

# THE ICE PAGE



## September 2005



**Stainless Steel mug.  
Attend 15 meetings  
and receive an ICE  
jacket!**

## Health & Safety Incentive Contest

*Now that most staff has taken the newest health and safety training, ICE is presenting staff with the opportunity to show off what they have learned. Every individual client & program that ICE serves has hazards that they face when working with their client. For the opportunity to win a fantastic prize, ICE would like you to identify all of the hazards you face while working with your client. If you need a hazard identification booklet please call the office and one will be available for you. Please spend a few moments and think about which hazards apply to your specific program. As well, please try to think of one hazard that applies to staff working with clients with developmental disabilities that is not listed.*

*For example, one hazard that has been identified recently is dog bites. Is there a hazard that you face while going to work that has yet to be identified. Please submit your list to Julie in Nanton or Sandra in Lethbridge **by October 15th, 2005**. All entries will be used to draw for a wonderful gift. We appreciate your support in making ICE a safer place to work.*

## 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!**

## Creating Excellence Together (CET) RESULTS!!

**The DRAFT reports of our CET surveys are just in. We have received**

# 100%

**in ALL of the six PDD regions of the province!!  
(Isn't that a record?)**

- ICE Grande Prairie: 100%!
- ICE Northeast: 100%!
- ICE Edmonton: 100%!
- ICE Calgary: 100%
- ICE Central: 100%!
- ICE South: 100%!

**Congratulations to all ICE employees, great job everyone!!**  
**Let's continue to support our clients with our exemplary standards!**



## Labour Day

Labour Day is celebrated on the first Monday of September. It is a statutory holiday throughout Canada. The Canadian labour movement can justly claim the title of originator of Labour Day. Peter J. McGuire, one of the founders of the American Federation of Labour has traditionally been known as the 'Father of Labour Day'. Historical evidence indicates that McGuire obtained his idea for the establishment of an annual demonstration and public holiday from the Canadian trade unionist.

## GENERAL INFORMATION



**The ICE office will be CLOSED Monday September 5<sup>th</sup> for Labour Day. All calls should be directed to the on call cell at 601-6903 (Nanton) & 634-8805 (Lethbridge)**

**Next Health & Safety Meeting is on Thursday, September 22, 2005 @ 10:30 a.m. (Lethbridge ICE office). All staff is welcome and is compensated for their time at the meeting. Attend 3 meetings and receive a**

# Hand In Dates

Hand in dates will be Thursday  
September 15<sup>th</sup> for shifts worked  
between September 1<sup>st</sup> – 15<sup>th</sup>  
and

Friday September 30<sup>th</sup> for shifts  
worked between September 16<sup>th</sup> – 30<sup>th</sup>

## Residential Hand-In Dates



These dates will be Tuesday  
September 13<sup>th</sup> for shifts worked  
between September 1<sup>st</sup> – 15<sup>th</sup>  
and

Wednesday Sept. 28<sup>th</sup> for shifts  
worked between Sept. 16<sup>th</sup> – 30<sup>th</sup>

### Residential Petty Cash & Other Expenses

Please do not use highlighters,  
tape, and jel 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 July  
Employee Incentive Draw.**

**Congratulations to the following  
staff who were the July winners:**

Lynne Maynard (Nanton Area)

Karen Bruinsma (Lethbridge  
Area)

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

## 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.



## Training dates are as follows:

**PET** (Pre-Employment  
Training)

Nanton: September 7<sup>th</sup> & 8<sup>th</sup>

9:30-5:00 p.m.  
Lethbridge: September 20<sup>th</sup> & 21<sup>st</sup>  
9:30-5:00 p.m.

## Community Inclusion for Clients workshop

What are your clients  
choices & rights? What  
are their dreams? Let's  
have a great time  
discussing it. Come to a  
fun & informal workshop.  
Staffs please note that  
your clients do not see the  
newsletter. Please  
encourage your client to  
attend. ( we need the staff  
to support your client in  
this workshop)

Nanton: September 13<sup>th</sup>  
1:00-3:00 p.m.  
(Must RSVP)

## Transerring & Lifting Workshop

Coming soon in  
September or October!

Contact your supervisor if  
you are interested.

