

THE ICE PAGE

November 2004



Lest We Forget

On Remembrance Day, we acknowledge the courage and gallantry of those who served their country. During times of war, individual acts of heroism occurred frequently; only a few were recorded and received official recognition. In remembering all who served, we recognize the many who willingly endured the hardships and the fear so that we could live in peace.

The 11th of November;

"We Will Not Forget."



General Information

The ICE offices will be closed Thursday, November 11th for Remembrance Day. All calls should be directed to the ECAT line at 461 – 7236

The November Team Leader Meetings are scheduled for:

1. Thursday November 18th at 10:00 am
2. Wednesday November 24th at 1:00 pm

"Please remember to get your holiday requests in at least six weeks in advance. As usual, **no holiday requests will be granted from Dec 24 - Jan 1 inclusive.** Absolutely no exceptions will be made to this, so please do not submit any requests that include the above dates. Thank you for understanding that our clients deserve your care during the holiday season."

"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!!

There will be a **Flu shots** Clinic at the ICE Office



Monday November 15th.
Call **to register** with:
Colleen 453-9665 or
Pam & Eleanor 459-9658

You can also obtain flu shots by phoning your nearest Community Health Center and asking them where the flu clinics are being held.
Protect yourself and your loved ones – it's worth it!

Believe it or not you can read this.



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is bcuseae the huamn mnid deos not raed ervey lteter by istlef, but the wrod as a wlohe. Amzanig huh? yaeh and I awlyas thought slpeling was ipmorantt!



Hand-In Dates:

Hand in day will be Monday November 15th for all shifts worked between Nov. 1st – 15th and

Tuesday November 30th for all shifts worked between Nov. 16th - 30th



ICE Employee Incentive Awards:


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

Congratulations to the following staff who were the October winners:

Nadine Fowlow - ECAT staff – This entry was for helping to book a shift and keeping a positive attitude.

Memunatu Contech - Field Staff - helped out with short notice on an O/N shift.

Juanita Block - Field Staff - assisted the Coordinator during a visit.

ICE would like to extend

a warm **WELCOME** to
the following New Office
Team Members



Rhonda Leyte
Booking Coordinator

Carmen Barber
CR Residential Coordinator

Susie Stephens
CR Payroll Assistant

Lesley Rose
CR Payroll Assistant

Susan Watts
Payroll Assistant

Sharon Pate
Payroll Assistant

Carolyn Hudson
Payroll Assistant

Randy Glasspole
Accounting

Welcome 

AND

 TO

Colette Tancsics Who was
promoted to "Manager of
Community Supports"

AND

Sandee Silverman
Who was transferred to
CR Bookkeeper



Training dates are as follows: **SIGN LANGUAGE CLASSES**

Due to the popularity of this course, ICE will be offering free Sign Language classes again - This course will commence November 15th, 2004 . Every Monday from 1:00 –3:00 pm for 5 – 6 months. Anyone interested in developing or increasing their skills please contact:

Darlene 732-2335

Connecting the Dots Part 1
November 23rd 1 pm-5 pm

Connecting the Dots Part 2
November 30th 1 pm-5 pm

Please register for Connecting the Dots with **Nadine 732-2337**

P.B.I. Nov. 4th, 18th, & 25th,
9 am-5 pm

Documentation Workshop
November 10th, 1 pm-5 pm

Alzheimer/Dementia
2-day Workshop
Nov. 15th & 16th 9 am-5 pm

Positive Behavior Supports
November 18th 9 am-5 pm

Please register for the preceding
four workshops with
Diann 453-9657
or **Darlene**
732-2335

C.P.I. A Two Day
workshop will be offered
November 8th and 9th
from 9 am – 5 pm.

Those who need a
refresher only – day two is
all that 's required.

For CPI please register with
Greg
453-9656

Books Training
November 25th 9 am-11am
Please register with **Sandee**
453-9659



Policy Review:

3.5.5 EMPLOYEE INJURIES, WORK RELATED ILLNESS AND NEAR MISSES: REPORTING AND INVESTIGATION

See also Policy 2.7.3 Critical Incidents

All employees have W.C.B. coverage and the agency is responsible for securing this coverage. I.C.E is not responsible for compensation beyond the day of the accident. The employee will be directly compensated from W.C.B. for any approved time loss claim.

