



249, Bonaventure Blvd.  
Victoriaville, Que.  
G6T 1V5  
Phone : 819 758-7501  
Fax : 819 758-2544  
[www.abf-inc.com](http://www.abf-inc.com)

E-mail address :  
[mboucher@abf-inc.com](mailto:mboucher@abf-inc.com)



**IN THIS ISSUE:**

A LOOK BACK AT OUR 2014 CHRISTMAS PARTY	2
MISCELLANEOUS	2
ARTICLE ABOUT COMPUTER VIRUSES	3
OCCUPATIONAL HEALTH AND SAFETY	4

**Welcome to all  
the new ABF  
team  
employees.**



**MESSAGE FROM THE PRESIDENT**

Hello everyone!

On December 17, as part of the Christmas dinner for our employees based in Victoriaville, we invited guest speaker Richard Roy to present his conference called "*Les excuses qui tuent les entreprises*" ("*Excuses that Kill Companies*").

Following this very interesting and humorous conference, we adopted a slogan for the start of the year 2015:

**"NO EXCUSES" "PAS D'EXCUSES"**

"No Excuses" means that we need to take responsibility for our mistakes, our oversights, the nonconformities we created or contributed to create; it means that we're ACCOUNTABLE, and that as a result we have a duty. "No Excuses" demands great humility, and it's with this kind of person that we want to build the new ABF.

If we make an excuse, we'll make the same mistake, the same oversight, the same nonconformity without fail, because by using an excuse we're evading any responsibility and standing still; we're not moving forward.

So please feel free to mention this to your colleagues, in a polite or humorous way, when they start looking for an excuse! This is how we'll move forward as a company, and for it to work, EVERYONE must be on board!

EXCUSES are OVER. I want us to focus on SOLUTIONS so that the same situations won't happen over and over again.

Instead of saying "I thought .....", ask a question before the damage is done.

In conclusion, we're not asking anyone to be perfect, but we're asking the team to make a perfect effort! I invite you to think about this and to ask yourself if your effort is perfect!

Thank you for embracing this SLOGAN FOR 2015!

Eric Bernier, President

**Good news!**

Here are a few of the projects recently obtained by ABF:

- |  |   |
|--|---|
| Heart Institute Cardiac Life Support Service, Ottawa University / Ottawa | Woodfield residential development / Sillery           |
| Expansion of CSN headquarter offices / Montreal                          | Icon Tower / Ottawa                                   |
| Phase 1 of Gallery Lofts sur le Canal / Montreal                         | Embassy of China Parking Garage and Addition / Ottawa |

# A look back at our 2014 office Christmas party

Our 2014 office Christmas party took place on December 12. The management had the great idea to rent a photo booth for the occasion. Here are a few of the photos that were taken :



## Miscellaneous

### Upcoming statutory Holidays

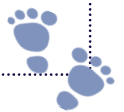
FRIDAY APRIL 3, 2015 (GOOD FRIDAY)

MONDAY APRIL 6, 2015 (EASTER MONDAY)

MONDAY MAY 18, 2015 (NATIONAL PATRIOTS DAY)

### ABF baby

Congratulations to Nadia Gauthier and her partner on the birth of their second son, named Scott, on January 20, 2015.



### Death notice

ABF's management offers its most sincere condolences to Luc Renaud on the death of his mother this past February.

### Your thought of the month

If it's important to you, you'll find a way. If it's not, you'll find an excuse.

## COMPUTER VIRUSES ???

There's an ever-growing list of elements that make up this infectious world, to the extent that it can be difficult to know which type is which. However, you can be certain that all of them have the same objective: CAUSING HARM.

### Which type?

The first thing you should know is that viruses are divided into several types or classes. What is a virus? It's a program whose goal is to cause harm, break or steal. Viruses have a low profile that allows them to escape notice before they strike. They're usually small programs that you catch by way of corrupted websites or external media (USB key, external hard drive, copied DVD, etc.) and that graft onto existing software (hence the expression "infected files"), making these files unusable. They can also be programmed to strike at a set date and time. Finally, their harmful actions are only limited by their creators' imaginations.



### Let's start with « worms »

No intervention on the part of the user is needed to start this type of program. It copies itself onto a computer, then onto another computer that comes in contact with the infected computer, and so on. Although it's not dangerous to start with, its action takes up more and more of your network's bandwidth.

### Let's continue with « Trojan horses »



This is software whose installation the user authorises, whether consciously or unconsciously, on their computer. It spreads quickly through ads, questionable websites, etc. There's a strong likelihood that some of the offers you think you're refusing by clicking on the "X" will instead result in their installation. Designers change the code for the "X" (which is usually meant to close a program's window) and other button options to trigger the installation of the virus in the background. If in doubt, you can "kill" an application by simultaneously pressing the "Alt" and "F4" keys while in the active window. This function will stop the program at the point it has reached, and could help you to avoid many problems.

Viruses, worms and Trojan horses are defined by the way in which they spread, while adware, spyware and malware are named for their actions.

**Adware** displays unwanted ads and opens web pages.

**Spyware** is a spying software that allows its writer to spy on your computer, capturing your personal information such as passwords, address, bank account — in short, all of your computer's contents.

