ECAT

Employee & Client
Assistance Team
403-634-8805
Phones do not accept
text messages. Staff need

to call ECAT.

What's inside this issue:

- Trainings -Page 4
- <u>Health & Safety</u> <u>Meeting Minutes</u> Page 5-6

大大大大大 Time Sheet Hand-In

August 14,2025 For all shifts worked between <u>August 1-15</u>

August 29,2025 For all shifts worked between August 16-31

HEALTH AND SAFETY MEETING

August 5, 2025 @ 9 AM September 2, 2025

@9 AM

RPAC MEETING

August 6, 2025 @ 3 PM September 3, 2025 @ 3 PM

ICE WILL BE CLOSED ON AUGUST 4, 2025 FOR HERITAGE DAY - LONG

WEEKEND

アアアアアナ

Please direct all calls to the Employee Client

Assistance Team for that day.

Celebrate Heritage AUGUST 2025 | SOUTH

ICE PAGE

Making it Happen! - Supporting Social Inclusion

ON SPOTLIGHT

Since joining ICE in 2019, Zavior has become a shining example of growth and community involvement. Zavior is of First Nations heritage and he moved to Edmonton from Sucker Creek with his sister. His presence leaves a lasting impact on everyone around him.

Education has played a key role in Zavior's life. Through Kumon classes, he worked hard to strengthen his vocabulary and reading comprehension, achieving excellent results on his tests. Zavior also pours love and creativity into writing holiday cards, which he generously shares with various social service agencies each year — a small act of kindness that brings joy to many.



His passion for helping others is evident in his volunteer work with Habitat for Humanity. There, Zavior picks up practical skills and gains a deeper sense of staff support. His days are full — but Zavior is always having a great time - reading at the library, enjoying music, exercising at the gym with his roommate, or winding down with his PlayStation.

Zavior's weekly outings and active participation in social and recreational activities have contributed to notable improvements in his mental and physical well-being. Much of this growth has been supported by staff like Francis A., who has played a steady and encouraging role in Zavior's journey.

As he continues to engage with the community, Zavior demonstrates that quiet strength, when nurtured, can grow into something truly powerful.



For over six years, Francis A. has been a strong and steady presence at ICE. Since 2018, he has worked across a range of programs, consistently bringing warmth, enthusiasm, and a can-do attitude to the individuals he supports.

Francis's strength lies in his ability to motivate others. With a calm presence and supportive nature, he's helped many clients work through personal barriers — especially Zavior, who credits Francis for helping him become more confident and open to exploring new ways to learn and grow. Whether it's practicing life skills, engaging with the community, or simply building trust, Francis brings intention and encouragement to every interaction.

In 2024, his dedication and impact were formally recognized when he received the Outstanding Front Line Employee Award. It's a reflection of the difference he makes each day in the lives of those around him.

Policy Review

3.5.1 - HEALTH AND SAFETY COMMITMENT

A Foundation of Our Work



Key Goals Include:



At ICE, the health, safety, and well-being of our employees, clients, contractors, and visitors is our highest priority. Our Health and Safety Commitment Policy (3.5.1) outlines the guiding principles of our Health and Safety Management System and is the only policy signed by our President, Brandy Thompson, underscoring its significance. This policy is essential to maintaining our COR (Certificate of Recognition) certification through the Alberta Association for Safety Partnerships (AASP).

THE POLICY EMPHASIZES A HOLISTIC APPROACH TO SAFETY THAT INCLUDES:

- Physical well-being: Preventing injuries and maintaining safe workspaces.
- Psychological well-being: Supporting mental health through safe practices and responsive leadership.
- Social well-being: Fostering respectful and inclusive working environments.
- STRONG LEADERSHIP AND SUPERVISION TO REINFORCE SAFETY.
- EMPLOYEE PARTICIPATION AT ALL LEVELS.
- THOROUGH TRAINING AND QUALIFICATION OF STAFF AND SUPPORT HOME OPERATORS.
- EFFECTIVE SYSTEMS FOR HAZARD IDENTIFICATION, INSPECTIONS, INCIDENT REPORTING, AND INJURY MANAGEMENT.

Everyone at ICE has a role in health and safety. From management and supervisors to frontline employees and contractors, we are all responsible for following procedures, participating in training, and working safely every day.

