

Community *Contact*

Manitoba Aboriginal and Northern Affairs



Sept./Oct.
2009

*For and
About Local
Government
Development*

Build Workplace Resiliency
with Pandemic Planning

2

ANA Community 911
Service and Fire Inspections

4

An Extraordinary Career

6

Profile

6

A Safe Workplace
ANA Community
Ergonomics Program

7

Municipal Calendar

8

Is Your Community Pandemic Plan in Place?



It's always important for communities to have a plan in case the flu disrupts essential services.

This Issue

Welcome to the September/October 2009 *Community Contact* newsletter.

The theme for this issue of *Community Contact* is protective services and pandemic planning. We begin the newsletter with information on the H1N1 flu looking at what to watch for and what to do. We include an article on community pandemic planning that asks if your community will be ready if hit hard by the H1N1 influenza this fall.

Continuing with our theme, we provide an overview of the Enhanced 911 and Fire Inspection initiatives currently underway by Manitoba Aboriginal and Northern Affairs (ANA). The Enhanced 911 program will prepare ANA communities for inclusion in the provincial 911 system. The Fire Inspection initiative will address new legislation for mandatory fire inspections of public buildings within community boundaries.

Under our standing title *A Safe Workplace*, we include an article explaining workplace ergonomics and offering strategies to avoid workplace injuries that are more common than most people realize. This issue also includes profiles introducing new employees within the department and a municipal calendar with reminders for the months of October and November 2009.

Enjoy this issue and please feel free to contact us with your comments, pictures and article suggestions, or to request additional copies.

Build Workplace Re

With the return of flu season this fall, it is difficult to predict what will happen. Both the seasonal flu and H1N1 are expected to be present this fall and winter. Although there have been severe illnesses and deaths associated with this virus, most individuals affected by H1N1 in Manitoba have recovered without medical intervention.

Communities need to plan and prepare for pandemic influenza events even if we don't know when or where one will take place. Public health officials estimate that during a pandemic influenza event, up to 35 per cent of people could be ill enough to miss work. The length of time an affected person may miss work could be one week or longer. If an ill employee provides a critical service to the community, how would the absence affect services?

Provide essential community services

Is your community prepared if several employees become ill and are not able to work for several days? To address this, Manitoba Aboriginal and Northern Affairs (ANA) has been working with community councils to ensure they have a pandemic plan in place so that essential community services continue. It is important to remember that it is the responsibility of local authorities to maintain critical services including:

- emergency services
- water treatment and waste water collection
- waste and garbage collection
- infrastructure maintenance including snow removal, communications, and in some cases, fuel supplies

Identify backups for critical employees

Once you have identified all the critical services provided by your community, you can then look at how these services will be staffed if a critical employee is ill and away from work for an extended period. Finding a backup to employees is not always easy in our small communities. You may have to look to retired employees as backups or similar employees from neighbouring communities or First Nations. A community may not be able to offer all of its regular services and may have to focus on providing just essential services until ill employees return to work.

You will also need a communications plan so that community residents will know if any services are affected, or how long some services will be delayed if you activate your pandemic plan. To maintain these critical services, a mayor and council will need to know that their emergency plans are current and that they have completed the two-page pandemic planning template sent to all ANA communities in August 2009.

Review your plans

Review your community emergency and pandemic plans with your emergency co-ordinator, employees and other individuals who will play a

Resiliency with Pandemic Planning

response role. ANA has held workshops on how to complete an emergency plan and has provided examples of completed two-page pandemic plans. You don't have to be an emergency coordinator to complete a pandemic plan. Knowing what services your community provides, who provides them and identifying a backup will go a long way in preparing your community for a pandemic event. For more information on the H1N1 flu and what Manitoba is doing to help, visit the Manitoba website at gov.mb.ca/flu/index.html.



H1N1 Flu: What to watch for and what to do

H1N1 is a new strain of the influenza virus that has been found in Manitoba. H1N1 is a pandemic virus, expected to affect communities across the province this fall and winter, along with the seasonal flu.

H1N1 flu symptoms can include:

- a fever over 38C (100.4°F) that comes on suddenly
- a cough
- sore throat
- muscle aches
- joint pain
- tiredness or fatigue

Children may also feel sick to their stomachs, vomit or have diarrhea. Elderly people and those with weak immune systems may or may not have a fever.

Most Manitobans with H1N1 have not needed medical care or hospitalization. However, this flu can cause severe illness, so it's important to monitor your health and watch for symptoms.

