

THE ICE PAGE



South Region-Feb 2006



GENERAL

INFORMATION:

The February Health & Safety

**Meeting is scheduled for:
Thursday February 16th
10:30am at the Nanton ICE
Office**

**The ICE office will be
CLOSED Monday
February 20th. All calls
should be directed to the ON
CALL Cell @ 634-8805
(Lethbridge) or 601-6903
(Nanton)**

Important Information

The emergency line should only be used after hours (Between 5:00-9:00 p.m.), weekends and during the lunch hour or statutory holidays. **It is to be used for the following reasons:**

1. If you are sick (with 4 hours notice)
 2. Medication errors or medical concerns such as seizures, hospital, etc
 3. PRN approval for behavioral clients
 4. Physical injury of either staff or client
 5. Missing or suicidal client
 6. Allegations of abuse
- Please leave a specific message with phone number if someone does not answer. If you do not here back within 20 minutes, please call back.

****Please note- general inquiries, holiday requests, calls just to chat are not emergencies. Please call your coordinator and leave a message on their voice mail and they will get back to you as soon as they can.**

ICE WEBSITE

www.icenterprises.com
CHECK IT OUT!!!

**The ICE website has a special
"ICE Staff Only"
section.**

The Link is at the bottom of the Home Page. It will ask you for a user name and password:

Username: iceuser

Password: 100smiles

This section has a copy of the current ICE Page newsletter, and copies of the most common forms needed by ICE employees

This could save you a trip to the office if you have a printer!

TIMESHEETS



**Hand
In
Dates**

Hand in dates will be Wednesday February 15th for shifts worked between February 1st – 15th and Tuesday February 28th for shifts worked between Feb. 16th – 28th

ADDRESS CHANGES

Is the address on your pay cheque correct? If not, please contact your supervisor. Your T4's will be mailed to the address on your pay cheques.

Attention Ice Staff

Do you have a current ICE ID Card?

Please check the expiration date on your card. If it has expired please bring your current photo ID to the office and a new card will be issued.

Residential Petty Cash & Other Expenses

Please do not use highlighters, tape, and gel pens on receipts for Petty Cash or other expenses. These items degrade the print and make it illegible. Please use a regular pen and underline or circle the amount.

Thank you!

Employee Incentive Awards:

A Thank You to everyone who submitted entries for the December Employee Incentive Draw.

Congratulations to the following staff who was the winner for the January 16th draw:

Lynne Maynard

Lynne was thanked for bringing into the ICE office training information.

Dyani Otrahalek

Dyani was thanked for community integration and encouraging her client to do new activities

ATTENTION! It is critical that all Timesheets, Contact Notes, and Monthly Reviews & weekly schedules for this and any other month be on time and correctly completed with sufficient details. Errors and

late reports may result in delayed payment of employee wages.

If you would like to receive the ICE Page via E-mail, please email your request to icenanton@icenterprises.com



Training dates are as follows:

Pre-Employment Training

Nanton: Feb 27th & 28th
Lethbridge: Feb 2nd & 3rd

AMA Drivers Training

This is an interactive workshop for those wishing to raise awareness of traffic safety and responsibility, and to encourage participants to improve their driving habits.
Nanton: Feb 21st 1:00-4:30
This is at the FCSS Building in Nanton
Lethbridge: Feb 23rd 1:00-4:30
(Must RSVP)

Foundations Training

For those registered...
February 9th
February 23rd

Schizophrenia

Many of you have been asking for this workshop. Please plan to be here, as a speaker from the society will be presenting.
Lethbridge: March 23rd
1:30-4:30
(Must RSVP)

Brain Injury

This will be in March sometime, if you are interested please contact Kim at 403-646-1117

Please register with Kim at 646-1117 or 866-646-1199 for the above workshops and ensure that clients have staff support in place.

