### Reporting Period| October 1st to December 31st, 2017

**Prepared by|** Amber Delaney

**Distribution|** Trevan Williams

**HEALTH SAFETY ENVIRONMENT |**

|  |  |  |
| --- | --- | --- |
| **KPI Objective** | **Q4 2017** | **2017 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*** | **0.04** | **0.07** |
| < 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)*** | **5.45** | **2.42** |
| 0 TRIFR annually 3RD Party Subcontractors***(Incidents x 200,000/Exposure Hours) = TRIFR*** | **0.00** | **0.00** |

**HSE Statistics Summary |**

|  |  |  |
| --- | --- | --- |
| **Description - LAGGING** | **Q4 2017** | **2017 YTD** |
| Man-hours | 47,886 | 214,925 |
| Lost Time Incidents | 0 | 0 |
| Recordable Medical Aid  | 0 | 0 |
| First Aid  | 1 | 7 |
| Near Hit/Near Miss | 1 | 6 |
| Vehicle Incidents | 3 | 5 |
| Modified Work | 0 | 0 |
| Environmental Events | 0 | 0 |
| Off the Job Injury/Illness | 3 | 16 |

|  |  |  |
| --- | --- | --- |
| **Proactive Events - LEADING** | **Q4 2017** | **2017 YTD** |
| Hazard Identifications | 321 | 1,267 |
| Safety Meetings | 3 | 12 |
| Work Site Inspections | 91 | 336 |
| Pre-Task Analysis Cards | 1,373 | 5,982 |
| Pre-job Toolbox Meetings | 196 | 1,829 |
| Behaviour Based Safety Observations | 530 | 2,033 |

|  |  |
| --- | --- |
| ***CNRL Exposure Hours since last recordable (22-Jan-14)*** | ***982,510*** |

**Q4 Vehicle Incidents**

**4 ONSITE**

**Preventable Vehicle Incident:**

* 02-Oct-17 – Outrigger damage while driving on rig mats, Perrie East Road, $2,024.43
* 05-Oct-17 – Worker hit pipe stand in PSP laydown area, damage to front passenger side quarter panel, headlight and bumper, $3,000.21
* 10-Oct-17 – Worker contacted bollard at Kirby Lake site, damage to front passenger side bumper, $2,036.79
* 16-Dec-17 – Vehicle slid into snow bank on Pad 28S, $1,277 damage.

**6 OFFSITE**

**Preventable Vehicle Incidents:**

* 10-Oct-17 -­ Worker reversed into personal vehicle at home residence, $300.00. Walk around your vehicle.
* 16-Oct-17 - While parking unit at Bonnyville fleet drop off lot, driver reversed too far and contacted the chain link fence. $0. Barriers have been placed in lot.

**Non-Preventable Vehicle Incident:**

* 18-Oct-17 – Deer strike heading east on twp 630 (east of Cold Lake) $3,559.62
* 29-Nov-17 – Deer strike heading east on Hwy 55. No damage.
* 30-Nov-17 – Deer strike north of La Corey.
* 15-Dec-17 – Quinn unit slid into parked vehicle in Cold Lake during extremely icy conditions, $9,500 total damage.

**Property/Equipment Damage**

* 27-Oct-17 - While storing outrigger pads on carry deck, one pad contacted the cabs front windshield cracking it, $300.00
* 06-Nov-17 – The employee caught thieves in his Quinn truck and scared them away, the police were called. The Policed chased the vehicle but called of the chase due to icy road conditions.

**First Aid:**

* 31-Oct-17 – Scaffolder was walking on narrow scaffolding during build on 3-W-101 carrying a pail and holding the hand rail. He looked up while walking and walked into an I-beam that was low and crossing the walking path. He contacted the I-beam just below his nose, resulting in a small cut, which was cleaned, and a bandage and ice applied by the site medic.