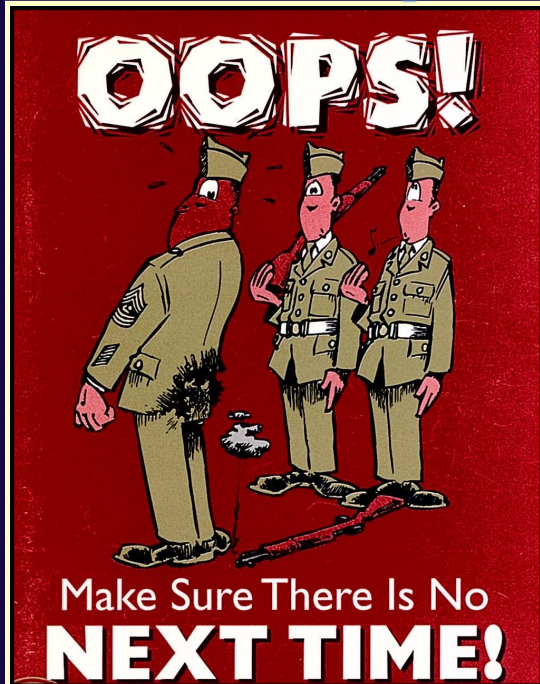
**Rootkits** are harmless programs that get installed, then wait for a signal from their designer, the "bot master", before launching an attack on targeted sites in order to saturate them.

**Ransomware** encrypt your data, then demand a ransom to decrypt them. In most cases, whether you pay or not, your data will not be decrypted.

Finally, there is and always will be a large number of new **\*\*\*ware**, which are named for the actions they perform. However, you should be wary of **scareware**. These programs pose as antivirus software, and they genuinely look the part. They simulate a scan of your computer, claim that your computer is badly infected, usually block your computer's administrator rights so you have no control over it, then destroy operating system files. Next, they demand a certain amount (e.g. \$39.99) to install the official version, but of course, whether you pay or not, nothing will be repaired.

This was an overview of computer viruses. But rest assured, antivirus software does a decent job. Even free versions are as good as the speed at which they ferret out the new viruses that travel the web.

# Occupational Health and Safety



On the job or elsewhere, we all come across potentially dangerous situations every now and then; and we all have avoided accidents at one point or another, sometimes by little more than a few inches or centimeters!

However, you shouldn't ignore such situations simply because there was no accident or no one was injured.

### What's obvious for some...

What clearly appears as a dangerous situation for some may not necessarily be seen as one by others.

This is why, whenever you see a dangerous situation, you should make sure it is corrected. Otherwise it could cause someone else to have a serious accident. There are different ways to deal with it. For instance:

- **Correcting the situation or having it corrected**

This solution applies mostly at home where you're the one responsible for making things as safe as possible or for having professionals do it for you.

- **Making sure everyone else sees the danger**

If you cannot correct the situation immediately, you should at least make sure that the danger is seen by everyone else. You can use such things as signs, security tape or warning lights to do this.

- **Reporting the situation to the proper authorities**

Dangerous situations on the road or in public places should be reported to the proper authorities (police, public works, government, etc.). At work, you should warn your supervisor, or the person in charge of health and safety of any potential danger. These people have the authority and competence to assess the problem. Then they can make sure that everything is done to remedy the situation as soon as possible while insuring everyone's safety.

### Why didn't that happen before?

Near-misses, or accidents just barely avoided, must be taken quite seriously because they often reveal potential dangers that no one had realized were there. A careful study of a near-miss can help identify its causes as well as the probable consequences of an actual accident. Here is what you should do:

- **At home**

Whenever a member of your family comes close to having an accident, it is important to ask yourself why and to make sure the situation of behavior that caused it is corrected.

- **At work**

After avoiding an accident at work, you must tell your supervisor and/or the health and safety officer about it immediately. Then, by investigating the incident, they can identify its causes and decide what actions should be taken to prevent it from happening again.

### You can help by telling...

Many people don't report a near-miss because they are afraid of being blamed, or of seeing their co-workers held responsible for it. Unfortunately, unless it is reported, a near-miss cannot be investigated and, therefore, its causes cannot be identified or corrected. In the end, the danger remains and, who knows, maybe next time a similar event occurs the victims won't be as lucky...

When you think of it, what are a few words of reprimand compared to the thought that your own or someone else's life may be in danger, simply because you failed to report what could cause a serious accident?

Mark Clarke, Health and Safety Manager

### 'Want to Know the Truth?

Would you recognize a dangerous situation if you saw one? Do you know how to deal with near-misses? Can you tell whether the following statements are true or false?

1. You shouldn't worry about a dangerous situation as long as there haven't been any accidents or near-misses.
2. Simply telling others of a potential danger is enough.
3. You should deal with near-misses the same way you would treat actual accidents.
4. Only accidents that have resulted in injuries need to be reported.
5. A dangerous situation that hasn't been corrected can be the cause of an accident or a near-miss.
6. Certain behaviors or habits could cause dangerous situations.
7. Unless you're directly concerned by a dangerous situation or involved in a near-miss, you shouldn't worry too much about it.
8. There is nothing you can do about dangerous situations and near-misses at home.
9. The odds of an accident happening again are so slim that you really shouldn't worry about it at all.
10. By carefully investigating near-misses, you can actually prevent real accidents from happening.

**Solution** 1:False 2:False 3:True 4:False 5:True 6:True 7:False 8:False 9:False 10:True