BASIC FOOD SAFETY PRINCIPLES

**You must register through WCCALS, Box 1847, Claresholm, AB T0L 1R0
This course is ideally suited for community organizations, church or community hall volunteers, or anyone wishing to learn basic food safety principles. **Perhaps your client may be interested.**

Topics discussed include time-temperature control, forborne illness, cleaning and sanitizing, cross-contamination and personal hygiene. The material presented provides a general understanding of these topics so that an individual can make informed decisions on food safety. The course is instructed by Public Health Inspectors.

Date: March 1st

Location: Willow Creek Composite in Claresholm

Time: 6:00-9:00 p.m.

Fee: \$15.00

First Aid/CPR

Nanton, High River, Claresholm Areas: Contact Linda Smiley @ 646-5416

St. Valentine's Story

Let me introduce myself. My name is Valentine. I lived in Rome during the third century. That was long, long ago!

At that time, Rome was ruled by an emperor named Claudius. I didn't like Emperor Claudius, and I wasn't the only one! A lot of people shared my feelings. Claudius wanted to have a big army. He expected men to volunteer to join. Many men just did not want to fight in wars. They did not want to leave their wives and families. As you might have guessed, not many men signed up. This made Claudius furious. So what happened? He had a crazy idea. He thought that if men were not married, they would not mind joining the army.

So Claudius decided not to allow any more marriages. Young people thought his new law was cruel. I thought it was preposterous! I certainly wasn't going to support that law! Did I mention that I was a priest? One of my favourite activities was to marry couples. Even after Emperor Claudius passed his law, I kept on performing marriage ceremonies -- secretly, of course. It was really quite exciting. Imagine a small candlelit room with only the bride and groom and myself. We would whisper the words of the ceremony, listening all the while for the steps of soldiers. One night, we did hear footsteps. It was scary! Thank goodness the couple I was marrying escaped in time. I was caught. (Not quite as light on my feet as I used to be, I guess.) I was thrown in jail and told that my punishment was death. I tried to stay cheerful. And do you know what?

Wonderful things happened. Many young people came to the jail to visit me. They threw flowers and notes up to my window. They wanted me to know that they, too, believed in love. One of these young people was the daughter of the prison guard. Her father allowed her to visit me in the cell. Sometimes we would sit and talk for hours. She helped me to keep my spirits up. She agreed that I did the right thing by ignoring the Emperor and going ahead with the secret marriages. On the day I was to die, I left my friend a little note thanking her for her friendship and loyalty. I signed it, "Love from your Valentine." I believe that note started the custom of exchanging love messages on Valentine's Day. It was written on the day I died, February 14, 269 A.D. Now, every year on this day, people remember. But most importantly, they think about love and friendship. And when they think of Emperor Claudius, they remember how he tried to stand in the way of love, and they laugh -- because they know that love can't be beaten!

Big Valentine Cookie Ingredients:

- 1 package (18 ounces) NESTLÉ TOLL HOUSE Refrigerated Chocolate Chip, Chocolate Chunk, Chocolate Chip & White Fudge, Peanut Butter Chocolate Chip, Reduced Fat Chocolate Chip or Sugar Cookie Dough, well chilled
 - Decorator icing (optional)
 - Valentine's candies (optional)
 - Melted chocolate (optional)
- Directions:**
- SHAPE an entire package of cookie dough into heart shape on greased baking sheet.
 - BAKE according to package directions, adding 3 to 4 minutes to the baking time on the package. Cool on baking sheet for 1 minute; carefully loosen cookie with spatula. Cool on baking sheet completely.
 - DECORATE with candies, icing and melted chocolate.

Cookies on a stick
Makes 8 cookies

Ingredients:

1 package (18 ounces) NESTLÉ TOLL HOUSE Refrigerated Chocolate Chip Cookie Dough *or* dough from one batch

Original NESTLÉ TOLL HOUSE Chocolate Chip Cookies (NESTLÉ TOLL HOUSE Semi-Sweet Chocolate Morsels 6-ounce package recipe) 8 flat wooden sticks Decorator icing (optional)

- Candies (optional)
 - Melted chocolate (optional)
- Directions:**

- PREHEAT oven to 375f F.
- SHAPE cookie dough into eight 2-inch balls. Place four balls at a time onto un-greased baking sheet. Insert wooden sticks into each ball to resemble a lollipop; flatten dough slightly.
- BAKE for 13 to 15 minutes or until edges are crisp. Cool on baking sheet for 1 minute; remove to wire racks to cool completely.
- DECORATE as desired. Tie ribbons around sticks and give as a bunch.