By working together, we can ensure a <u>healthy and injury-free workplace</u>. Please take time to review this important policy and understand your role in keeping our workplaces safe.

THANK YOU CAR WINNERS



Jeremiah P.

Thank you for consistently having a positive attitude and enthusiasm for your work!



Semiu H.

Thank you for Supporting your team with cleaning tasks during a health and safety concern at the program and communicated well when a client showed changing health needs.





New Website Launch



Easier to use. More accessible. Designed for everyone.





WHAT YOU'LL FIND:

- Accessible, user-friendly design for all abilities and devices
- Clear information about our services and how to access them.
- News and events to keep you informed.
- Helpful resources like forms, policies, and links.
- Improved contact options for quick and easy communication



Have feedback?

We'd love to hear from you.

Talk to your supervisor or contact us through the website. **Independent Counselling Enterprises** Supporting inclusive communities — online and in person.

Or visit: https://www.icenterprises.com/

AUGUST TRAINING

Pre- Employment Training August 12, 13, 19, 20, 26, 27

Abuse Prevention Training
August 1, 2025 (10:00AM - 12:00PM)

Autism/ Depression/ Anxiety Training August 5, 2025 (1:00PM - 5:00PM)

Autism/ OCD/ Tourette's Training August 5, 2025 (10:00AM - 2:00PM)

Promoting Safety TrainingAugust 6, 2025 (1:00PM - 5:00PM)
August 12, 2025 (1:30PM - 4:30PM)

Epic TrainingAugust 11, 2025 (10:30AM - 11:30AM)

Client Lifts & Transfers Training August 12, 2025 (9:00AM - 12:00PM)

Hypertension/ Epilepsy & Diabetes Training August 12, 2025 (1:00PM - 5:00PM)

SEPTEMBER TRAINING (PARTIAL)

Pre- Employment Training September 2, 3, 9, 10, 16, 17, 30

Schizophrenia/ Schizoaffective Disorder/
Epilepsy/ Bipolar Training
September 3, 2025 (1:00PM - 5:00PM)

Workplace Inspections Training September 8, 2025 (9:30AM - 1:30PM)

Mental Health First Aid (Edmonton)
September 9, 2025 (9:00AM - 5:00PM)
September 10, 2025 (9:00AM - 5:00PM)

Due Diligence TrainingSeptember 10, 2025 (1:00PM - 5:00PM)

WVHB for Supervisors Training September 16, 2025 (1:00PM - 4:30PM)

HACD Training September 30, 2025 (1:00PM - 5:00PM) OCD/ Conduct Disorder Training
August 13, 2025 (10:00AM - 11:30AM)

CPI Training (Edmonton)
August 14, 2025 (9:00AM - 3:00PM)

MIP Manual Material Handling Training (Edmonton)

August 15, 2025 (9:30AM - 1:30PM)

Cerebral Palsy/ Down Syndrome/Epilepsy
Training

August 18, 2025 (2:00PM - 4:00PM)

CR Documentation Training
August 19, 2025 (1:00PM - 4:00PM)

Due Diligence Training
August 25, 2025 (9:30AM - 12:30PM)

Sleep Apnea/ Borderline Personality
Disorder (BPD)/ ADHD Training
August 26, 2025 (10:00AM - 12:30PM)



REFERRAL INCENTIVE RECIPIENT

Employees or Support Home Operators
who refer a person to ICE who
successfully meets our hiring
requirements and completes their threemonth probation with a minimum of 120
hours worked, receive \$100.00!



HEALTH AND SAFETY MEETING MINUTES

June 3, 2025

(MINUTES EDITED FOR PUBLICATION)

Review of Calgary Health and Safety Investigations

Incident Investigations for Injury, Health, and Property

Damage: The Calgary region did not have a meeting in May.

HSC Recommendations: None.

Near Miss Investigations: The Calgary region did not have a

meeting in May.

HSC Recommendations: None.

Review of Edmonton Health & Safety Investigations

Incident Investigations for Injury, Health, and Property

Damage: No investigations to be reviewed.

Health and Safety Committee

Participation/Recommendations: No additional

recommendations at this time.