**Behaviour Based Safety Observations |**

|  |  |
| --- | --- |
| **BBO Positive Observation** | **BBO At Risk Behavior** |
| 3.2 Taking Time | 2.3 Improving work conditions |
| 3.4 Performing task properly | 1.1 Correcting an unsafe act |
| 3.3 Demonstrating knowledge | 1.6 Recruiting spotters |
| 4.1 Using equipment correctly | 1.2 Analyzing task hazards  |
|  | 6.4 Using appropriate PPE |

**QUALITY ASSURANCE - QUALITY CONTROL |**

|  |  |
| --- | --- |
| **KPI Objective** | **KPI Actuals | Q4 2017** |
| < $10,000.00 / year per unit rework  | **$2,487.47 /year** |
| < 10 NCR’s / year per operating unit  |  **4 NCR’s** |
| < 3.00% Repair Rate (all weld counts)  | **1.72%** |
| Total Welds | **145** |
| Total Repairs  | **0** |

**Non-Conformance Report Status:**

* December- Missing Welder’s ticket in old turnover package.

**Rework Status:**

* December- Swagelok failed to hold and let loose.

**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** | **2013** | **2014** | **2015** | **2016** | **2017** |
| Signed off by Quinn/In CNRL Review | 23 | 37 | 80 | 57 | 155 |
| In Review by Quinn | 69 | 158 | 13 | 24 | 11 |
| Completed and Scanned | 348 | 348 | 326 | 276 | 186 |

**HUMAN RESOURCES |**

|  |  |
| --- | --- |
| **KPI Objective** | **KPI Actuals |Q4 2017** |
| < 10% Turnover rate for site  | **1.67%** |
| < 21 days post to fill  | **Average 7 days** |
| < -10 Total Differential  | **-0.6**  |
|  |  |

**Manpower Status Summary: December 2017**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Site Mng/Safety | QC Planner/WH Attend. | WLP | Maint. & Welding Crews | Scaffold Crews | New Constr.Scaffold Crew | Field Maint. Crew | Field Labour Crews | TACrews | **Total** |
| Headcount Total Plan | 2 | 10 | 8 | 16 | 13 | 13 | 8 | 25 | **95** |
| Headcount Actual | 2 | 12 | 9 | 16 | 13 | 13 | 8 | 27 | **100** |
| Total Differential  | **0** | **2** | **1** | **0** | **0** | **0** | **0** | **2** | **5** |

* Headcount Total Plan – is the Manpower reflection of 01-Dec-17.
* Headcount Actual – is the manpower as of 31-Dec-17.
* Total Differential– Manpower decrease and increase.

**Q4 Recruiting Summary**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Craft** | **Position** | **Posting Date** | **Date Filled** | **Comment** |
| SFCR7 | Scaffold Maint./TA | 29-Sept-17 | 17-Oct-17 | Replacement position. |
| SFCR5 | Scaffold Maint./TA | 29-Sept-17 | 23-Oct-17 | Replacement position. |
| SFCR5 | TA crew | 04-Oct-17 | 25-Oct-17 | Replacement position. |
| SCR7 | Apprentice Pipefitter | 29-Nov-17 | 04-Dec-17 | Position replaced on the Wolf Lake crew. |
| SFCR5 | Scaffolder 2 Yr. | 04-Dec-17 | 05-Dec-17 | Return from Short Term Disability. |
| MT3 | Warehouse Tech. | 04-Dec-17 | 12-Dec-17 | Return from apprenticeship training  |
| SCR | Crane operator  | 29-Nov-17 | 12-Dec-17 | STD coverage |
| MT6 | Apprentice Pipefitter | 13-Dec-17 | 18-Dec-17 | Return from apprenticeship training  |
| SCR | Scheduler  | 08-Dec-17 | 18-Dec-17 | Wolf Lake Plant |
| MT2 | Skilled bolt up  | 29-Nov-17 | 02-Jan-18 | Apprenticeship training coverage |
| MT2 | Welders Helper | 10-Nov-17 | 02-Jan-18 | Position replaced on TA Crew |

**Attrition Summary: Q4 2017**

|  |  |  |  |
| --- | --- | --- | --- |
| **Classification** | **Termination Date** | **Termination Reason** | **Work Area** |
| SCR7 | 02-Oct-17 | Other relocation | TA crew. |
| MT2 | 11-Oct-17 | Quit | TA crew. |
| MT4 | 13-Oct-17 | Terminated | TA crew |
| SFCR3 | 19-Oct-17 | Illness / injury | Scaffolding crew. |
| MT5 | 19-Oct-17 | Trade school | TA crew. |
| MT2 | 20-Oct-17 | Trade school | Warehouse WLP. |
| SFCR5 | 31-Oct-17 | Illness/Injury | Scaffold Crew |
| MT3 | 10-Nov-17 | Quit | TA Crew |
| MT4 | 23-Nov-17 | Quit | WLP Crew |
| MT6 | 27-Nov-17 | Shortage of Work | TA Crew  |
| SFCR | 18-Dec-17 | Gross Misconduct | Scaffold Crew |
| MT2 | 18-Dec-17 | Illness/Injury | TA Crew |
| SCR | 29-Dec-17 | Illness/Injury | WLP Crew |
| MT2 | 29-Dec-17 | Apprenticeship training | WLP Crew |