## Health & Safety Training

Blairmore: September 2<sup>nd</sup>  
(Please RSVP to Kim  
403-646-1117)

## CET STANDARDS:



## CET STANDARD 1

### **Individuals have homes**

#### *About this standard...*

Individuals should not have to  
*own* their home in order to *have* a  
real home. Rather, they should  
have the opportunity to create a  
home of their own that mirrors  
their lifestyle and identity. In  
supporting individuals to create a  
real home, a distinction needs to  
be made between *housing*, which  
is a type of shelter that a person  
has access to (e.g., apartment,

house, condominium), and *home*, which reflects a sense of belonging and character. A visitor should be able to discern the essence of the person who lives there.

Some key elements of home include feelings of belonging and togetherness, personal safety and comfort, a place where the pace of life is one's own, and a place where household management and decisions are made or shared by the people who live there. A home is a base where individuals rest and gather strength to interact and participate with the larger community.

These are elements that we strive to build in our own homes.

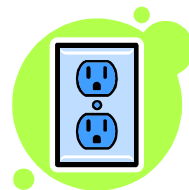
*Key indicators include...*

- The individual feels that his preferences or the choices he has made have been honoured and supported (i.e., he is living where he wants to live and with whom he wants to live).
- The individual feels he has personal control in his home and is involved in household management and decision-making.
- The individual feels he has a good relationship with other household members, if there are any.

- The home has a comfortable, lived-in appearance.
- The individual has established day-to-day routines and feels he has the flexibility to change them to suit his needs and desires.
- The individual has a means of accessing his home whenever he wants (e.g., has necessary support, has his own key, knows the access code).
- The home is personalized to match the individual's tastes.
- The individual has formed and practices traditions (e.g., Thanksgiving, Christmas, Hanukah).



## HEALTH & SAFETY



### Indoor Electrical Safety

- Never pull out a plug by the cord. Use the plug-in head.
- Regularly check wires, extension cords, and appliances. Replace them at the first sign of wear or damage.
- Use three-pronged plugs for appliances and power tools that have three wires.
- Never touch appliances, wires, or electrical switches if you have wet hands or feet.
- Turn off television sets and other appliances during a lightning storm.
- Smoke alarms are essential. They must be properly located and vacuumed and tested regularly. Check alarms each fall and spring when the time changes.
- Keep an all-purpose fire extinguisher in the facility. Check it every 6 months.
- Never place electrical cords across traffic areas or under carpets. This can cause wearing of the cord.
- When using power tools or machinery or supporting clients who do so, it is important to work in a good light, keep the work space clean, and put things away after using them. Make sure the space is well ventilated.
- Buy only electrical equipment and appliances that have been approved by the Canadian Standards Association (CSA).
- Do not plug more than two appliances into one outlet.
- Never use any electrical appliance in the tub or shower unless it is CSA rated for this use.
- Put plastic safety caps in unused electrical outlets if needed
- Never insert a metal object into an appliance (such as a toaster) without unplugging the appliance first.
- In areas where exposure to water or moisture is likely, have an electrician install outlets with a ground fault circuit interrupter (GFCI).
- Keep upholstery and other combustible materials away from heat producing appliances such as portable heaters.
- Use the correct wattage bulbs in lights. The maximum wattage is marked on the inside of the light fixture.

## 1<sup>st</sup> Aid & CPR Courses

Nanton Area: Contact Linda  
Smiley @ 646-5416

Lethbridge & Crowsnest Pass  
area contact St. John  
Ambulance @ 327-2847  
Website: [www.stjohn.ab.ca](http://www.stjohn.ab.ca)

## **Exercising in New York City**

The woman needed encouragement to keep peddling the exercise bike in her gym. So my friend, the gym manager, said, "Close your eyes and imagine you're riding along

Broadway in New York City. It will be more interesting."

Inspired, the woman cycled on, but after a minute, she stopped.

"What's wrong?" asked my friend.

"The traffic light is red," she replied.



