### Reporting Period| January 1st to January 31st, 2018

**Prepared by|** Amber Delaney

**Distribution|** Dan Watson, Andy Robertson, Denis Fagnan, Keith Hornseth, Kody Wenger.

**HEALTH SAFETY ENVIRONMENT |**

|  |  |  |
| --- | --- | --- |
| **KPI Objective** | **January 2018** | **2018 YTD** |
| 0 LTA’s annually – QUINN Journey to ZERO  ***(Incidents x 200,000/Exposure Hours) = LTA*** | **0.00** | **0.00** |
| < 0.5 TRIFR annually – World Class Rating ***(Incidents x 200,000/Exposure Hours) = TRIFR*** | **0.00** | **0.00** |
| < 0.07 First Aid Rate  ***(Exposure Hours/173 x (# months)= FTE***  ***First Aids/FTE = F/A Rate*** | **0.11** | **0.11** |
| < 0.20 Property / Equipment Damage  ***(Property/Equip Incidents x 200,000/Exposure Hours = Prop/Equip Rate)*** | **0.00** | **0.00** |
| < 0.50 Vehicle Incident Frequency Rate  ***(Vehicle Incidents x 1,000,000 km/total KM Driven = Vehicle Incident Rate)*** | **6.04** | **6.04** |
| 0 TRIFR annually 3RD Party Subcontractors  ***(Incidents x 200,000/Exposure Hours) = TRIFR*** | **0.00** | **0.00** |

**HSE Statistics Summary |**

|  |  |  |
| --- | --- | --- |
| **Description - LAGGING** | **January 2018** | **2018 YTD** |
| Man-hours | 18,795 | 18,795 |
| Lost Time Incidents | 0 | 0 |
| Recordable Medical Aid | 0 | 0 |
| First Aid | 1 | 1 |
| Near Hit/Near Miss | 1 | 1 |
| Vehicle Incidents | 1 | 1 |
| Modified Work | 0 | 0 |
| Environmental Events | 0 | 0 |
| Off the Job Injury/Illness | 3 | 3 |

|  |  |  |
| --- | --- | --- |
| **Proactive Events - LEADING** | **January 2018** | **2018 YTD** |
| Hazard Identifications | 109 | 109 |
| Safety Meetings | 1 | 1 |
| Work Site Inspections | 63 | 63 |
| Pre-Task Analysis Cards | 439 | 439 |
| Pre-job Toolbox Meetings | 178 | 178 |
| Behaviour Based Safety Observations | 260 | 260 |

|  |  |
| --- | --- |
| ***CNRL Exposure Hours since last recordable (22-Jan-14)*** | ***1,001,305*** |

**January Vehicle Incidents**

**0 ONSITE**

**2 OFFSITE**

**Non-Preventable Vehicle Incident:**

* 02-Jan-18– Side swiped by another vehicle in front of La Corey store. Both vehicles were heading west, Quinn unit was in the right hand turning lane for the 4 way stop. The other vehicle suddenly decided to turn into the store and hit the Quinn unit. $2,241.92.
* 24-Jan-18– Passed by another vehicle on Dupree Road who was spinning their tires, spraying rocks, which cracked glass in mirror. $89.84.

**Behaviour Based Safety Observations |**

|  |  |
| --- | --- |
| **BBO Positive Observation** | **BBO At Risk Behavior** |
| 3.2 – Taking Time | 1.6- Recruiting spotters |
| 3.3– Demonstrating knowledge | 6.2 – Asking for help lifting |
| 3.4 – Performing task properly | 7.2 – Using hand tools properly |

**Training Summary |**

|  |  |
| --- | --- |
| **Course** | **Total** |
| H2S Alive | **-** |
| Standard First Aid | **4** |
| Confined Space | **2** |
| Bolt up Swedge Lock | **-** |
| Fall Protection | **4** |
| Gas Detection | **-** |
| Orientation | **10** |
| Equipment Training | **-** |
| Basic Rigging | **-** |
| Skid Steer | **-** |
| Fire Extinguisher | **-** |
| PortaCount Fit Testing | **5** |
| **Total** | **25** |

**QUALITY ASSURANCE - QUALITY CONTROL |**

|  |  |
| --- | --- |
| **KPI Objective** | **KPI Actuals | January 2018** |
| < $10,000.00 / year per unit rework | **$0 /year** |
| < 10 NCR’s / year per operating unit | **0 NCR’s** |
| < 3.00% Repair Rate (all weld counts) | **1.51%** |
| Total Welds | **81** |
| Total Repairs | **1** |

**Non-Conformance Report Status:**

* No NCR’s to report.

