

# THE ICE PAGE



## South July 2005



### CANADA DAY

Canadians are not globally known for being demonstratively patriotic, wrapping ourselves in the flag and declaring that we are ready to sacrifice all for our country.

However, deep in the soul of every Canadian is a sense of pride that we live in the best country in the world, and this pride comes out as we celebrate our nation's birthday on July 1st of each year - Canada Day. Canada has been here forever, but European explorers did not find it until the 15th Century. It took 400 years for the Fathers of Confederation to finally form a country on July 1, 1867. We share a history with our neighbours to the south, even fought (and won) a battle in the early 19th century, but since confederation, we have enjoyed a mutual peace and the world longest undefended border for almost 150 years.



### General Information

The ICE office will be closed Friday July 1<sup>st</sup> for Canada Day. All calls should be directed to the on call pager 601-6903 (Nanton Area) or 634-8805 (Lethbridge Area)

### **ICE WEBSITE**

[www.icenterprises.com](http://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!

**Health & Safety Meeting  
July 21<sup>st</sup>, in Nanton @  
10:30 a.m.**

**\*\*Summer BBQ 11:00-2:00, July 20<sup>th</sup>. Please contact Val @ 394-7612 or Julie @ 646-1199 if interested.**

### Hand In Dates

Hand in dates will be Friday

July 15<sup>th</sup> for shifts worked between July 1<sup>st</sup> - 15<sup>th</sup>

and Tuesday August 2<sup>nd</sup> for shifts worked between July 16<sup>th</sup> - 31<sup>st</sup>

### Residential & Salaried Staff



### Hand-In Dates

These dates will be Wednesday July 13<sup>th</sup> for shifts worked between July 1<sup>st</sup> - 15<sup>th</sup>

and Thursday July 28<sup>th</sup> for shifts worked between July 16<sup>th</sup> - 31<sup>st</sup>

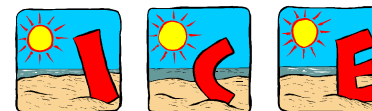
### Training dates are as follows:

#### PET Nanton

July 7<sup>th</sup> & 8<sup>th</sup>  
9:30-5:00 p.m.

#### PET Lethbridge

July 14<sup>th</sup> & 15<sup>th</sup>  
9:30-5:00 p.m.



### Employee

### Incentive

### Awards:

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

**Congratulations to the following staff who was the June winners:**

**Susan Helmer (Nanton Area)  
Janine Groves (Lethbridge Area)**

Next ICE Thank You Draw  
July 15<sup>th</sup>  
at Noon / ICE Office

### **You Know: Too Much**

### **Coffee**

- Your eyes stay open when you sneeze.
- You think CPR stands for "Coffee Provides Resuscitation".
- You answer the door before people knock.
- Your only source of nutrition comes from "Sweet & Low"
- You speed walk in your sleep
- People can test their batteries in your ears
- And your thermos is on wheels



## CET STANDARDS:



### C.E.T. Certification

Thank you to all who participated 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 week of the Survey, June 7<sup>th</sup> - 10<sup>th</sup>, 2005. During that week there was much collaboration and scheduling needed for a smooth survey. The surveyors commented on how well coordinated the survey was. We look forward to hearing from AARC and receiving

Certification for  
the overall  
continued success  
of the  
Agency



WAY TO GO ICE!!!

### COMMUNITY CAPACITY

Most of us grow from childhood into adulthood – The reality for some of the people we support is that they go from childhood into Clienthood  
**Let's change that!**

### A Credo for Support

Maybe, for the first time, people with disabilities are taking their rightful place as fully contributing citizens in the community. The danger is that we will respond with remediation and benevolence rather than equity and respect. And so, we offer you a credo for support:

Do not see my disability as a problem. Recognize that my disability is an attribute.  
Do not see my disability as a deficit. It is you who see me as deviant and helpless.  
Do not try to fix me because I am not broken. Support me. I can make my contribution to the community in my way.  
Do not see me as your client. I am your fellow citizen. See me as your neighbor.  
Remember. None of us can be self-sufficient.  
Do not try to modify my behavior. Be still and listen. What you define as inappropriate may be my attempt to communicate with you in the only way I can.  
Do not try to change me you have no right. Help me learn what I want to know.  
Do not hide your uncertainty behind "professional" distance. Be a person who listens and does not take my struggle away from me by trying to make it all better.  
Do not use theories and strategies on me. Be with me. And when we struggle with each other, let me give that rise to self-reflection.