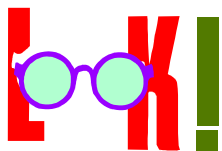
## **BUILDING A COMMUNITY TAKES COMMITMENT**

*SOME STRATEGIES ON HOW TO HELP BUILD INCLUSIVE NEIGHBORHOODS!*

*Given that neighborhoods should value and encourage the participation of everyone in them; given that neighborhood life is more fun, more safe, and more filled with rich relationships when everyone participates...*

*How do we help make Inclusive Neighborhoods happen?*

- **Strongly believe that every person belongs, and has contributions to make and gifts to give, to the community**
- **Focus on one person at a time and consider how that person's interest and skills can be assets for the community**
- **Stay flexible, adjust expectations, and know that things take time**
- **Spend time with the neighborhood leaders and organizations that already have an interest in building neighborhood involvement**
- **Go to organizations that want to increase their memberships**
- **Join an advocacy group or other groups of interest**
- **Join a club, association, sign up for a course, or activity that is taking place in your neighborhood**
- **Seek out others with common interests**
- **Talk to the neighbors / greet them and chat / provide opportunities for the individual you support**
- **Ask people out to an event or share lunch**
- **Seek out community organizations, social groups, special interest groups**
- **Volunteer your time**
- **Get involved in neighborhood sports**
- **Check out what's happening at your community center and attend activities**
- **Always be on the look out at what's happening in your neighborhood**
- **Check out the resources available in your neighborhood / make an asset map**
- **Book clubs, senior homes, libraries, recreation centers, block parties, churches, art shows, quilters, hobbyists, walking groups, dances, events, look for neighborhood traditions, cultural groups**
- **Do something enjoyable and share it with your neighbors / baking / planting / etc**
- **Walking through your neighborhood regularly is a great way to be noticed and recognized**
- **Find a buddy – it's easier and less intimidating to get involved with activities if you already know someone**
- **Take a workshop or attend info sessions – If you've identified an interest then identifying the how and where to go will be easier**
- **Try things out – make an effort – be friendly – talk to people – join in – make contact**
- **Go to the neighborhood coffee shops – invite others to your home**
- **Groups can be formal or informal – based on common interests, goals, or issues**
- **Let relationships develop on their own - only provide as much support as needed and fade out staff involvement when appropriate**
- **When people are included they develop skills, confidence, a sense of belonging, and most of all, they have fun. LET'S OPEN SOME DOORS FOR OTHERS.**



## A Changed Policy

### **3.5.5 EMPLOYEE INJURIES, WORK-RELATED ILLNESS AND NEAR MISSES: REPORTING, RECORDING, INVESTIGATION AND WCB CLAIMS MANAGEMENT**

Refer also to Policy 2.7.3 **Critical Incidents**

All employees have W.C.B. coverage.

#### **A. RESPONSIBILITIES**

##### **The employer is responsible for:**

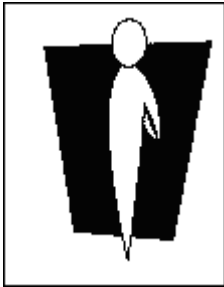
- Securing WCB coverage.
- Ensuring the employee's safety and well being i.e. if required to transport the employee to obtain hospital or physician services.
- Informing and training the employee of the process and their obligation to submit standard documentation to I.C.E. and WCB as required. This includes readily access to the documentation required by WCB from the employee, the worker's report. To provide the information package to the employee which includes the worker's report and a letter to the attending physician stipulating that the agency will provide modified duties as appropriate.
- Completing and submitting the employer's report for WCB within the allocated time frame of 72hrs once the injury becomes reportable to WCB.
- Reporting the injury to other government agencies as appropriate within the specified timelines and regulations.
- Providing the employee with a copy of the employer's report and page one of the critical incident that lead to the claim.
- Informing the employee with a copy of the employer's report and page one of the critical incident that lead to the claim.
- Informing the employee of their entitlement to compensation for lost time, medical expenses, eye glass/dental repair or

replacement. Expenses incurred as a result of the injury, that are not wage related can be submitted to WCB for compensation provided that a claim has been filed with WCB and the employee has no alternative benefits available.

- Paying the injured employee's wages for the balance of the shift in which the injury occurred if the employee cannot complete a work shift because of an occupational injury. W.C.B. will assume the responsibility of wage compensation to the employee who is not able to return to work or who is not in receipt of pre-accident level wages. The employee will be directly compensated from W.C.B. for any approved time loss claim or wage subsidy beyond the day of the accident.
- Cooperating in order to achieve an early and safe return to work of an injured employee. This does involve effective communication with WCB, the employee's physician and the employee to determine the employee's physical ability to work. This may involve modified duties if the employee is not fit to return to the essential duties of the employee's pre-injury employment. If this is the case WCB must be informed of the physical demands of the modified duties, the rate of pay and the hours that the employee will be working. It should be noted that all communication with outside sources must be documented and if e-mail communication is sent, a hard copy must be printed of the e-mail and filed appropriately.
- Having an effective and functional documentation process to assist with claims management.