**Rework Status:**

* No rework to report.

**Material Control (i.e. order issue/returns, receiving):**

* No material control issues.

**Tools & Equipment (i.e. bolt tensioning, torqueing, laser positioning / alignment):**

* No tool & equipment issues.

**Current Site / Unit Issues:**

* No site/ unit issues.

**Quality Competency Training:**

* No training to report.

**Outstanding/ Completed Packages |**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Packages** | **2014** | **2015** | **2016** | **2017** | **2018** |
| Signed off by Quinn/In CNRL Review | 38 | 67 | 36 | 84 | 4 |
| In Review by Quinn | 154 | 12 | 14 | 6 | 0 |
| Completed and Scanned | 353 | 353 | 313 | 310 | 5 |

**HUMAN RESOURCES |**

|  |  |
| --- | --- |
| **KPI Objective** | **KPI Actuals |January 2018** |
| < 10% Turnover rate for site | **1.0%** |
| < 21 days post to fill | **Average 18 days** |
| < -10 Total Differential | **+1** |
| < 10% Schedule to Attendance Variance | **Report Next Month** |

**Manpower Status Summary: January 2018**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Site Mng/  Safety | QC Planner/WH Attend. | WLP | Maint. & Welding Crews | Scaffold Crews | New Constr.  Scaffold Crew | Field Maint. Crew | Field Labour Crews | TA  Crews | **Total** |
| Headcount Total Plan | 2 | 12 | 9 | 16 | 13 | 13 | 8 | 27 | **100** |
| Headcount Actual | 2 | 12 | 9 | 16 | 15 | 11 | 8 | 28 | **101** |
| Total Differential | **0** | **0** | **0** | **0** | **2** | **-2** | **0** | **1** | **1** |

* Headcount Total Plan – is the Manpower reflection of 01-Jan-18.
* Headcount Actual – is the manpower as of 31-Jan-18.
* Total Differential– Manpower decrease and increase.

**Current Recruiting Summary: January 2018**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Craft** | **Position** | **Posting Date** | **Date Filled** | **Comment** |
| MT2 | Skilled bolt up | 29-Nov-17 | 02-Jan-18 | Trade school coverage. |
| MT2 | Welders Helper | 10-Dec-17 | 02-Jan-18 | Position replaced on the T/A crew. |
| CR7 | 3rd year pipefitter | 21-Dec-17 | 04-Jan-18 | Return from apprenticeship training. |
| SCRLH | Class A Gasfitter | 18-Jan-18 | 23-Jan-18 | 1 day support on HRSG gas valve replacements. |
| SFCR | Journeyman Scaffolder | 15-Jan-18 | 29-Jan-18 | Replacement position on the scaffold crew for Andrew Cranford who moved to Leadhand position. |
| SFCR7 | 3rd year scaffolder | 22-Jan-18 | 29-Jan-18 | Temp scaffolder for the 3W-101 and 9W-101 pre-work and scaffolding requirements. |
| SFCR3 | 1st year scaffolder | 22-Jan-18 | 29-Jan-18 | Temp scaffolder for the 3W-101 and 9W-101 pre-work and scaffolding requirements. |
| MT2 | Welders Helper | 09-Jan-18 | 29-Jan-18 | Position replaced on the T/A crew. |
| WD | Tig Welders | 05-Jan-18 | 29-Jan-18 | Vacation coverage on the TA crew. |
| WD | B- Welder | 25-Jan-18 | 30-Jan-18 | 1 day welding support required Wolf Lake Plant maint. |
| SFCR | Journeyman Scaffolder | 22-Jan-18 | Open | Temp scaffolder for the 3W-101 and 9W-101 pre-work and scaffolding requirements. |

**Attrition Summary: January 2018**

|  |  |  |  |
| --- | --- | --- | --- |
| **Classification** | **Termination Date** | **Termination Reason** | **Work Area** |
| CRLH | 29-Dec-17 | Apprenticeship training | WLP Crew |
| SFCRLH | 02-Jan-18 | Personal / Family | Scaffold Crew Leadhand |
| SFCR5 | 06-Jan-18 | Illness/Injury | Scaffold Crew |
| SCRLH | 23-Jan-18 | Shortage of Work | Primrose Field Maint. |