Do not try to control me. I have a right to my power as a person. What you call non-compliance or manipulation may actually be the only way I can exert control over my life.  
Do not teach me to be obedient, submissive, and polite. I need to feel entitled to say no if I am to protect myself.  
Do not be charitable to me. The last thing the world needs is another Jerry Lewis. Be my ally against those who exploit me for their own gratification.  
Do not try to be my friend. I deserve more than that. Get to know me. We may become friends. Do not help me even if it does make you feel good. Ask me if I need your help. Let me show you how to better assist me.  
Do not admire me. A desire to live a full life does not warrant adoration. Respect me for respect presumes equity.  
Do not tell, correct and lead. Listen, support and follow.  
Do not work on me. Work with me.

*Norman Kurc and Emma Van der Klift*



## A Changed Policy 3.4.10 EMPLOYEE VACATION

1. An employee will accrue vacation pay at a rate of 4%, after 5 years of employment at a rate of 6%, and after 10 years of employment at a rate of 8% as per Labour Standards for the province of Alberta.
2. **Employees who are paid hourly** may request a pay out of vacation pay **no more than two times per calendar year** but not within the first year of employment. Any vacation pay received

will only be processed through payroll. The request is to be submitted **two weeks** prior to the date requested for approval.

3. **All staff in receipt of a salary (30 hours or more weekly and on a salary)** must take their earned vacation time off with pay. The employee is not able to request a pay out of his vacation pay and continue to work. The employee is entitled to his/her vacation with pay only after he/she has worked for the year and earned it. I.C.E. will not advance vacation with pay in the current working year. All holidays should be taken within one year after they are earned. Employees should submit their request for annual holidays **no later than 6 weeks prior to the dates being requested or 2 weeks if requesting less than 40 hours of time off.**
4. The employer has the final approval of the time when the annual vacation is to be taken.

Updated April 14, 2005



## ATTENTION!

**It is critical that all Timesheets, Contact Notes, and Monthly Reviews for this and any other month be on time and correctly completed. Errors and late reports may result in delayed payment of employee wages.**

## 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!**

## **PROUD TO BE A CANADIAN, EH?** **DID YOU KNOW?**

That Dr. Frederick Banting was a Canadian doctor who discovered Insulin in 1923.

AND THAT

Calixa Lavalee composed our national anthem.

# Resource Center Newsletter



Canada Day - July 2005



## IMPORTANT DATES

### Crowsnest Pass Events:

- July 1-4 Canada Day Celebrations including Parade, kids fun day, guided walking tours, music, ethnic food fair, dance, potluck picnic (call Joann 563-3756)
- July 15-17 Rum Runner Days (call Marion 562-8833\_

### Lethbridge Events:

- Westminster Outdoor Pool opens until Sept 4
- Henderson Outdoor Pool opens for the season Saturdays, Farmer's Market, Lethbridge Exhibition grounds 8a-12:30p
- June 30/July 1 Western Canadian Amateur Motocross Championships, Temple Hill Motorcycle Park Raymond, \$10/day, [info@cdnmx.com](mailto:info@cdnmx.com)
- July 1 Canada Day Celebrations throughout Lethbridge, Fort Whoop Up, Henderson Lake Park
- July 1-3 Alberta Special Olympics- Lethbridge
- July 8 Deadline for Special Needs Art Classes (July 18-Sept 2)
- July 30/31 Lethbridge International Airshow Lethbridge Airport
  - \*Also going to be a Guinness World Record Attempt call 320-4219 for more info
- Wednesday's- Head Smashed in Buffalo Jump
- Dancing and drumming 11a-1:30pm\*also have tipi camping until Sept 15 call 553-2731
- Sundays at 2pm- Tea ceremony at Nikka Yuko Japanese Garden
- List of the volunteer placements for Lethbridge is on the bulletin board at the office

## Community Events & Resources

Going to the Calgary Stampede or Calgary Zoo? Guests with special needs who go will pay full price for gate admission, but attendants who accompany them will be admitted FREE. If you are able to get a group of 15 or more people, there are group rates available at the Calgary Zoo (call 232-9300).