1. The employee is responsible for reporting all workplace incidents to their supervisor or the on-call supervisor (if after hours) **immediately** regardless of the severity. The supervisor is to ensure

that the employee **seeks medical attention if required**, is to **document the incident** and **instruct the employee to directly contact the appropriate administrative staff within a 24 hour period** (or the next business day if on the weekend) to further follow up on the incidents. The supervisor's documentation at this stage is to include:

- Circumstances of the incidents
- Date and time of the incidents
- Names of witnesses
- Nature and exact location of the employee's injury
- Date, time and nature of first aid treatment

A copy of the documentation will then be forwarded to the Manager of Health and Safety for appropriate follow-up. The supervisor must inform the Manager immediately that an incident has occurred and a report is forth coming.

2. Should the employee require the emergency

services of a physician or hospital, arrangements will be made by the company to assist the injured worker to obtain medical attention.

For information about Follow Up for employees that are injured refer to the **remainder of Policy 3.5.5.**



CET Standards:



**Creating Excellence
Together**

This month we continue our review of CET standards with Standards #9 and #21 – Leisure.

Quality of Life Standard # 9: Individuals enjoy their leisure time

&

The Quality of Service Standard that goes with the above Standard is # 21. Individuals are supported in their leisure time pursuits.

Unlike the previous standards, leisure does not require *learning* to be valuable, although it may include learning. But leisure does require *enjoyment*, and often could be described as *relaxing*.

These standards are centered on the concept of “free time.” Free time may involve some activities that are *planned* in advance, but it is not *scheduled* or blocked out with certain activities in each time slot. Individuals should feel that their leisure time is flexible, and that they can do what they want in it.

What individuals receiving service choose to do with their free time has the same constraints of time, money and talent as anyone else. Within those constraints, they should feel they have choices that fit their interests. They should enjoy their free time; they should not feel bored by what they are doing or that there is nothing to do.

At the same time, trying to fit too much into the available free time can create feelings of stress rather than relaxation. Individuals should ultimately feel that they have

enough free time for what they want to do, but not so much that they are bored.

Service provider supports to leisure time should be based on staff knowing the individual's interests and then being able to suggest new or familiar activities that fit with those interests. Staff may also need to put supports in place to help make those activities work. This can include removing barriers to participation. Their knowledge of the individual should include recognition of the right balance of Busyness for the individual's stamina level. It should be OK for an individual to want to watch TV or "do nothing" in the evening.

In employment settings, staff may provide support to individuals with respect to free time during breaks.

Staff assist the individual, as needed, to assess their level of satisfaction with their free time, and help them take steps to make changes if they are not enjoying themselves.



Community:

How do we Build Community?

For us in the field of Human Services it means "Breaking Out of the Box". The Box is the structured paradigms of service driven systems.

It means discovering together a wealth of shared experiences, resources, assets and gifts – those of our own, people we support, and our communities'.

We must focus on the cup being half full and capitalizing on that! As we build communities we will discover, connect, share, and find lasting friendships and relationships. People truly caring and supporting one another.

This is not a program. It is a way for people to discover each other and build their community as they want it, rather than how systems want it.

How can this possibly happen? We get to know each other, partnerships emerge, resources are combined, communities get involved, people talk, stories are told, lives are enriched; we belong, and are included.

All you need is enthusiasm, willingness & perseverance.

This is not possible however without the primary value, belief, and focus that each person is unique, creative, and cannot be stereotyped, boxed, or labeled.



CR Update:

The CR

Hand-In Dates are

Friday November 13th for
all shifts worked between
Nov. 1st – 15th

and

Monday November 29th
for all shifts worked
between Nov. 16th - 30th

This is a reminder to all staff needing to access the photo-copiers in the office. The following MUST be done prior!

1) Residential Coordinator contacted with an arranged time for R/C to be available. (If field staff do not make an appointment time with their Coordinators-access will be denied!)