Valentine Card Holder



This makes a good school or daycare project. Make this project a day or two before your party and let the children decorate as they desire. **This project is rated EASY to do.**

What You Need

1 and 1/2 paper plates per child

- Hole punch
- Tape
- Stapler, optional
- Ribbon or yarn in red, white, or pink

To decorate the plates:

- Stickers
- Paints, markers, or crayons
- Construction paper
- Lace, eyelet, or ribbons
- Tacky craft glue
- Old Valentines cards

How To Make It

Cut one of the paper plates in half. Each card holder is made with 1 paper plate on the back, and 1/2 of a paper plate on the lower front - making a pocket to put the cards into.

1. Decorate the plates. You'll be decorating the inside of the whole plate, and the backside (underside) of the half plate. Any of a variety of methods can be used to decorate the plates, this is a great place for creativity to shine. Let glue and paint dry before proceeding.
2. Attach the plates together with a couple staples. Then punch holes around the plate to thread the ribbon/yarn through.

3. Cut the ribbon at a slant on the end to keep it from unraveling. Wrap a bit of tape around the end of the yarn or ribbon to help make a 'needle' for lacing. Lace the plates together, and tie a loop at the top for hanging
4. If lacing the plates together is too challenging, they can just be stapled together.



February 2006

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Mgmt & RPAC Meetings Nanton	2 PET Lethbridge	3 PET Lethbridge	4
5	6	7	8	9 Foundations- Lethbridge	10	11
12	13	14	15 PET Nanton	16 PET Nanton 10:30 a.m.-Health & Safety Nanton	17	18
19	20	21 AMA Nanton 1:00-4:30 (must RSVP)	22	23 Foundations- Lethbridge AMA Lethbridge 1:00-4:30 (must RSVP)	24	25
26	27	28				

INDEPENDENT COUNSELLING ENTERPRISES

Health and Safety Committee Meeting Minutes

South Region Jan. 18, 2006

Present:

Sandra McGrath
Sarah Blake

Recorder(s): Sandra McGrath

Chair: Sarah Blake

Regrets: Julie Clark, Kim Clark, Shannon Pavan, Deb Loeffler, Denise Peterson, Faith Smith, Marg Howe, Linda Morrelli, Gwenn Broomfield

cc: Julie Clark (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: Cold and flu prevention handouts given out, Hanta virus prevention handouts given out (please forward to Nanton House staff with mouse problem).

2.0 *Review the Previous Minutes / Business Arising from Minutes*

- ❖ Reviewed Edmonton minutes from December-No word back from Edmonton on example of mobility assistance safety procedure, no word on clarification of why wheelchair inspections and hoist checklist being removed from wheelchair use and mechanical lifts hazards would be a control
- ❖ Nanton office still needs light cover and salt for the roads-Sandra looking into lease to see who is responsible for snow removal.
- ❖ Kim is looking into the stress workshop that Edmonton is doing
- ❖ Nanton bimonthly checklist to be completed
- ❖ We need to order one jacket and some mugs from Edmonton
- ❖ Both Nanton and Lethbridge are out of first aid kits, need to get more from Edmonton
- ❖ Shannon's ergo checklist to be completed on the Jan. 24, 2006 by registered nurse
- ❖ Sandra still needs to purchase chair, Sarah has now got a new chair
- ❖ Clarification on random inspections-should form only be completed when visit is random