Near Miss Investigations: No investigations to be reviewed.

Health and Safety Committee

Participation/Recommendations: No additional

recommendations at this time.

Review of Northwest Health & Safety Investigations

Incident Investigations for Injury, Health, and Property

Damage: No investigations to be reviewed.

Health and Safety Committee

Participation/Recommendations: No additional

recommendations at this time.

Near Miss Investigations: No investigations to be reviewed.

Health and Safety Committee

Participation/Recommendations: No additional

recommendations at this time.

Review of South Health & Safety Investigations

Incident Investigations for Injury, Health, and Property

Damage: No investigations to be reviewed.

Health and Safety Committee

Participation/Recommendations: No additional

recommendations at this time.

Near Miss Investigations: No investigations to be reviewed.

Health and Safety Committee

Participation/Recommendations: No additional

recommendations at this time.

Review of Inspections

Employer Inspections:

Environmental Quality Audit: 0 audits submitted for review this month.

tills illolitil

Random Inspections: 2 Random Inspections reviewed for

submission for this month.

Office Inspections: Inspection completed on May 26, 2025 -

no concerns noted.

Health and Safety Inspections: (include name of the committee member(s) completing, program, issue, and inspection type) No inspection completed since the last

meeting.

Completed due to Health and Safety concerns: No inspection

completed since the last meeting.

COR Audit/Action Plan

What was reviewed: 2024 COR Executive Summary- Element 6- Other Parties at or in the Vicinity of the Work Site (6.1, 6.2,

6.3)

Discussion: Discussed the importance of visitor/contractor orientations and office sign in sheets. Reviewed obtaining WCB Clearance Letters for all contractors before beginning approved work. A reminder that the 2025 COR Audit will be

taking place soon.

<u>Formal (Master) Hazard Assessment and Control Document</u> (HACD)

What was reviewed: Pg 35-36 Use of a BBQ

Pg 37-38 Shopping (grocery, household)

Any changes requested or required: Pg 35-36 Use of a BBQ

- Change EF from 4 to 3 on all hazard categories (i.e.,

physical, psychological, and chemical).

Pg 37-38 Shopping (grocery, household) – Change EF from 4 to 3 on all hazard categories (i.e., biological, physical, and chemical). Correct spelling of epi pen to EpiPen, change sentence in regard to sanitizing wipes available at grocery stores for sanitizing shopping carts as all stores do not provide these to customers for use.

Suggestions for upcoming yearly HACD review: No additional recommendations at this time.

Policy

Policy number and name reviewed: Policy 3.5.3 Health and

Safety Committee

Discussion: Discussed the responsibilities of HSC members, including the review and provision of suggestions for the HACD, review of worksite inspections, and comply with the HSC Terms of Reference.

Committee Member Training

Member training complete and current: All committee

members are up to date on training requirements.

Any additional training completed: N/A

Emergency Response Plans

(Regional committees to review a sample of ERP drills and

identify recommendations for improvement) **Number of drills reviewed:** Reviewed Office Fire Drill

completed on May 26, 2025.

Reviewed Emergency Drill Report - #21 Operations

Disruptions Telecommunications (Phone Lines) completed on May 26, 2025 by office staff.

Any recommendations for improvement: No additional recommendations at this time.

Emergency response plan reviewed: #11 – Severe Weather – Lightning

Any recommendations for improvement: No additional recommendations at this time.

Next Meeting Date: July 8, 2025

HEALTH AND SAFETY MEETING MINUTES

July 15, 2025

(MINUTES EDITED FOR PUBLICATION)

<u>Review of Calgary Health and Safety Investigations</u> Incident Investigations for Injury, Health, and Property

Damage: February 24, 2025: Staff was in the parking lot at the office walking to their car while texting on their phone when they slipped on a patch of black ice, staff had a scratch on their hand at the time of fall, the next morning staff experienced severe pain and sought medical attention.

Incident Investigation Follow Up: Staff to review Memo; Slips,

Trips, and falls and Walk like a Penguin poster. **Health and Safety Committee Participation**/

Recommendations: No additional recommendations at this time.

Near Miss Investigations: No investigations to be reviewed.

Health and Safety Committee

Participation/Recommendations: No additional

recommendations at this time.