2) Field staff must sign in upon entering, and sign out when they leave.

3) If a photo copier is not functioning properly, DO NOT LEAVE without alerting an office staff!

4) Field staff are not to be in the halls unescorted. Residential Coordinators will be in attendance at all times.

Thank You for your Cooperation



Health Corner:



WINTER: YUUUUKKKKKK

OR...AN OPPORTUNITY?

Yes, Winter has 'struck' early. No one is too excited about at least 5 months of 'white stuff' to contend with. Except maybe the smaller, shorter crowd--the kids, that is. And what do they know that we don't know?

Let's think about that...they have not had the Joy of Winter socialized out of them; they know how much fun it is to make a Snowman, to play Fox and Goose in the playground or backyard, to smell the clean sharp air through one's scarf pulled high over one's mouth. No, that's true; they don't have jobs, they don't have mortgages. They aren't responsible for any little people other than themselves. So they are pretty clear about what's important--like playing, laughing, connecting with their friends. And when they are done for the day, they sleep well, snuggled up in their beds at night.

So, what do we need to do to learn from our little friends? Let us start by accepting that Winter is probably here to stay for a few months. Then, Take a few deep breaths as we drive along, both

for ourselves and the other drivers who we may have doubts about (their driving abilities, that is). In case of situations of slippery roads, "patience required" and/or running late, calm yourself with slow, deep breaths, then focus on thoughts which you CAN control (for example, what you will need to say or do for your next client; paperwork you can finish; a surprise you can make/do for your husband/partner/wife/child/friend; a beautiful outdoor scene which brings you peace) It is not a simple choice, yet to a certain extent, it is: how we look at winter and how we handle it determines whether WE are in charge or whether WINTER is. It is Attitude; it is also Action. I encourage you to Play and Enjoy the Winter, at least at times with a child-like pleasure. What I choose to elaborate on are the ways in which you can Take Care of yourself, physically, nutritionally, emotionally, so that you CAN get out and skate, walk, snow-board--and even play fox-and-goose if you want!

1. Get your immunization against the 'Flu. In Edmonton, Flu clinics are Friday, October 29, 2004 and Monday, November 15, 2004. Phone the nursing department at 453-9658 to speak with Eleanor or Pam.
2. Take care of yourself!!
-Adequate rest is very important in this season of 'flus and colds, especially

with people coughing and spreading germs so readily. Try for at least 8 hours of sleep at night. If you are unable to attain this, learn to take short naps. For our normal sleep patterns to be respected set your alarm for 22 minutes; research has shown that periods of sleep or rest for this length of time leave you feeling refreshed and 'ready to go'.

-You don't have to take public transit to expose yourself to germs; grocery stores, public washrooms, doctors' offices, stores in the malls are all popular places where bugs "hang out" on the already-infected people who are there. Thus, another reason to Always Wash Your Hands! And, where possible, try not to sit next to someone who is coughing lots.

-Take the time to feed yourself nourishing meals. You need Vitamins from fruits and vegetables now more than at any time of the year. Fast foods provide limited Vitamins and Minerals. If you don't know how to cook, ask someone whose food you enjoy. Don't over-cook veggies as this depletes the vitamin content. Make soups from leftovers of all kinds: veggies, meats, you-name-it; the possibilities are endless.
-Some of you may want to take extra Vitamins in the form of supplements (pills or potions of various kinds in

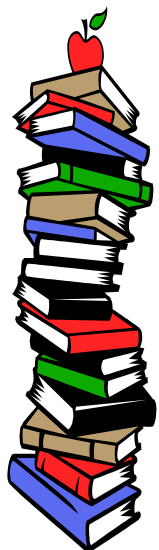
the mainstream pharmacies and health food stores). There is controversy among traditional medical doctors as to the value of such. I believe that Vitamin C can be effective in enhancing the immune system; I also believe that a good multi-vitamin is effective, particularly in Winter.
-The fairly new product "COLD-FX", pioneered in the research labs of the University of Alberta, Edmonton, is another product which seems to be very effective for staving off a cold.