Some people are more likely to have severe symptoms of H1N1, including:

- people with chronic illnesses, weakened immune systems, obesity, alcoholism, substance abuse, smoking, pregnancy or Aboriginal ancestry
- children under five and adults under 65 may also be at greater risk

If you have any of these risk factors, you should contact your health care provider immediately if you develop symptoms,

because early treatment (within 24 to 48 hours) can be very important. If your symptoms are mild and you do not have the higher risks noted above, stay home, treat your fever and other symptoms, drink fluids and rest until you feel well. Most people recover from the flu without any problems.

If you or a loved one have any of the following symptoms, go directly to an emergency room, nursing station or health care provider, or call 911:

- shortness of breath or difficulty breathing
- severe weakness
- dehydration or no urination for 12 hours
- drowsiness or confusion
- fever in an infant under three months old

You can help reduce the risk of becoming ill with H1N1:

- Cough or sneeze into your elbow or sleeve or use a tissue to cover your nose and mouth.
- Wash your hands often with soap and water, especially after you cough or sneeze (hand sanitizers are also effective).
- Avoid touching your eyes, nose and mouth.
- Stay healthy by eating healthy food, being physically active and getting enough sleep.

If your flu symptoms get worse, or if you are worried about your health, even if you have seen your doctor recently, contact your health care provider or call Health Links Info Santé at 788-8200 in Winnipeg; toll free 1-888-315-925.

For more information about H1N1, visit manitoba.ca/flu.

ANA Community 911 Service and Fire Inspections



Manitoba Aboriginal and Northern Affairs (ANA) plans to help communities learn how to make the best use of enhanced 911 services when responding to emergencies. The department will also help communities prepare to meet new legislative requirements for mandatory fire inspections of public buildings. Help will be based on information ANA presented at the NACC annual general meeting in Winnipeg this past August.

Enhanced 911 Services

As Manitoba moves towards enhanced 911 services throughout the province, ANA will help communities prepare for the service. Communities must meet specified requirements before enhanced 911 services will be available to them. Requirements include:

- an active local volunteer fire department, constable/police service or ambulance service
- communications equipment (paging system) for use in responding to emergency calls
- agreements in place with Manitoba Telephone Service (MTS) for the 911 phone services and with the 911 call centre in Brandon
- access to MTS Fleetnet phone service so local emergency providers can immediately notify the 911 call centre when a 911 call has been received and understood

- establishment of a civic addressing system and a map of all the homes, businesses and lots (empty or not) within the community boundary

There are costs associated with joining the provincial 911 system. To help communities, ANA will support the purchase and installation of a paging and radio system for communities with trained and or active volunteer fire departments. ANA will also help with costs like the annual service fee of \$2.90 per person paid to the 911 call centre and the cost of establishing civic addressing and street signs. MTS will charge community residents a small fee on their telephone phone bills for the enhanced 911 service.

Communities will be contacted to co-ordinate civic addressing and determine what radio and pager communications equipment be required by local fire departments. Challenges for ANA communities will likely include learning how to maintain active and trained fire departments and other emergency services so residents will continue enjoying the security offered by enhanced 911 services. Residents may also need instructions on how to make the best use of the 911 system and avoid using it for non-emergency calls. Once residents are familiar with the new service, use of current local fire and emergency telephone numbers will be discontinued.

Fire Inspections

In April 2007, Manitoba provided regulations for *The Fires Prevention and Emergency Response Act* that require local authorities to conduct fire safety inspections on buildings in their communities used by the public. Some buildings require annual inspections, while others only need inspection at least every three years.

To meet requirements of the regulation, ANA will co-ordinate these inspections with communities over the next several months. There will be no cost to communities unless repeated visits are required to conduct the inspections.

Buildings that require annual inspections include:

- housing units or hostels used to house elderly persons, as defined in *The Elderly and Infirm Persons' Housing Act*

- child care centres licensed under *The Community Child Care Standards Act*
- personal care homes as defined in *The Health Services Insurance Act*
- residential care facilities as defined in the *Manitoba Fire Code*
- hospitals

Buildings that require an inspection at least every three years include:

- licensed premises as defined in *The Liquor Control Act*
- public or private schools as defined in *The Education Administration Act*
- recreation centres, arenas, curling rinks and community centres
- hotels and motels
- restaurants located in buildings that contain one or more dwelling units

Inspections will be on the lookout for:

- working fire alarm systems
- sufficient and unobstructed means of egress

- proper exit lights and emergency lighting
- where required, internal fire protection systems, including sprinklers, standpipes and fire extinguishers properly maintained in good operating condition
- where required, approved emergency evacuation plans
- general housekeeping and safety issues (ex: improper extension cord use, over-accumulation of combustibles and unsafe practices or conditions)

Initial inspections begin immediately and will take place until March 31, 2010. All communities will receive notification from ANA before inspections proceed. ANA will also notify all private businesses requiring their buildings inspected. For more information about these fire inspections, please contact the ANA protective services consultant for your region.