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>Edmonton</u>-No December minutes ➤ <u>Grande Prairie</u>-No minutes <p><u>Calgary</u> – Reviewed December minutes</p>			
3.2 Evaluation of current injuries and near misses	<ul style="list-style-type: none"> ➤ There are three situations that require investigation to be completed: <ol style="list-style-type: none"> 1. Lethbridge-staff pushed by client 2. Chipped and damaged cup in use by client and staff in residential home <p>While driving in a vehicle, client threatened staff and punched car seat in front of him.</p>	Investigations to be completed by CSC	Shannon/ Sandra	ASAP

3.3 Review and updates of a section of the Hazard Assessment Document	➤ This item was tabled to the next meeting			
3.4 Review of a section of the action plan for the COR Audit recommendations	➤ Reviewed Management Leadership and Organizational Commitment-goal to improve sign in at residential homes by visitors and contractors indicating they were informed of significant hazards while they are visiting	CSC's need to ensure residential homes are using sign in sheets.	CSC's	January
3.5 A) Review of completed Environmental Quality Audits and Random Inspection Audits B) Review of completed 'Follow Up Site visits' by Health and Safety Committee members.	LW-dresser over top of heat register, needs to be moved or special register purchased LW-fire extinguisher needs to be certified DM-still needs electrical fixed None	Sarah Sarah Sarah		January
4.0 New Business				
4.1	○ Sandra handed out RE's fishing protocol and reviewed with committee	Implement at team meeting	Shannon	January

	<ul style="list-style-type: none"> ○ Shoveling emails discussed-in non-res programs, client responsible for snow removal and cost but if client not able ICE must do all it can to control hazard (all measures must be documented). ○ Travel email from Gord discussed and reviewed-if staff driving client home and they do not have a cell phone they should make someone is aware of expected arrival time, the exact route. Police notified if they do not arrive. If staff come on accident they can investigate after calling authorities, if someone stranded call authorities, only in extreme emergencies should strangers be able to come into worksite (car). 	<p>Discussed at team meetings</p> <p>Discuss at team meetings</p>	<p>CSC's</p> <p>CSC's</p>	<p>January</p> <p>January</p>
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5.0 Next Meeting: Thursday, February 16, 2006-Lethbridge Office @ 10:30 a.m.

February activities-Lethbridge

Employment Opportunities

February 3, 12, 15, 17, 19, 22 Lethbridge Hurricanes games

Feb 7, 14, 28 Music at noon
University recital hall
12:15p
Free admission

February 10&11 Alberta Motocross
Enmax Centre

February 18 Day time show 10a-3p \$5
Indoor Mini Road Racing
Exhibition park- north pavilion
1p-6p

February 20 Lethbridge Winterfest
Galt Gardens

Nanton: 48 hour live-in
48 hour respite

Lethbridge: Full Time days
48 hour live-in 2X/month

Blairmore: 48 hour live-in 2Xmonth

Relief needed in all locations



3.1.1 HIRING PROCEDURES

ICE employees are recruited and hired without discrimination based on age, gender, sexual orientation, ethnicity, nationality, disability, or religion. An employee of ICE is considered to be anyone who is in receipt of wages paid to that person by the agency. This includes practicum/internship placements etc. and as such all policy and procedures apply.

1. Vacant positions may be filled internally (i.e. from current staff members) or through open competition. All vacant positions are posted in the reception area and will remain posted until they are filled.
2. All candidates are required to submit a completed application form and personal resume. Applications are reviewed and candidates interviewed to determine:
 - educational preparation;
 - applicable work experience;
 - technical skills;
 - ability to provide clients with necessary support requirements

3. Interviews will focus on the candidate's qualifications for the job. Labour and Human Rights legislation will be observed at all times. Questions of a personal nature, not part of the requirements for the job, will not be asked.

4. Documentation will be gathered on each candidate (See **Policy 3.1.2**)

5. Candidates with appropriate qualifications will be invited to attend a **Pre-Employment Training Program at their own expense**. Attendance is mandatory to be considered for employment. On completion of the program, candidates will be evaluated for: technical skill; communication skills; problem-solving skills; and decision-making skills. Those with positive assessments will be assigned to a supervisor and to one or more of the following job categories:

- Home Care
- Community Support and Intervention
- Residential and Community Support

6. Normally, all new employees are initially employed on an on-call basis. These staff are considered to be casual staff. (see **policy 3.1.4**)

7. Staff positions are available within the Community Rehabilitation Unit (C.R.) that require an employee to work standard hours in accordance with a specified schedule. These staff must attend the Pre-Employment Training Program. These employees may be exempt from the Home Care training component of the program if they will only be working within the C.R.