-Listen to the weather reports and Dress for the Weather! This is so important in this climate. Carry extra clothes with you, whether you are bussing or driving: a hat or scarf for your head; warm gloves/mitts; extra pants/leggings. Make sure that your footwear is adequate every day. Adequate Winter clothing is a sound investment - for yourself.

3. Take Care of Each Other.
-Car pool or notice and ask someone who might appreciate a ride part way home if you have a car.
-Stop and assist a stranded traveler on his/her Way somewhere. Remember: It could be you tomorrow.
-Give a hand with shoveling whenever and wherever you can; there are many seniors and

people with disabilities who would appreciate it and clean walks prevent unnecessary falls.

I hope that you can fully enjoy your Winter Experience(s) this year. Perhaps more than anything it is a time when we are 'forced' to slow down and we just need to reassess and find ways to accommodate ourselves to a different pace. I hope that your intentional choosing to look at your life a little differently and with greater compassion will make for you having a wonderful, safe and healthy Winter. Any Questions or comments, please contact Colleen Callahan, R.N.
(780) 453-9665.



**Nadine at the Resource
Centre 732-2337.**

Personal Success Stories

Dean is an outgoing and energetic man. He does not like to sit idle. He has many commitments both volunteer and paid work that keep him busy throughout the week. Dean has been volunteering at the Edmonton Public Library as a Library Access Volunteer for over two years. He takes books from the library and brings them to people who are not able to visit the library due to health or medical reasons. This is a perfect job for Dean as he loves to travel on the bus and this job takes him to all corners of the city. Dean has become acquainted with many bus drivers and has been invited to and attended at least one Edmonton Transit System driver's retirement party.

Dean also volunteers at St Michael's Seniors Lodge. Depending on the day and season he works in several different departments. In the Kitchen he labels the cabbage rolls and pyrogies that the ladies make. In the pharmacy he helps recycle materials by discarding old bubble packs and making sure confidential information is stripped before the packs are recycled. He also helps put stock away in the central storage room. One of Dean's favourite duties is organizing the beverage container recycling. He also helps with taking the lunch trolleys up to the various floors. Dean is also responsible to porter residents to the beauty salon or down the street to the Lions Center to play cards. When asked, Dean explained that his three favourite duties at St. Michael's are working in the pharmacy, helping with lunch carts and recycling the beverage containers. Since Dean began volunteering at St. Michael's over two years ago he has become part of their community.

Dean is employed during the summer months delivering the Edmonton Examiner Newspaper to houses in his neighborhood. Dean has come to know most of the people on his route and they often greet him at the door. Having a job allows Dean to have some pocket money to use to for things he likes to do in his spare time such as going to Klondike days, movies or visiting museums. It also allows Dean to save money for summer camp.

Dean is connected to his community in many ways. He works and volunteers within the community that he lives, providing important services. He is respected and valued by his coworkers and neighbours. Dean is an important person within his community with opportunities to participate, be a part and to contribute meaningfully.

**If you have a success story
you want to share please call**

A blast of cool northerly air unfortunately reminds us of another change of seasons, which likely reminds us of preparation of our homes for the winter. One of these preparations is furnace cleaning. Here is a quiz to motivate us to get the job done. It was adapted from the website of Four Seasons Furnace Cleaning and Services (www.fourseasonsfurnace.com), so beware that it is geared toward sales. However, it does provide some food for thought. Another excellent site regarding improvement of indoor air quality is an article called "Is It Worth Putting in a Better Furnace Filter?" from Home Energy (<http://hem.dis.anl.gov/eehem/00/000516.html>) Other great sites are CMHC, and Allergy Consumer Review at <http://www.allergyconsumerreview.com/dust-mites-mold-dander.html>.