Review of Edmonton Health & Safety Investigations Incident Investigations for Injury, Health, and Property

Damage: No investigations to be reviewed.

Health and Safety Committee

Participation/Recommendations: No additional

recommendations at this time.

Near Miss Investigations: No investigations to be reviewed.

Health and Safety Committee Participation/

Recommendations: No additional recommendations at this time.

Review of Northwest Health & Safety Investigations

Incident Investigations for Injury, Health, and Property

Damage: No investigations to be reviewed.

Health and Safety Committee

Participation/Recommendations: No additional

recommendations at this time.

Near Miss Investigations: No investigations to be reviewed.

Health and Safety Committee

Participation/Recommendations: No additional

recommendations at this time.

Review of South Health & Safety Investigations

Incident Investigations for Injury, Health, and Property

Damage: No investigations to be reviewed.

Health and Safety Committee

Participation/Recommendations: No additional

recommendations at this time.

Near Miss Investigations:

March 26, 2025: Client lost their balance while using her walker, staff safely brought her to the ground using the transfer belt but felt neck soreness after the incident.

Incident Investigation Follow Up: Staff to refresh their lift & transfers training, and client specific mobility tasks and staff to review AT/EI, and ISP goals.

Health and Safety Committee

Participation/Recommendations: None.

June 8, 2025: Client went downstairs to do laundry and staff followed; client became escalated because of staff following too closely and physically pushed staff to the wall then slammed a door.

Incident Investigation Follow Up: Staff to review positive approaches and review proper procedure for monitoring client from a distance.

Health and Safety Committee

Participation/Recommendations: No additional

recommendations at this time.

Review of Inspections

Employer Inspections: Environmental Quality Audit: 1 EQA audit submitted for review this month.

Random Inspections: 5 Random Inspections reviewed for submission this month.

Office Inspections: No inspection completed since the last meeting.

Health and Safety Inspections: (include name of the committee member(s) completing, program, issue, and inspection type) No inspection completed since the last meeting.

Completed due to Health and Safety concerns: No inspection completed since the last meeting.

COR Audit/Action Plan

What was reviewed: 2024 COR Executive Summary- Element 7- Inspections (7.1,7.2,7.3)

Discussion: Discussed the importance of training, checklists and forms for identifying risks and/or trends and ensuring inspections are completed appropriately. COR Audit begins August 15, 2025.

Formal (Master) Hazard Assessment and Control Document (HACD)

What was reviewed: Pg 39-40 Dishwashing- Manual (Hand Washing Dishes)

Any changes requested or required: No additional recommendations at this time.

Suggestions for upcoming yearly HACD review: No additional recommendations at this time.

Policy

Policy number and name reviewed: 3.8.6 Dress, Hygiene and Grooming

Discussion: Discussed appropriate clothing and footwear choices for the summer season. I.e., appropriate footwear for office and field.

Emergency Response Plans

Number of drills reviewed: No drills submitted since the last meeting.

Any recommendations for improvement: No additional recommendations at this time.

Emergency response plan reviewed: Emergency Response Plan (ERP) #13A.

Severe Weather - Tornado, Thunderstorm - Residential Programs

Any recommendations for improvement: No additional recommendations at this time.

Next Meeting Date: August 5, 2025

HAZARD ASSESSMENT AND CONTROL DOCUMENT

At ICE, safety is everyone's responsibility. As part of Occupational Health and Safety (OHS) laws and ICE policy, all employees have the right to know about workplace hazards and how to stay safe. All staff also have the responsibility to help identify hazards and take part in updating our safety documents.

The Master Hazard Assessment and Control Document (HACD) lists all tasks staff may do, the hazards for each task, and how we control or reduce those hazards. Each hazard is given a risk rating based on:

- Exposure Frequency How often the hazard might happen
- Potential Consequences How serious the harm could be
- Hazard Probability The chance of it happening

HACCD

Sections of the HACD

- General Hazards common to all ICE staff (e.g., laundry, sharp objects)
- High Behaviour Hazards from client behaviour (for most field staff)
- Non-Residential For staff who work in community settings, not one location
- Office Hazards in an office setting (used mostly by office staff)



Examples of Hazards

- Slippery or broken sidewalks
- Broken equipment
- Poor workstation setup (ergonomics)