Unit. In addition to Pre-Employment Training C.R staff members will meet with their appropriate supervisor (Community Support Coordinator) and receive an orientation and complete their terms of employment. The orientation will cover an overview of clients they will be working with, the documentation involved in their position, medication training, review of petty cash procedures and a review of their terms of employment.

8. Relatives of employees will be given equal opportunity to compete for all vacant positions. ICE will select the most appropriate person for the vacant position; no preference will be given to relatives of employees. Relatives will not be employed, promoted, or transferred where another relative would provide direct supervision or be responsible for the completion of their performance evaluations.

9. Students (practicum/interns) must meet all the hiring requirements as set out for all employees. They will participate in PET and provide all required documentation (see **Policy 3.2.1 Documentation For Employees**). The student will receive a schedule to follow. An agreement will be signed between the student, their educational institution and ICE confirming the terms of the agreement. The student will be regarded as an employee and is subject to complying with all ICE Policy and Procedure

10. Anyone working frontline with ICE clients must be a paid employee, ICE does not provide volunteer opportunities.

Health Corner: Kitchen Safety

All kitchen accidents are preventable. Most kitchen fires in homes as well as in restaurants occur because someone started heating fat or oil and forgot about it. As the oil gets hotter and hotter, it turns to smoke and may burst into flames. So, whenever you are cooking with oil, never leave the stove un-attended. If a pot is on fire, turn off the stove, put a lid on the pot, and remove it from the source of heat. Never pour water in the pot if there is oil or grease, and do not attempt to carry a burning pot outside.

Two important ways to prevent fire on the stove are to pay attention whenever you are cooking and to ensure that the stovetop/burner wells are clean. Avoid wearing loose, long-sleeved clothing when cooking because a sleeve or loose fabric can catch on fire. Also, avoid coming into contact with steam while cooking as it can cause severe burns.

Open/remove pot or pan lids with the opening of the cooking equipment directed away from you so that you don't get scalded. It is also a good idea to always double-check that the stove and oven are turned off before you go out.

CET Standards



Creating Excellence
Together

CET STANDARD 15

Individuals are supported in building strong, positive relationships.

(This Quality of Service Standard # 15 compliments the Quality of Life Standard # 3)

About this standard...

Individuals' social bonds are developed through opportunities to stay in touch and interact with family members, friends, neighbors, co-workers and fellow community members. Support should be provided to assist individuals in strengthening existing relationships, and developing new ones. Support may include: assisting with phone calls, letters and transportation; offering family

counseling; and providing information and/or education on sexuality.

Key indicators include...

- Staff assist the individual with arrangements to meet his friends, and provide the supports that such arrangements need to the level that the individual desires.
- Staff assist the individual with arrangements to meet his family, and provide the supports that such arrangements need to the level that the individual desires.
- The individual is supported to visit with friends or family in private, and as appropriate to the setting (e.g., work, home).
- Staff take concrete and appropriate steps to support the development of relationships that are of the individual's choosing.

Aug 31/05

Here again , I fight my never ending battle,
will I win , I will not know. Here I sit in
this lovely brown wooden bench in loving memory
whom I don't know. I see Sun light with
flowers bloom, Children and Adults happy as they can
be. Few hours past by, the Sun light fades away,
flowers starts to die , Children and Adults go away.
I sit alone in my darkness, Tears falling like rain
drops, will there be another day when ^{I see} Sun light
shines and flowers starts to grow? I do not know.
I hope so. When will I overcome this never ending
or Am I going to lose in defeat. That
battle I Just don't know!!

Somkiat Nakutnok