INDOOR AIR QUALITY QUIZ

1. The average person breathes _____ cubic feet of air everyday.
a) 100 b) 250 c) 500 d) 1000
2. The average particle count in one cubic foot of indoor air is:
a) 120-950 b) 500-970 c) 1000-2700 d) 50,000 – 150,000
3. The average home accumulates _____ pounds of dust per year.
a) 5 b) 10 c) 20 d) 40
4. Dust is composed of:
a) fibers from textiles, plants and unknown sources
b) dander (skin flakes) and pollen
c) insects and arthropods (spider, mites, ticks, etc.)
d) minute particles of building materials
e) all of the above
5. Indoor air is found to be _____ times more polluted than outdoor air.
a) Up to 20 b) 20 to 40 c) 40 to 70 d) 70 to 100
6. Most people spend _____% of their time indoors.
a) 20-30 b) 30-50 c) 50-80 d) 80-90
7. Most commercially purchased fiberglass filters are only _____% efficient in stopping dirt, dust, pollen, etc. from passing through it.
a) 10 b) 25 c) 50 d) 75
8. _____% of all illnesses are caused by, or aggravated by polluted indoor air.
a) 10 b) 25 c) 50 d) 75
9. Legionnaire's Disease was spawned in:
a) Water systems b) air conditioning systems
c) Hot tubs d) decorative fountains
10. Legionella Bacteria is present in _____% of all homes.
a) 20 b) 30 c) 40 d) 50



Health and Safety:

The next
Health and
Safety
Meeting is
Thursday
November 4th
at 10:30 AM



What's
NEW?

COMMUNITY NEWS

RESOURCE CENTER AND COMMUNITY CONNECTION UPDATE

Leadership Today

Leadership Today is an agency that helps people with developmental disabilities to become good leaders. In the Leadership Training course, you will learn about self-advocacy rights and responsibilities, decision-making skills, problem-solving skills, communication skills and how boards and meetings work.

If you have any questions please call 422-3087.
Information sheets are also at the Resource Center.



College Connection

Grant MacEwan

Community College

Make the Connection ...
Supporting students with Developmental Disabilities in program studies and college life.

For students with developmental disabilities who choose to continue their education after high school, MacEwan offers an exciting and invaluable learning experience.

Register for the information session on November 23rd at 5:00p.m by calling 497-5198

Did you know?

- ♦ Capital City Gymnastics offers drop-in times for people with developmental disabilities to experience using equipment and apparatus under the supervision of a nationally trained coach. For more information call 469-0062
- ♦ Voices of the Future is self-advocate group in Edmonton that helps people with disabilities understand their rights. For information about going to meetings phone Francine at the Resource Center 7322340.
- ♦ The Resource center is the place to come for information on how to write and resume and look for a job as well as to find fun and exciting things to do. Come down and see us.

Volunteer Opportunities

St. Albert Community Information and Volunteer Center helps to create accessible and inclusive volunteer opportunities for people with disabilities. Any person wanting to contribute to their community in a volunteer capacity is encouraged to call and register. This could be for people who are independent as well as for people who are supported throughout the day. If a person needs support their staff will accompany them to their volunteer job. This is an opportunity that we do not want to miss out on. Our goal as an organization is to get people connected to the community in meaningful ways. All that we are required to do is call Connie Posavec at 459-6666 and set up a time to meet with her. How much easier can it get!

DESTINED FOR ACTION
Day Program Community Meeting

NEW LOCATION !

City Arts Center

Monday November 8

11:00 a.m. – 12:30 p.m.

10943 – 84 Avenue

496-6955 for directions

Antique Room

Bring your Lunch and Imagination

For more info call Brian 732-2342

INDEPENDENT COUNSELLING ENTERPRISES

Health and Safety Committee Meeting Minutes

October 7, 2004
Edmonton Region

Present:

Faisel Ahmed	Pam MacDonell	Alice Romanchuk
Colleen Calahan	Noreen O'Donoghue	Haris Sunagic
Gordon Filipchuk	Debbie Reed	Carol Szydlik

Recorder(s): Debra Reed

Chair: Debra Reed

Regrets: Kelly Guan-Wong (Mat. Leave), Greg Lane (Hol), Marj Fillion (Hol), Bessie Gabon, Diann L'Hirondelle, Phyllis McKinnon, Rosy Ramirez, Colette Tancsics, Mark Todd

cc: Gonny Debski (ICE Page), post to H&S Bulletin Board, Program Mailboxes, other Regional H&S Committee Chairs and, main ICE office Health and Safety Reference Binder