*To be continued next month with employee is responsible for...*

## Stretches and Back Care Exercises



### **Chest and shoulder stretch**

Stand with your feet shoulder-width apart. Clasp hands behind your back. Straighten and raise your arms, making sure your chest doesn't collapse. Lift your chest to your chin. Hold for 15 seconds, then relax. Repeat three times. You should feel a stretch in the chest and front shoulders.

### **Tall stretch**

While standing or sitting, grasp your hands together above your head, with your palms up and shoulders relaxed. Stretch arms up. Don't hold your breath or arch your back. Hold for 15 seconds. This is a good stretch to do anytime, anywhere



### **Calf stretch**

Stand with one foot in front of the other. Bend the front leg while keeping the back leg straight - push your back heel to the floor. Bend your forward knee until a comfortable stretch is felt in your back calf. You can hold on to a wall or chair for balance. Hold for 15 seconds. Repeat three times on each leg.

### **Upper back stretch**

Place hands shoulder-width apart on a wall, fence or ledge with your feet a distance from the object so you form a box shape. Knees should be slightly bent and hips directly above feet. Bend forward at the hips until you feel a gentle stretch under the armpit and between the shoulders. Hold for 15 seconds and repeat three times.

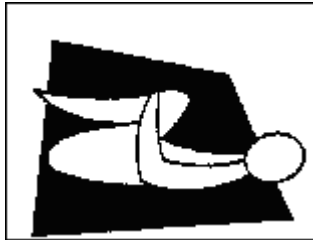
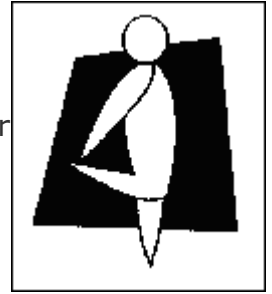


### **Standing lower back stretch**

Stand with your feet hip-width apart, feet firmly planted on the ground, with your hands supporting your lower back and keeping your chin to your chest. Gently arch your back. Hold for 15 seconds. You should feel a stretch in your lower back and possibly front hips.

### **Quadriceps stretch**

Balance or use a stable object for support. Stand straight and grasp your right foot with your right hand behind you. Gently pull your foot towards your buttocks until you feel a gentle stretch down the front of your leg. Hold for 15 seconds, then relax. Repeat three times on each leg. If you can't reach your foot you can hold on to your pants or socks.



### **Tuck stretch**

Lie on the floor or bed. Keeping the back of your head down, pull your knees to your chest. Push lower back towards the ground and hold for 15 seconds. Relax and repeat three times.

### **Lower back stretch**

Sit as shown in diagram - right leg straight, left leg crossing over right leg with left foot on the floor. Place your right elbow on the outside of bent left leg and left hand behind you. Turn your head to look over left shoulder. Hold for 15 seconds. Reverse position and look the other way. Repeat twice on each side.



### **Back and shoulder stretch**

Hold your right wrist with your left hand behind your back. Lean your left ear to your left shoulder. Left hand pulls right arm down and across behind your back. You should feel a stretch in your right-side neck and shoulder. Hold stretch for 15 seconds, then relax. Repeat three times on each side.

### **Quadriceps and groin stretch**

Kneel on the floor, step forward until the front knee is over your ankle and the other knee is resting on the floor. Lower front hip downwards without moving knee position. You should feel an easy stretch in the front hip and thigh of the back leg. Hold for 15 seconds. Repeat three times for each leg. Hold on to a chair for balance.



### **Caution:**

*If you have an injury or are unsure, please check these stretches with your doctor or specialist.  
Do not stretch to the point of pain. Stretches should be gentle and slow, never bounce.*

## **Error!Recipe from Grandma's House Restaurant (Submitted by Sharon Goodridge)**

### **Yreka California Bread Pudding**

#### **Ingredients**

1. 6 Cups Warm Milk
2. 6 Eggs
3. 6 Slices Bread
4. 1 Tsp Cinnamon
5. 1 Tsp Vanilla
6. 1 Cup Sugar

Beat eggs, sugar, cinnamon & vanilla together, add warm milk. Break bread into a 9 X 13 dish. Pour mixture over. Place dish in pan of water. Bake at 350 C for 1 hour. Optional: Add raisins, coconut  
Enjoy!