Improper wiring, broken exit signs, blocked doorways — just a few examples of hazards found in public building inspections.



An Extraordinary Career

Forget ordinary! The Royal Canadian Mounted Police (RCMP) offers meaningful work, vast opportunities, the chance to serve across Canada and a career like no other.

Unique to the world, the RCMP is a federal, provincial and municipal policing body. They provide policing services to all Canadians and they provide community policing on contract across the country (except in Ontario and Quebec). They operate more than 750 detachments that provide police services in more than 200 municipalities and more than 600 Aboriginal communities.

As a member of the RCMP, you will play an important role in ensuring the security of people in the community you serve. Responsible for enforcing the law and investigating crimes, RCMP officers are role models and leaders who provide advice and guidance to people from all walks of life. If you want to make a difference in your community and your country, this is a career to consider.

Careers with the RCMP start at the RCMP Academy in Regina, Saskatchewan where recruits take a 24-week basic training program, internationally recognized as one of the best. The Cadet Training Program consists of nearly 800 hours of intensive training in many important aspects of police work. Cadets are responsible for their own learning and development but have significant support from trainers and troop mates.

Successful completion of basic training may result in a job offer and a further six-month Field Coaching Program at selected training detachments where cadets will be involved in everyday policing under close supervision from a field coach.

Basic requirements to apply to the RCMP are:

- Canadian citizenship
- proficiency in English or French
- Canadian high school diploma or equivalent (such as GED)
- 18 years of age
- hold a valid Canadian driver's license
- good character
- willing to relocate anywhere in Canada
- physically fit
- meet medical and health standards

Applying involves written exams, a selection package, physical evaluation, interviews, a polygraph test, background investigation and a medical health assessment. Joining the RCMP is challenging, but it is also highly regarded as among the most fulfilling careers a young person can choose.

For more information about a career with the Royal Canadian Mounted Police, visit the RCMP website at rcmp.ca or contact the Manitoba recruiting office at 204-984-5050.



Dixie Nicks

Profile

Manitoba Aboriginal and Northern Affairs (ANA) introduces two new employees.

Dixie Nicks

Dixie is a new technical and public works consultant at the ANA Local Government Development Division northern region

office in Thompson.

Originally from Deep River, Ontario, Dixie lived and worked in British Columbia for two years as a structural engineer before moving to Thompson in July 2009. Her enjoyment of canoeing and camping and the desire to learn more about municipal engineering led Dixie to her current position with ANA.

Dixie graduated from McMaster University in 2007 with a degree in Civil Engineering. She looks forward to learning more about Aboriginal culture and communities and enjoying the sights and sounds of Northern Manitoba.

Kelly Knott

Kelly will be taking the position of manager of financial services for the ANA Financial and Administrative Services Division. She will be based at the northern region office in Thompson.

Kelly received her Certified General Accountant (CGA) designation in 2003 and earned a Bachelor of Accounting Degree from the University of Calgary in 2004. Before joining ANA, Kelly worked in the accounting department at Vale Inco as the supervisor of business advisory services and in Vale Inco's information technology department as a senior business partner.

Kelly grew up in Thompson and currently lives at nearby Paint Lake with her husband and youngest daughter. She also has two adult children who live in British Columbia and attend school there. Kelly looks forward to the challenges she will encounter in her new position at ANA.



Kelly Knott

A Safe Workplace

ANA Community Ergonomics Program

Over the past year, Manitoba Aboriginal and Northern Affairs (ANA) has been working with communities to ensure their employees are working in a proper ergonomic environment. The department conducted assessments in both the ANA north central and northern regions to determine if various control measures were required at the employees' work areas. Some of the control measures supported by ANA for communities included ergonomically sound desks, keyboards, chairs and other office tools.



What is ergonomics?

It is the science of designing work environments and work equipment to fit workers. Ergonomic design helps make sure humans do not suffer injuries at work over a short term or over a long term.

When we are at work, our muscles and joints can endure tremendous amounts of stress. This happens whether we work indoors or outdoors, whether our bodies are in motion or whether our work involves sitting behind a desk or a steering wheel.

Ergonomic injuries can range from sprains, strains and broken bones that happen in accidents involving poorly designed equipment, to musculoskeletal injuries caused by repetitive stress. A long list of repetitive stress injuries includes carpal tunnel syndrome, cubital tunnel syndrome, tennis elbow, bursitis, tendinitis, thoracic outlet syndrome, myofascial pain syndrome and many others. All are serious problems. They can be extremely difficult to diagnose and treat. In advanced cases, they can cause considerable pain and permanent disability.