Important Dates

- 1. The review of the Master HACD was completed on June 30, 2025.
- 2. All site-specific reviews must be done by September 30, 2025



Based on this, we choose how to control the hazard. We use:

- <u>Administrative controls</u> Training, policies, safe work practices
- <u>Engineering controls</u> Equipment like guard rails, lifts, or cell phones
- Personal Protective Equipment (PPE) – Gloves, masks, PPE kits (used only when other controls can't remove the risk)

Each office location and Residential program has a site-specific section in the HACD. This includes where to find items like first aid kits, gloves, or client-specific training needs. If changes are made, update this section and tell your Supervisor or Manager. Also record changes in the communication log (for Residential programs).

You can find the HACD in:

- Binder 1 of the Health & Safety Manual (in every ICE location)
- Supervisor's offices
- The reception area

The HACD is a living document. Staff can help keep it up to date by:

- Updating the site-specific hazard section
- Talking about safety in monthly team meetings
- Reporting hazards to your Supervisor or Manager

If you have ideas or want to help with the review, contact your Supervisor or a member of the Health and Safety Committee. Together, we can keep our workplaces safe for everyone.

Field Level Hazard Identification -Non-Residential

Independent Counselling Enterprises (I.C.E) follows safety procedures to make sure all workers know about hazards at their worksite and how to reduce or remove these hazards.

As a non-residential employee, you will receive:

- A copy of the Non-Residential section of the Master Hazard Assessment and Control Document (HACD) This lists the possible hazards in community programs and how we manage them.
- A Hazard Identification Card This shows common hazards, how to control them, and safety resources. You should use this card every day to check your work area for hazards.

You must complete a FLHA form every month and give it to your Supervisor. You must also complete an extra FLHA:

- · When you visit a new worksite
- When a new task or activity starts
- · When you notice a new hazard

Each hazard is given a risk rating from 1 to 3:



1 (Low Risk):

Not likely to cause harm or damage



2 (Medium Risk)

Might cause injury or damage



3 (High Risk)

Likely to cause serious injury or high

This helps us understand how dangerous each hazard is, and what actions to take.

Some examples of workplace hazards include:

- Slippery or broken sidewalks
- Broken tools or equipment
- Extreme Temperatures (hot or cold)



IMPORTANT: IF YOU FIND A NEW HAZARD, TELL YOUR SUPERVISOR OR MANAGER AND DOCUMENT IT ON THE FLHA FORM.

WHEN FILLING OUT YOUR FLHA, YOU SHOULD LIST HAZARDS LIKE SMOKE OR UNEVEN PAVEMENT, GIVE THEM A RISK RATING, AND DESCRIBE HOW TO REDUCE THE RISK (LIKE WEARING A MASK OR AVOIDING THE AREA). BELOW IS AN EXAMPLE OF HOW TO PROPERLY FILL OUT A FLHA BASED UPON THE PREVIOUSLY MENTIONED HAZARDS.

Identify Hazard

Environmental Hazards

- Health hazards (i.e. garbage, poor housekeeping, poor sanitation)
- Dust, mist, fumes
- Extreme temperatures (hot or cold)
- Extreme weather conditions (i.e. storms, lightning, flooding, wind etc.)
- Chemical hazards
- Insects, pests, pets
- Uneven, slippery ground surfaces (i.e. presenting risks for slips, trips and falls)

Rate Each Hazard
Area (1,2,3)



3 Controls Implemented

- Meet client at safe / healthy location
- Call ahead (i.e. put away pet)
- Reschedule visit / outing
 Use of ice grips, weather
- appropriate apparel
 Access of indoor venues
- Access of indoor venues during poor weather
- Other: Use of Surgical Masks, Proper footwear per Policy 3.8.6.

More information is available in these I.C.E policies:

- 3.5.2 Worker Right to Refuse Dangerous Work and Assignment of Health and Safety Responsibilities
- 3.5.9 Eliminating / Mitigating / Controlling Work Site Hazards
- 3.5.10 Hazard Assessment and Control Document (HACD)

You can also ask your Supervisor, Manager, or a Health and Safety Committee member if you have questions or concerns.

ICE HAS CANADA LIFE RSP PLAN!

