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A MESSAGE FROM THE PRESIDENT

Hello everyone!

Here we are again at the start of a new year, which we hope will bring us a host of new projects. The number of incoming bid requests is still encouraging, and the building industry is also basing great expectations on the REM project.



For those of you who hadn't heard yet, in 2016 we launched a new internal competition at ABF: the ROD D'OR.

These prizes will be awarded annually, and the laureates will be the individuals who most highly conveyed and honoured ABF's values in each department.

The winners for 2016 are:

- ✓ **Office:** Réjean Hainse
- ✓ **Plant:** Khaly Diakhate
- ✓ **Construction sites - Ottawa region:** Patrick Chenard
- ✓ **Construction sites - Quebec City region:** Joël Landry
- ✓ **Construction sites - Montreal region:** René Beaudin

Congratulations once again to the winners! You'll find their photos on page 3.

In closing, I want to share with you an article entitled "*The Ten Commandments of Emailing*," which you'll find below. It seems very timely given the state of our world today. I'd like you to read these 10 commandments and put them into practice as often as possible.

My thanks to all of you!

Éric Bernier, President

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The Ten commandments of Emailing

1. If you need an URGENT answer, there's a device you can use called a Telephone.
2. If you've been CC'd in an email, don't do anything. You were sent a copy of the email for information purposes only, not to prompt you to take action. Worse still, if you were BCC'd, avoid replying; nobody but the person who wrote the email knows you're in the loop.
3. Never send an email to two people at once, especially if you want someone to do something; you risk waiting around or creating need-less confusion, so that nobody takes any action.
4. Don't rely exclusively on emails to communicate or to resolve a problem; express yourself orally or in person, which can be far more effective, especially within the same building.
5. You need a *damn* good reason if you're going to write an email more than one page long. Be brief and concise; keep your notes short and efficient. Email is a communication tool, not a writing tool.
6. Avoid clicking *Reply all*, otherwise your email will morph into a forum with endless discussions that go nowhere and are totally inefficient.
7. Before attaching large files to your emails, consider carefully if it's necessary.
8. If you won't be able to access your emails, let people know by using the *Out of Office Assistant*. It's simple and effective.
9. Some things don't go over well in writing or can be subject to various interpretations. Avoid humour; what seems funny to you can be offensive to others. Also avoid writing in all caps. Remember that writings remain.
10. Emails should be factual, not emotional. Remember that, in this wonderful world of electronic communications, nothing remains private or secure.

FLASHBACK – OFFICE AND PLANT CHRISTMAS PARTY 2016!



Psst... there's a total of 150 years of work at ABF on this photo !!! Impressive !!!



Miscellaneous

Good news!

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

- Station Sud / Longueuil
- RE Residence / Ottawa
- Croissant Cérés Condos / Dollard-des-Ormeaux
- Crémazie Groupe Maurice parking / Montreal
- De l'Hétière Street Residence / St-Augustin-de-Desmaures

Death Notice



ABF's management offers its most sincere condolences to **Sylvie T. Pruneau** on the death of her father, Mr. Mathias Therrien, this past January 3rd.

Upcoming Statutory Holidays

Friday, April 14 2017 (Good Friday)

Monday, April 17 2017 (Easter Monday)

Monday, May 22 2017 (National Patriot's Day)

Welcome to all the new ABF team employees.

ROD D'OR 2016

Here are the photos of the winners of the 2016 Rod d'Or :



Office: Réjean Hainse



Plant: Khaly Diakhate



Quebec City region: Joël Landry



Montreal region: René Beaudin

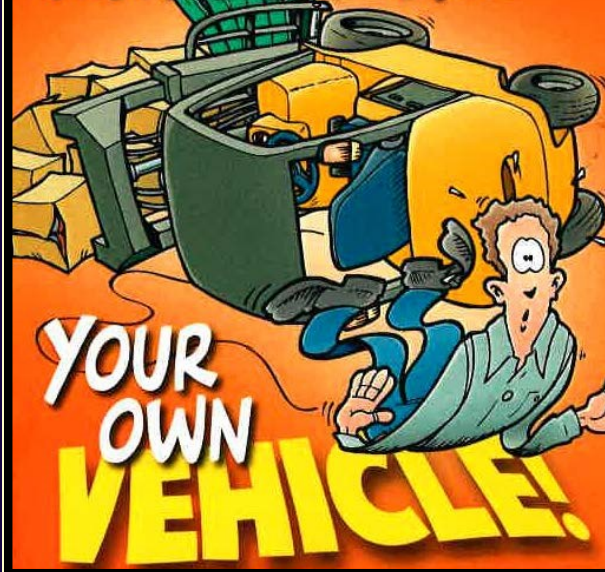


Ottawa region: Patrick Chenard



OCCUPATIONAL HEALTH AND SAFETY

SAFETY RESTRAINTS: KEEPING YOU FROM BEING RUN OVER BY...



Each year, lift truck operators are seriously injured, or even killed when their vehicle tips over. This is the most common type of accident involving industrial vehicles.

A crushing reality!

Because they are narrower than most vehicles, and their center of gravity is located higher, lift trucks are more prone to tipping over during tight turns or when driven over uneven terrain, even at low speed.

Ironically, when this happens, the operator often finds himself trapped or crushed under the overhead structure that was originally designed to protect him against the fall of objects carried by the lift truck.

Taking safety to a higher level

To reduce the number and severity of accidents involving lift trucks, the following regulation must be enforced:

1. All lift trucks must feature a restraining device, such as a seat belt, a wire mesh cage, a fully enclosed cabin or a wrap-around seat.
2. To operate a lift truck, one must be at least 16 years of age and have undergone proper classroom and in-vehicle training.

Steering clear of hazards

To avoid bringing a load of trouble down onto themselves, lift truck drivers must:

- ↳ Make sure that their vehicle, including its safety restraints, is in proper working condition.
- ↳ Never carry loads that exceed the capacity of the vehicle, and make sure that the load is sitting properly on the forks before moving off.
- ↳ Carry the load as close to the ground as possible.
- ↳ Drive at a speed that will enable them to bring their vehicle to a halt safely and avoid sudden manoeuvres at all times.
- ↳ Keep their arms, hands, legs and head inside the cabin or cage while driving.
- ↳ Obey traffic and safety signs, especially speed limits and stop signs.
- ↳ Sound their horn to warn others of their presence, and check that the path is clear before turning a corner or engaging in an intersection.
- ↳ Drive in reverse when the load blocks their vision, or when driving down a slope with an inclination higher than 5% while loaded.
- ↳ Use the safety restraints installed on the vehicle at all times.

When the lift truck is equipped with a seat belt, **the driver must fasten it at all times**, even if other restraining features are installed on the vehicle.

What if...

Should the vehicle start tipping over, the last to do is to try to jump off. When this happens, the driver should hold on the steering wheel as hard as he can, plant his feet firmly on the floor and lean in the direction opposite from the side on which the vehicle is falling.

Alain Perron, Health and Safety manager

C R O S S W O R D S

Across

1. Inspection to be performed before each use.
2. Device that protects one against mechanical or moving parts.
3. The act of keeping something in good order.
4. Feature that keeps the operator from being thrown off the vehicle during an accident.

Down

5. Must be given to pedestrians.
6. Must never be allowed to ride on a lift truck.
7. Basic law of physics that is one of the main hazards threatening lift truck operators.
8. Minimum space required for safe movement.

1. VISUAL 2. GUARD 3. MAINTENANCE 4. RESTRAINT
5. PRIORITY 6. PASSENGER 7. GRAVITY 8. CLEARANCE