You can help prevent ergonomic injury

Stretching before work and periodically throughout the day, changing tasks throughout the day, getting help lifting heavy or awkwardly shaped objects are all things you can do to reduce the risk of an ergonomic injury. Safety tips for lifting objects to help prevent back injuries include:

- Look to see if the weight of the box or object you are lifting is listed on the item.



- Use your leg muscles to lift. Bend your knees and keep your back straight while leaning forward (don't hunch over the load).
- When lifting, turn your body using your feet (don't pivot or twist).
- Make sure the path between you and your destination is clear of tripping hazards.
- If the object is too heavy for a single-person lift, ask for help or use a mechanical device.
- An elastic-type back belt does **not** make you stronger nor will it allow you to lift more weight. It will only give you a false sense of security. It may help you injure yourself and it is **not** recommended.



If you work in an office, you should make a habit of stretching and warming up muscles regularly. It is also a good idea to change your working position frequently and move around to different tasks during your day, whenever possible. Repetitive strain injuries can be extremely common among office and assembly line workers. They can be particularly serious because the warning symptoms sometimes aren't recognized before they become extremely painful. By then, nerves, muscles and ligaments may already be seriously damaged. Some actions you can take to help reduce the chances of ergonomic injuries happening in your office include:



- Adjust your computer monitor so that it is centered at eye level or slightly lower.
- Adjust your keyboard tray so that your wrists do not bend and your fingers are in line with your arms when your hands are on the keyboard.
- Keep your mouse and keyboard at the same elevation.
- Hold the telephone handset with your hand or wear a headset (do not bend your neck to keep it next to your ear).

If you have questions about ergonomics, or any other workplace safety and health matter, please contact ANA workplace safety and health consultant Mike Myslicki at 204-945-5318 or e-mail: mike.myslicki@gov.mb.ca.

Municipal Calendar Monthly Reminder for: October/November

October 2009

- 1 Deadline for receipt of any property tax payments to dept to avoid penalties.
Submit semi-annual recreation report.
- 2 Vehicle registration renewals are due at month end.
- 5 **Management Maintenance Systems (MMS)** - Lagoons dumped upon approval.
- 12 **THANKSGIVING**
Submit quarterly GST refund.
- 13 **MMS** - Service snow removal equipment.
- 15 Deadline for receipt of payment to Receiver General to avoid penalty.
- 30 Submit second quarter financial statements (July to September).
- 31 Deadline for vehicle registration renewals.

Events:

- **October 4 – 10 is Fire Prevention week in the Province.**

- **Manitoba Emergency Services Conference held in Brandon October 15 – 17.**

Community:

- Submit Municipal Employee Benefits Program (MEBP) form and payment no later than seven working days after the last pay period.
- If applicable, submit bi-weekly payrolls for the Building Independence Initiative to regional office.

Workplace Safety and Health (WSH) Reminders:

- Council to ensure fire extinguishers and first aid kits inspected.
- Council to action items highlighted as corrective action from inspections.
- Council to ensure fire extinguishers are maintained and smoke detectors are in working order.

Departmental:

- Capital project recommendations prepared for minister's review.

- Respond to operation and maintenance surplus/deficit approval request by the 15th.

November 2009

- 1 Deadline for receipt of any property tax payments to dept to avoid penalties.
Submit updated community inventory reports to regional office.
Daylight saving time ends (turn clocks back one hour).
- 4 Council to ensure employees and contractors (ex: custodial services) are trained in Workplace Hazardous Materials Information Systems (WHMIS) where exposed to chemicals.
- 11 **REMEMBRANCE DAY**
- 12 **MMS** - Turn on heat trace and recirculating pumps.
- 15 Deadline for receipt of payment to Receiver General to avoid penalty.
- 30 Infrastructure audits due.

Events:

- **November 17 - 19 WSH training in Winnipeg.**

Community:

- Needs assessment carried out by both the community and the department.
- Obtain applications for Community Places Program from Manitoba Culture, Heritage, Tourism and Sport and initiate pre-planning work. Intake deadline is February 15.
- Submit MEBP form and payment no later than seven working days after the last pay period.
- If applicable, submit bi-weekly payrolls for the Building Independence Initiative to regional office.

WSH Reminders:

- Council to ensure fire extinguishers and first aid kits inspected.
- Council to action items highlighted as corrective action from inspections.
- Are your training records up to date?

Departmental:

- Minister announces Capital Approval Board recommendations.

Community Contact

Paul Doolan, Editor
1680 Ellice Avenue, Bay 8
Winnipeg, MB R3H 0Z2
Ph: 204-945-2161
Toll free: 1-800-282-8069
Fax: 204-948-2389
E-mail: paul.doolan@gov.mb.ca
Web: manitoba.ca/ana

Community council members, community residents and departmental staff are strongly encouraged to submit feedback, comments, questions, suggestions and ideas to the editor.