REFER TO POLICY 3.14.18 CANADALIFE RSP IF YOU ARE ELIGIBLE, ICE WILL MATCHYOUR CONTRIBUTIONS! TO SIGN UP, PLEASE CONTACT INDEPENDENT COUNSELLINGENTERPRISES AT:

(780) 453-9659

FOR MORE INFORMATION ABOUT CANADA LIFE:

HTTPS://MY.CANADALIFE.COM/SIGN-IN

CANADA LIFE HELPDESK:

1-800-724-3402



HURT AT WORK?

EMPLOYEES AND SUPPORT HOME OPERATORS ARE REMINDED OF THEIR RESPONSIBILITY (AS PER LEGISLATION) TO REPORT ALL WORKPLACE INJURIES IMMEDIATELY TO AN ICE SUPERVISOR OR MANAGER. IN THE EVENT OF AN INJURY, THE EMPLOYEE WILL FOLLOW ALL AGENCY POLICIES AND PROCEDURE.

WHILE NOT ALL INJURIES ARE REPORTABLE TO WCB, ALL INJURIES AND WORK-RELATED HEALTH CONCERNS ARE REQUIRED TO BE REPORTED WITHIN THE COMPANY. THIS IS DONE SO THAT HEALTH AND SAFETY INVESTIGATION AND FOLLOW- UP MAY BE COMPLETED FOR THE SAFETY OF ALL PARTIES.

Looking for Answers? Below are some online links you may find of assistance:

https://www.canada.ca/en/health-canada.html

Health Canada is responsible for helping Canadians maintain and improve their health. It ensures that high-quality health services are accessible, and works to reduce health risks.

https://www.albertahealthservices.ca/findhealth/service.as px?Id=1001957

Linking Albertans to a wide range of health information and service options.

https://work.alberta.ca/occupational-health-safety.html https://work.alberta.ca/occupational-health-safety/ohspublications.html#laws

Alberta Occupational Health and Safety works in consultation with industry to help prevent work-related injuries, illnesses and fatalities. The OHS site provides access to a wide range of information bulletins and on-line training options.

https://work.alberta.ca/occupational-healthsafety/resources.html

https://www.albertahealthservices.ca/findhealth/service.as px?Id=1001957

Stay up to date on the most frequent information on COVID-19 in the province of Alberta.

http://www.icenterprises.com/

The ICE website has some important links on the main page for your reference as well as posted job opportunities and access to the ICE Page.

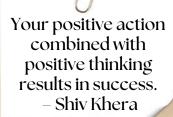






POSITIVE BEHAVIOR SUPPORT SUPPORT





CONSIDER THE FOLLOWING WHEN LOOKING AT BEHAVIORS OF CONCERN AND **HOW TO SUPPORT INDIVIDUALS:**

- **ALL BEHAVIORS HAVE MEANING BEHIND THEM, AND THEY SERVE A PURPOSE FOR THE INDIVIDUAL. THIS IS AFFECTED BY THEIR SURROUNDINGS, EXPERIENCES AND PERSONAL NEEDS.**
- BEHAVIORS ARE A FORM OF COMMUNICATION. WE SHOULD EMPATHIZE AND NEVER ASSUME WHEN SOMEONE BEHAVES THE WAY THAT THEY DO.
- IT IS IMPORTANT TO UNDERSTAND THE REASON FOR THE BEHAVIOR, NOT THE UNWANTED BEHAVIOR ITSELF.

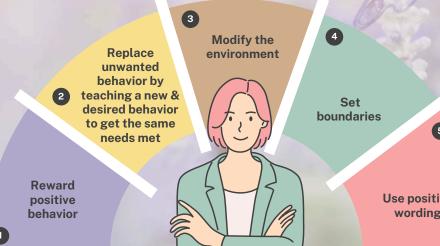
Four functions of behaviors: 01 To Get Attention 02 To Escape To Get Sensory Stimulation 03 To Obtain Tangible Items 04

Behavior does not exist in a vacuum; it is affected by people and events around it.



ICE's Behavioral Guidelines:

- Respect for Dignity
- Responsible Caring
- Integrity in Relationships
- Social Responsibility



Ways to change behavior

Use positive wording