1.0 Approval of the Agenda

The agenda was approved with the following additions:

New Business :

4.1 Transportation (Noreen)

4.2

4.3

2.0 Review the Previous Minutes / Business Arising from Minutes

- **Health and Safety Committee membership/ member ID cards/ member duo-tangs / duo-tang labels** – Gordon advised the Committee members that he is in receipt of a new supply of 'incentive coffee mugs'. These will be distributed to those Committee members present who are eligible, following the meeting (Faisel). Gordon also advised that the 'incentive jackets' will be ordered shortly.
- **Feedback re: "Weather Emergency Procedures document"** – The Committee discussed the document previously provided by Gordon and, the general consensus was that this particular document would serve a more appropriate use as a reference tool for any actual Policy development that may be forthcoming.
Gordon gave Committee members a second handout from the Canadian Red Cross – Western Canada, entitled 'Are You Ready for a Tornado?' The Committee reviewed this document and decided that further review of the 'supply lists' enclosed would be completed by each of the Committee members prior to the next meeting. At this time, Committee members will be expected to provide feedback / recommendations and, ideas for a general emergency supply list for ICE operated sites.

Further research areas were also designated: Environment Canada Weather Emergency Procedures – Carol
Fire Halls Emergency Procedures – Noreen
Capital Health Emergency Procedures – Haris
University of Alberta Hospital Emergency Procedures - Noreen

- **Update re: training possibilities “Back Injury Prevention” and, possible hiring of movers?** – Gordon completed some research in this area and provided Committee members with a handout identifying six possible ‘mover’ sources. The Committee discussed the handout as Gordon reviewed information gleaned from each of the identified agencies. The Committee identified some further questions to pose to the agencies identified thus far which included: Are combined moves a possibility?

Will availability pose any problems? How many trucks, men available for month end moves generally?
How much notice is required to book moves?
Do they handle both local and out of town moves?
Do they have their own WCB coverage?

The Committee also discussed support staff responsibility at length. The following is a general outline of discussion areas:

- support staff must realize and protect their own physical / health limitations and, acknowledge that ICE does not want staff injured
- a notice regarding the statement above could be submitted for the ICE Page at least every three months
- a notice regarding the statement could also be created in ‘posting’ format or be sent out in ‘memo’ format
- all administrative visitors to ICE operated sites should make a concerted effort to enforce the statement

- **Update re: possible workshop for admin staff relating to “Debriefing Processes”** – Gordon and Colleen discussed that part of this workshop could fit into the “Stress Management” workshop that is currently being ‘designed’. It was noted however, that the original focus of this ‘debriefing process’ workshop was to train administrative staff in the appropriate procedures/processes in order to facilitate the debriefing of field staff in such a way that the field staff feel a greater sense of support following critical situations.

It was discussed that information could be pulled together for presentation at Unit meetings.

Further research into this item was delegated: Access Channel series – Gord

CLIP Office resources – Gord / Debbie

ART resources (Liz Peterson) – Gord / Debbie

Occupational Health and Safety Legislation – Violent Behavior - Debbie

- **Updates re: Hazard Identification and Analysis training course attended in Leduc** – Committee members that had attended this training agreed in presentation, that this workshop was interesting and educational. The focal point that appears to have been most useful for the Committee members was the fact that an inspection can be tailored to look for particular/specific hazards and, don’t always need to be a ‘complete’ inspection process. All attendees also agreed that many of the mechanisms for inspection / hazard identification discussed at the workshop are very similar to those that are in place with ICE. The other area that appeared to be of greatest interest for those who attended the workshop was that of ‘teaching the how – to of hazard elimination’ through ‘planning tasks prior to completing them’.

Committee members not in attendance at this workshop, requested that presentations be made to Team Leaders at the monthly Team Leader meetings this month to share the information / ideas gathered. Haris will make arrangements with the presenters for the meetings. It was also requested that a small write-up be prepared for the ICE Page. This is to be submitted to Pam by October 25, 2004.