**Site Quinn Manpower | End of December 2017**

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 | 6 | 7 | 4 | - | - | 27 |
| 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** | **17** | **20** | **17** | **1** | **0** | **100** |

**Training Summary |**

|  |  |
| --- | --- |
| **Course** | **Total** |
| H2S Alive | **3** |
| Standard First Aid | **3** |
| Confined Space | **4** |
| Bolt up Swedge Lock | **-** |
| Fall Protection | **11** |
| Gas Detection | **4** |
| Orientation | **10** |
| Equipment Training | **16** |
| Basic Rigging | **-** |
| Skid Steer | **5** |
| Fire Extinguisher | **-** |
| PortaCount Fit Testing | **7** |
| **Total** | **63** |

**FLEET |**

|  |  |
| --- | --- |
| **KPI Objective** | **KPI Actuals | Q4 2017** |
| 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 44 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** was returned to the Fleet Shop 20-Oct-17.
* **Unit 25-017** was sent to site 07-Nov-17 and returned 09-Nov-17.
* **Unit 15-035** was sent to site 17-Nov-17 for Keith Christie coverage and returned 05-Dec-17.

**FINANCE |**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Oct 2017** | **Nov 2017** | **Dec 2017** |
| Days to Bill | 12 | 11 | 8.5 |
| Unbilled Amount | $- | $147 | $352,650 |
| Days to Pay | 42 | - | - |
| Paid After 45 Days | $11,103 | $- | $- |
| Total Hours | 17,705.5 | 15,764.5 | 13,939.5 |
| % OT | 9.84% | 3.90% | 8.96% |

**Overtime Allocation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **October**9.84%  | **November**3.90% | **December**8.96% | **Total** Q4 |
| Maintenance Hours | 317.5 | 260.5 | 155 | 733 |
| Turnaround Hours | 1,190.5 | 305 | 1000.5 | 2,496 |
| MaintenanceScaffolding Hours | - | 21 | - | 21 |
| TurnaroundScaffolding Hours | 234 | 28 | 93.5 | 355.5 |

**SCAFFOLDING |**

|  |  |
| --- | --- |
| **KPI Objective** | **KPI Actuals | Q4 2017** |
| > 60 CF/hr. | **84.45 CF/hr.** |
| Dismantled Scaffolds | **397** |
| Dismantled Man-hours | **2,126 Hrs.** |

**Breakdown:**

|  |  |
| --- | --- |
| **Q4 2017** | **Maintenance** |
| Total Scaffolds | Total System | Total Tube & Clamp | Build Hours | Total Cubic Feet | Avg. CF/Hr. |
| 206 | 108 | 98 | 2,331.5 | 154,036 | 66.06 |

|  |  |
| --- | --- |
| **Q4 2017** | **Turnarounds** |
| Total Scaffolds | Total System | Total Tube & Clamp | Build Hours | Total Cubic Feet | Avg. CF/Hr. |
| 76 | 54 | 22 | 1,534 | 157,774 | 102.85 |

|  |  |
| --- | --- |
| **All Scaffolds** **Standing Dec 31, 2017** | **Maintenance** |
| Total Scaffolds | Total System | Total Tube & Clamp | Build Hours | Total Cubic Feet | Avg. CF/Hr. |
| 199 | 113 | 86 | 2,403 | 175,419 | 73.00 |

|  |  |
| --- | --- |
| **All Scaffolds Standing** **Dec 31, 2017** | **Turnarounds** |
| Total Scaffolds | Total System | Total Tube & Clamp | Build Hours | Total Cubic Feet | Avg. CF/Hr. |
| 83 | 62 | 21 | 1,313.5 | 144,667 | 110.14 |

**Comment / Issues:**

* Based on build sheets per scaffold that were submitted by the Quinn Scaffold foreman from the CNRL site, there are 282 scaffolds standing collectively from all areas at the CNRL site for December.