### **Employment Opportunities**

- 15 hrs/week in Claresholm
- F/T in Nanton beginning asap
- Contractor/support homes: Lethbridge, Pincher Creek and Nanton
- Thursdays p/t in Fort McLeod
- Various positions in Crowsnest Pass as well as relief
- Relief for various locations

# *Community Events*

## Lethbridge Area

September 1 Preserving the Past, Public Library, 7pm  
Music, birthday cake, displays Free

September 1 Centennial celebrations at Exhibition Park  
6:30-8 New West Musical, 8-10 live broadcast  
9:55 Fireworks

September 17 Art Walk, Galt Gardens, 10a-4p

September 18 Celebration of Ethnic Freedom, 410 2<sup>nd</sup> Ave N, 2pm

September 18 Down on the Farm Festival  
Lethbridge Cornmaze (3.5km north of Park Lake)  
Call 381-3775 for more details

September 30 Lethbridge Hurricanes game, 7pm at the Enmax Centre

## Wednesdays and Saturdays in September

Walk'n'Talk, 9am Saturdays, 6pm on Wednesdays  
Meet at Fort Whoop Up for a 5 or 10km walk

## Saturdays in September (until October 29)

Farmers Market, Exhibition grounds, 8a-12:30p Saturday.

## SPCA Annual Dog Jog

Kiwanis Picnic Shelter at Henderson, 12:30-4p  
Pick up pledge sheets at Humane Society

## Volunteer opportunities at the Helen Schuler Coulee Centre

Information sessions Wednesday Sept 21 2-3p

**INDEPENDENT COUNSELLING ENTERPRISES**

**Health and Safety Committee Meeting Minutes**

**South Region  
August 18, 2005**

**Present:**

Julie Clark	Sarah Blake	Kim Clark	Sandra McGrath
Gwenn Broomfield	Deb Loeffler	Margaret How	Faith Smith

**Recorder(s): Sarah Blake**

Chair: Julie Clark

**Regrets: Linda Morelli**

**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:

- ❖ **Mugs & Jackets needed for South-Gord needs to send down-Deb L given one this meeting and Faith owed one**

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

- ❖ Nanton light covers to be hung, one still needing to be purchased in Lethbridge
- ❖ Nanton Office received their new rug
- ❖ Sandra will be doing protocol regarding fishing hooks hazard
- ❖ Ant traps were put into Nanton Residence
- ❖ Ergonomic Checklists were done and have been sent to Gord. Some items needing to be purchased for the office were: wrist supports, document holders, mouse supports. Offices still need to purchase new chairs when admin staff are available to be present for purchasing.

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Agenda Topic	Discussion	Action	Person Responsible	Due Date
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3.0 Standing Items

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3.1  
Review of 'Regional Health and  
Safety Meeting Minutes'

Edmonton –minutes distributed & discussed

Grande Prairie –No minutes received

Calgary – minutes distributed &  
discussed

3.2  
Evaluation of current injuries and  
near misses

2 injuries resulting in WCB claims

- 1) Client agitation, staff punched in the stomach, 2 days lost time
- 2) Client agitation, staff stabbed in the arm from a piece off of the door, 3 days lost time

2 Near misses & injuries

- 1) Staff stung by electric fence on a farm

Sarah

- 2) Staff burned on hot toaster

\*Insulated handles should be on the fence

\*Sign on fence

\*owner should be notifying the staff

\*Sarah will do incident investigation

\*Incident investigation was done  
 \*new toaster was purchased and old one was thrown out.

3.3  
 Review and updates of a section of the Hazard Assessment Document

➤ Committee discussed the hazards pertaining to:



- 1) Verbal abuse by guardians
- 2) Taking calls from clients @ home

\*Controls to add: PET, training on service agreement for staff & guardian, in-service  
 \*Controls to add: PET, in-service on boundaries

3.4  
 Review of a section of the action plan for the COR Audit recommendations

❖ Discussion about #5 Employee orientation & training.

Committee felt that there were improvements in all areas

**3.0 New Business**

1. Contest idea

Regarding Hazard Identification  
 -Staff & clients to see what hazards there are within their program. Also to see if there are hazards that are not listed

Info to go into ICE Page

Sarah

2. Landlords

Committee discussed importance of communicating to landlords about outstanding issues with residential clients. Committee also felt that a follow up letter be on client file

Next Meeting: Thursday, September 22, 2005 in Lethbridge