Are you a CAA member? Discounts are available to Frank Slide, Head Smashed In Buffalo Jump and several museums throughout Alberta.

Crowsnest Museum has "tour rates" that are discounted from regular admission. The tour rate for adults is \$5.00 and support workers are no charge. (563-5434)

### Blood Donor Clinics:

**Please help donate and save the lives of others!!!**

Claresholm: August 8<sup>th</sup> 3:00-7:00 p.m. @ 59<sup>th</sup> Ave & 8<sup>th</sup> Street.

High River: July 20<sup>th</sup>, Aug 10<sup>th</sup>, Sept 14<sup>th</sup> 3:00-7:00 p.m. @ Highwood Memorial Center (5<sup>th</sup> Ave W)

**\*\*Does anyone know a client who might be interested in handing out dog treats at the parade in Nanton? Please contact Sarah @ 646-1140 or 866-646-1199.**

**Thanks Sandra & Sarah for all of your input in this months newsletter!!!!**

**For transportation information for Persons with Disabilities please see website: [www.trans.gov.ab.ca?Content/doctype55/production/pol049.htm](http://www.trans.gov.ab.ca?Content/doctype55/production/pol049.htm)**



Warm weather means activities and fun under the sun! Whether you love putting on shorts and feeling the warm outdoors, or find it hot and sticky, everyone must be careful not to let a heat-related illness spoil the day.

Normally, the body has ways of keeping itself cool, by letting heat escape through the skin, and by evaporating sweat (perspiration). If the body does not cool properly or does not cool enough, the victim may suffer a heat-related illness. Anyone can be susceptible although the very young and very old are at greater risk. Heat-related illnesses can become serious or even deadly if unattended.

### Preventing Heat-Related Illness

- **Dress for the heat.** Wear lightweight, light-colored clothing. Light colors will reflect away some of the sun's energy. It is also a good idea to wear hats or to use an umbrella.
- **Drink water.** Carry water or juice with you and drink continuously even if you do not feel thirsty. Avoid alcohol and caffeine, which dehydrate the body.
- **Eat small meals and eat more often.** Avoid foods that are high in protein which increase metabolic heat.
- **Avoid using salt tablets unless directed to do so by a physician.**
- **Slow down.** Avoid strenuous activity. If you must do strenuous activity, do it during the coolest part of the day, which is usually in the morning between 4:00 a.m. and 7:00 a.m.
- **Stay indoors when possible.**
- **Take regular breaks** when engaged in physical activity on warm days. Take time out to find a cool place. If you recognize that you, or someone else is showing the signs of a heat-related illness, stop the activity and find a cool place. Remember, have fun, but stay cool!

### Know What These Heat-Related Terms Mean

- **Heat cramps:** Heat cramps are muscular pains and spasms due to heavy exertion. They usually involve the abdominal muscles or the legs. These cramps can be very painful. If you are caring for a person who has heat cramps, have him or her stop activity and rest. If the person is fully awake and alert, have him or her drink small amounts of cool water or a commercial sports drink. Gently stretch the cramped muscle and hold the stretch for about 20 seconds, then gently massage the muscle. Repeat these steps if necessary. If the victim has no other signs of heat-related illness, the person may resume activity after the cramps stop. It is generally thought that the loss of water and salt from heavy sweating causes the cramps.
- **Heat Exhaustion:** Heat exhaustion is less dangerous than heat stroke. It typically occurs when people exercise heavily or work in a warm, humid place where body fluids are lost through heavy sweating. Fluid loss causes blood flow to decrease in the vital organs, resulting in a form of shock. With heat exhaustion, sweat does not evaporate as it should, possibly because of high humidity or too many layers of clothing. As a result, the body is not cooled properly. Signs include cool, moist, pale, flushed or red skin; heavy sweating; headache; nausea or vomiting; dizziness; and exhaustion. Body temperature will be near normal.
- **Heat Stroke:** Also known as sunstroke, heat stroke is life-threatening. The victim's temperature control system, which produces sweating to cool the body, stops working. The body temperature can rise so high that brain damage and death may result if the body is not cooled quickly. Signs include vomiting; hot, red and dry skin; changes in consciousness; rapid, weak pulse; and rapid, shallow breathing. Body temperature can be very high--sometimes as high as 105°F. This late stage of a heat-related illness is life threatening. Call 9-1-1.

