Site Specific Hazard ID documents are required for submission to the Health and Safety Committee. These will be reviewed and used to update the ICE Master Hazard Control Document.

Team Coordinators/CSCs/CR Managers are to submit copies of the Site Specific Hazard Control Document for each program to the Health and Safety Committee.

- Arrangements are currently being made for the 2008 External COR audit which will occur this fall.

COR audit arrangements to be completed.

- ICE has determined a process for orientation of residential relief staff. Each residential program will develop a comprehensive site specific orientation outline/document. This orientation package is to be provided to workers going into the program. It will include a quiz that will be signed off and entered on the employee's file. Work on this project has already been started and residential teams will hear more from their managers soon.

CR Managers/ Coordinators to develop site specific orientation plans and quizzes.

3.5 Review of hazard assessment and control document

Cell phone use was identified as a hazard that needs to be added to the Master Hazard Control Document. Discussion was held on this topic.

Cell phone use (driving, potential client aggressions) was recommended for the following ratings by the committee: Frequency of Exposure: 4, Potential Consequences: 4, Hazard Probability: 2, Total:8, Priority Rating: 2.

Controls were identified as:

Policy 3.8.12 (#2) – Administrative Control

Training – PET, Promoting Safety, Mission Possible, Infection Control – Admin Control.

Supervision – Admin control.

Controls related to cell phone use and Client Behavior included:

PET, PBS, Orientation, Behavior Plans – Administrative controls.

Add information to the Master Hazard Control Document.

4.2 Policy Review

Revisions to policies:

3.8.6 #4 Dress, Hygiene and Grooming & 3.8.12 #2 Re Cell phone use were reviewed by the committee.

Committee to provide clarification as needed to ICE employees.

4.3 Other Safety Training

Fire Extinguisher Training is scheduled for Edmonton for May 16th. The morning and afternoon sessions will train 28 staff. Additional fire extinguisher training sessions will be scheduled soon.

Coordinators and Residential staff to sign up for attendance.

Julie, Kelly, Corinne and Stefania attended Emergency Response / Preparedness In-services offered by Capital Health (May 1st and 5th). ICE will look into borrowing the video on Pandemic Preparedness which was very good. ICE's Emergency Response plans (& Business Continuity) will be revisited over the next two months.

Corinne will follow up on video access from Capital Health and ICE Emergency Response plans.

Kelly will prepare a Health article for the ICE page on Infection Control for the June ICE page.

Fire Extinguisher Training

The Edmonton ICE office was safe from fire hazards Friday May 16th, when Dan O'Keefe of the Alberta Safety Council presented an exciting training session on how to properly inspect and operate a fire extinguisher. A giant screen was set up in the lunch room and ICE staff got their chance to battle simulated fires in two class sessions presented during the day. The participants were taught: how to pull the pin on the extinguisher, aim the hose, squeeze the handle and sweep the flames to successfully put out four different types of fires.

All who attended expressed being impressed with the knowledge that they took away from the session. The hands-on sessions were also exciting as summed up by participant, Robin Ould, "It was fun, fast paced and got your adrenaline going!" Everyone in attendance agreed that it was an excellent experience and that they feel more confident using a fire extinguisher after receiving the training.

Dan O'Keefe noted, "The most important thing that the participant can take away from the session is how to protect your people. Knowing your exits, gathering points and knowing what you are fighting."

There will be additional training sessions arranged in the next month for Fire Extinguisher Training in Edmonton, so if your residence was not represented this round make sure you look for the upcoming training date and sign up for this important safety opportunity.

Alberta Safety Council facilitator, Dan O'Keefe lead ICE staff through hands on Fire Extinguisher training using state of the art "virtual training" equipment, Friday May 16th, 2008 at the Edmonton ICE offices.