**Site Quinn Manpower | End of January 2018**

Reflected below is the separation of the crews throughout the CNRL district and the split between their skill levels and their position.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Work Group | Contract Supervision | Coordinator | Contract Coordinators | Contract Planning | Contract Administration | Contract Journeyman Trades | Contract Apprentice | Contract Labour | Construction | Warehouse / First Aid | Vacancy's | Total W//Const/Quinn OH |
| Quinn Field Services | - | - | - | - | - | - | - | 8 | - | - | - | 8 |
| Quinn Turnaround | 4 | - | - | - | - | 6 | 7 | 7 | 4 | - | - | 28 |
| Quinn Scaffold | 5 | - | - | - | - | 6 | 5 | - | 13 | - | - | 29 |
| Quinn Wolf Lake Maintenance | 1 | - | - | - | - | 4 | 4 | - | - | - | - | 9 |
| Quinn Primrose Maintenance | 3 | - | - | - | - | 3 | 2 | 5 | - | - | - | 13 |
| Quinn QC | - | - | 2 | - | 1 | - | - | - | - | - | - | 3 |
| Quinn staff included in other teams | 2 | - | - | 8 | - | - | - | - | - | 1 | - | 11 |
| **Sub Total Quinn** | **15** | **0** | **2** | **8** | **1** | **19** | **18** | **20** | **17** | **1** | **0** | **101** |

**FLEET |**

|  |  |
| --- | --- |
| **KPI Objective** | **KPI Actuals | January 2018** |
| 0 - Out of Service Interruption | **0** |
| < 500 Hours Idle Time | **15 min (per day)** |
| 0 - Speeding Infractions via Law Enforcement | **0** |
| Speeding Infractions via GPS | **0** |
| Air Weapons Infractions | **0** |

**Fleet Count Summary |**

Currently there are 48 units which are both chargeable and non-chargeable as well as 4 other equipment.

**Comment / Issues:**

* Count Summary for other equipment is the Bobcat / Boiler trailer / 2 hauling trailers.
* Unit 25-017 sent to site 17-Jan-18 to fill two week request.
* Unit 15-035 sent to site 19-Jan-18 to fill one week request.
* Unit 35-008 sent to site 25-Jan-18 to fill four month request for scaffold crew.

**FINANCE |**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Oct 2017** | **Nov 2017** | **Dec 2017** | **Jan 2018** |
| Days to Bill | 12 | 11 | 11.8 | 8.4 |
| Unbilled Amount | $- | $- | $- | $797,361 |
| Days to Pay | 42 | 42 | - | - |
| Paid After 45 Days | $11,103 | $1,490 | $- | $- |
| Total Hours | 17,705.5 | 15,764.5 | 13,939.5 | 18,687 |
| % OT | 9.84% | 3.90% | 8.96% | 12.06% |

**Overtime Allocation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **October**  9.84% | **November**  3.90% | **December**  8.96% | **January**  12.06% |
| Maintenance  Hours | 317.5 | 260.5 | 155 | 263.5 |
| Turnaround  Hours | 1,190.5 | 305 | 1,000.5 | 1,280 |
| Maintenance  Scaffolding Hours | - | 21 | - | 417 |
| Turnaround  Scaffolding Hours | 234 | 28 | 93.5 | 292.5 |

**SCAFFOLDING |**

|  |  |
| --- | --- |
| **KPI Objective** | **KPI Actuals | January 2018** |
| > 60 CF/hr. | **74.43 CF/hr.** |
| Dismantled Scaffolds | **99** |
| Dismantled Man-hours | **610.5 Hrs.** |

**Breakdown:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **All Scaffolds** **Standing** | **Maintenance** | | | | | |
| Total Scaffolds | Total System | Total Tube & Clamp | Build Hours | Total Cubic Feet | Avg. CF/Hr. |
| 190 | 120 | 70 | 2,284.5 | 173,273 | 75.85 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **January 2018** | **Maintenance** | | | | | |
| Total Scaffolds | Total System | Total Tube & Clamp | Build Hours | Total Cubic Feet | Avg. CF/Hr. |
| 47 | 29 | 18 | 586.5 | 40,323 | 68.75 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **All Scaffolds Standing** | **Turnarounds** | | | | | |
| Total Scaffolds | Total System | Total Tube & Clamp | Build Hours | Total Cubic Feet | Avg. CF/Hr. |
| 109 | 73 | 36 | 1,625 | 162,207 | 99.82 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **January 2018** | **Turnarounds** | | | | | |
| Total Scaffolds | Total System | Total Tube & Clamp | Build Hours | Total Cubic Feet | Avg. CF/Hr. |
| 48 | 29 | 19 | 634.5 | 50,836 | 80.12 |

**Comment / Issues:**

* Based on build sheets per scaffold that were submitted by the Quinn Scaffold foreman from the CNRL site, there are 299 scaffolds standing collectively from all areas at the CNRL site for January.