### General Care for Heat Emergencies

1. **Cool the Body**
2. **Give Fluids**
3. **Minimize Shock**

# YOUR HEALTH AND SAFETY PROGRAM



## The COR Audit

ICE's Health and Safety Program is certified by the Government of Alberta in conjunction with The Alberta Long Term Care Association, which issues a Certificate of Recognition (COR) to companies who meet the government's standards for safety programs. Achievement of COR shows that a company has an excellent safety program, and is constantly striving to improve it. This benefits company employees in many ways, including:

- ✓ **Less likelihood that employees will experience the pain and inconvenience of injury.**
- ✓ **Stable program staffing. This means that working conditions will consistently improve.**
- ✓ **Well-trained, competent and confident employees providing excellent service.**
- ✓ **Well-established relationships with government safety agencies, which provide services and resources to our company.**
- ✓ **Savings to the company of money otherwise spent in claims costs, property loss, increased premiums. This frees money that can be put back into our programs and employees.**

**A company must continually meet the government standards in order to maintain its Certificate of Recognition. Every year, the company must undergo an audit of its safety program. Every third year, an external company that specializes in safety program audits performs the audit. This year, in late August and early September, ICE will undergo an external audit.**

**The audit will examine every aspect of our safety program, including our effectiveness in:**

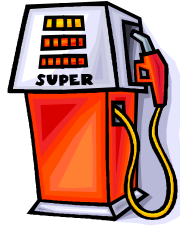
- ✓ **Hazard identification, assessment and control**
- ✓ **Inspections**
- ✓ **Investigations**
- ✓ **Training and orientation**
- ✓ **Emergency preparedness**

**The auditors will look at all kinds of evidence to decide whether our safety program continues to meet the high standards. They will examine:**

- ✓ **Meeting minutes**
- ✓ **Training records**
- ✓ **Orientation manuals**
- ✓ **Inspection records**
- ✓ **Incident reports**
- ✓ **Investigation reports**
- ✓ **Our Health and Safety manual**
- ✓ **They will also interview a number of employees, and do their own inspections of a number of our worksites.**

**Our last audit was completed internally. We received a mark of 88% on our last audit and want to continue to implement improvements in order to ensure an even better mark this year!**

# GASOLINE SAFETY



Gasoline is one of THE MOST DANGEROUS products that we handle. It is worthwhile to repeat gasoline safety for people as a preventative strategy. I have heard of a few incidents, which leave me deeply concerned for those people who are NOT taking gasoline safety seriously. Can you imagine someone keeping a gas-powered lawnmower in a house? This must NEVER happen. How about transporting gasoline without securing the lids on the container, or using a milk jug to transport or store it? Again - NEVER!

Jim Kerr, writing for Canadian Driver magazine (April 9, 2003), says:

When fuel is stored, it must be in a **CSA or ULC approved fuel can**. [if you need one, **GET ONE!**] Red metal fuel cans are fine but the red plastic ones are much more common. Other types of plastic containers can be damaged by gasoline, causing a fuel spill. Never fill a fuel can to the top. Fuel tanks in vehicles allow room for the gasoline to expand as it warms up and we need to allow room for expansion in fuel cans as well.

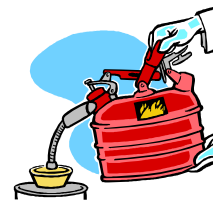
Fuel containers [and mowers] should be stored in unheated, well-ventilated areas. Empty fuel cans are as dangerous as full ones because there are still fuel vapours present. Never keep fuel containers in a basement. Gasoline vapours are heavier than air, so if there is a fuel leak it will settle to the lowest spot. Furnace pilot lights and water heaters can ignite the vapours.

Sliding across a car seat can generate very high static voltages and touching a metal part could create a spark. This can ignite fuel vapours, so avoid climbing in or out of a vehicle while refueling. Plastic box liners in trucks protect the boxes but are also great insulators. Never fill a fuel can or a fuel tank of equipment sitting in the box because there is no ground for static to dissipate. Always place the container or equipment on the ground before filling it.