- **Updates regarding investigation into “Stress Workshop” possibilities** – Colleen reported to the Committee that an outline is being developed as information and resources are continuing to be ‘pulled’ together. A further update will be available at the next Health and Safety Meeting.
- **Updates / discussion re: Health and Safety Poster contest/prize possibilities** – Poster entries are due at the office on October 29, 2004 by 5:00p.m. No entries will be accepted beyond this time. Poster entrants may place a ‘description/explanation’ with their posters at submission. All entries will receive an ‘Appreciation Certificate’ and, all support staff involved will have a Thank You card placed in the monthly draw ballot box. The first prize winners will be eligible for a prize drawing worth \$50.00, second and third prize winners will be eligible for a prize drawing worth \$25.00. Entries will be judged by Committee members at the November 2004 Health and Safety Meeting.

Agenda Topic	Discussion	Action	Person Responsible	Due Date
3.0 Standing Items				
3.1 Review of ‘Regional Health and Safety Meeting Minutes’	<ul style="list-style-type: none"> ➤ <u>Nanton</u> – none available ➤ <u>Grande Prairie</u> – none available ➤ <u>Calgary</u> – Edmonton Health and Safety Committee in receipt of Calgary Health and Safety Meeting minutes for September 2004 however, due to time constraints these minutes were not reviewed. 	<ul style="list-style-type: none"> ➤ Speak with Nanton re: monthly submission ➤ Speak with Grande Prairie re: monthly submission ➤ Review September 2004 Meeting minutes at next Health and Safety Committee Meeting 	Debbie Gordon Committee Members	Oct.15/04 By Oct.31/04 Nov.4/04
3.2 Evaluation of current injuries and near misses	<ul style="list-style-type: none"> ➤ This item was bumped to the next scheduled meeting due to time constraints. 	<ul style="list-style-type: none"> ➤ Review and discuss at next scheduled Health and Safety Meeting. 	Committee Members	Nov.4/04
3.3 Review and updates of a section of the Hazard Assessment Document	Committee members did not review due to time constraints.	<ul style="list-style-type: none"> ➤ Review and discuss at the next scheduled Health and Safety Meeting. 	Committee Members	Nov.4/04
3.4 Review of a section of the action plan for the COR Audit recommendations	Committee members did not review due to time constraints.	<ul style="list-style-type: none"> ➤ Review and discuss at the next scheduled Health and Safety Meeting. 	Committee Members	Nov.4/04
3.5 A) Review of completed Environmental Quality Audits and Random Inspection Audits	<ul style="list-style-type: none"> ➤ Random Inspections completed in September require further follow up by Coordinators only. ➤ <u>1</u> follow up visit were scheduled as a result 	<ul style="list-style-type: none"> ➤ N/A at this time. ➤ Follow up visits to occur 		

B) Review of completed ‘Follow Up Site visits’ by Health and Safety Committee members.	of signed off EQA	➤ Review recommendations to be directed to appropriate Coordinators	Debra	By Oct.22/04
	➤ Six of the nine re-visit reports were submitted for those signed off EQA re-visits assigned during October 2004 meeting	➤ Reports to be submitted to Debra upon completion	Gordon Colleen	By Nov.4/04
4.0 New Business				
4.1 Transportation	➤ Noreen reported to Committee members that she had received a question regarding the transportation of clients in staff vehicles. The individual requesting information wanted to know “How many clients are staff able to transport in their vehicle at one time?” Committee members review of this questions elicited the following responses; <ul style="list-style-type: none">- ICE Policy 2.4.8 should be reviewed by all support staff using their own vehicles to transport clients- this can vary from program to program depending on the functioning level of the clients in question and, their care plan- client and staff safety are the first item to review in these situations- staff must ensure that there are sufficient ‘functioning’ seatbelts in the vehicle- client and staff comfort must also be taken into consideration	➤ Noreen will address Committee responses with the individual that requested information about transportation <ul style="list-style-type: none">➤ All committee members will address any future questions with like responses➤ Question to be brought to the attention of Coordinators and Managers at upcoming Unit meetings (Health and Safety meeting minutes reviewed at Unit meetings)	Noreen	ASAP
			Committee Members	Ongoing
			Debra / Gordon	ASAP
4.2	➤	➤		
4.3	➤	➤		