If gasoline is spilled on clothing, wet the area with water and slowly remove the clothing to prevent static sparks. Use warm (not hot) soapy water to wash contaminated skin. Let fuel contaminated clothing air outside for several hours before laundering them.

Laura Coyne of the National Safety Council writes:

- ❖ Never bring gasoline indoors. Even small amounts are highly flammable.
- ❖ Keep gasoline out of children's sight and reach. Children should never handle gasoline. Supervise young adults who use lawn mowers, power tools and other gasoline-powered devices.
- ❖ If fire does start while handling gasoline, do not attempt to extinguish the fire or stop the flow of gasoline. Leave the area immediately, and call for help.
- ❖ Do not use or store gasoline near possible ignition sources, such as electrical devices, oil- or gas-fired appliances, or any other devices that contain a pilot flame or a spark.
- ❖ Store gasoline outside the home, such as in a garage or lawn shed in a tightly closed metal or plastic container approved by an independent testing laboratory or the local or provincial fire authorities. Never store gasoline in glass containers or non-reusable plastic containers, such as a milk jug.
- ❖ Store only enough gasoline necessary to power equipment, and let the machine cool before refueling it.
- ❖ Fill gasoline containers carefully. Only fill portable gasoline containers outdoors. Place the container on the ground before filling, and never fill containers inside a vehicle or in the bed of a pick-up truck. When filling a portable container, keep the nozzle in direct contact with the container. Fill it only about 95 percent full to leave room for expansion.
- ❖ Never use gasoline inside the home or as a cleaning agent.
- ❖ Clean up spills promptly and discard clean-up materials properly.
- ❖ Do not smoke when handling gasoline.
- ❖ Never use gasoline in place of kerosene or charcoal lighting fluid.

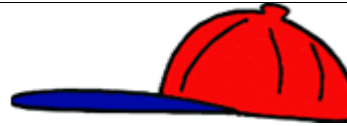


## Food & Outings

### *Tips for eating well on outings*

If you plan to go into the woods or on a sports outing, eat properly and your body will thank you.

- Don't leave on an empty stomach. You will very soon be hit by hunger pangs.
- You don't need to bring a lunch for a one- or two-hour activity, provided that you have taken the time to eat first.
- If the activity is longer than three hours, plan to bring along at least a snack and something to drink.
- Opt for foods that you can eat with your hands. Avoid canned foods and useless or heavy packaging.
- Bring light foods that are easy to carry and provide plenty of energy, such as citrus fruits or carrot and turnip sticks.
- Don't forget something to drink. Exercise causes the body to lose moisture through perspiration and in the air we exhale. Note that fatigue can be a sign of dehydration.
- To keep the environment clean, bring along a small garbage bag that you can throw away at home if there are no litter boxes where you are going.



### *Packing and eating a safe lunch*

- Store your lunch in a cool area until mealtime; if refrigeration is not available, consider the next two tips.
- Use insulated containers or freeze water in empty 35mm film canisters or other leak-proof containers to keep lunches cold.
- Pack a small can or box of juice that has been frozen overnight to both chill your lunch and become a part of the meal.
- Wash fresh fruit and vegetables well before packing.
- Wipe lids of canned fruit juices, puddings and soups if you are going to consume contents directly from cans.

## **South Region Employment Opportunitites**

- ❖ Roommate Position in Claresholm or Area
- ❖ 2 Part time & 1 Full Time positions in Claresholm
- ❖ 5 hrs/week in Claresholm
- ❖ Full Time Overnights in Nanton
- ❖ Relief Positions

For further information on above positions, please contact Julie or Sarah @ 866-646-1199.

- ❖ Part-Time & Full Time in Lethbridge
- ❖ Part time positions in Blairmore
- ❖ Relief Positions

For further information on above positions, please contact Val @ 394-7612 or Sandra @ 394-7811.

### **Office Contacts:**

#### **Lethbridge:**

Wayne Visser: 394-7611 or 866-470-3933  
Sandra McGrath: 394-7811 or 866-394-7811  
Valerie Berns: 394-7612  
Emergency: 634-8805

#### **Nanton:**

Sarah Blake: 646-1140  
Kim Clark: 646-1117  
Julie Clark: 646-1199 or 866-646-1199  
Emergency: 601-6903

