

SWAB MASTER LTD.
SAFETY MEETING
Friday December 23, 2024
10:00 am

Attendance: Tamsen Hall, Hong Zhong Guo, Shawn Gleisner, Andre` St Germain, Scott Fettinger, Yongfu Duan, Henry Zhu, Farley Schellenberg, Ren Chun Han, Dennis He, David Tobin, Awad Kwag

Meeting called to order at 10 am.

Discussion:

- Hand Signals:
 - Reviewed handguide signals for vehicles (handout from Energy Safety Canada)
 - Reviewed hand signals for open/close gates
 - Reviewed signals for pinch back of flow line

If we can standardize these signals, it will help any confusion of what is being communicated between crew members. Learn the signals and use them effectively in the field.

If you are driving the rig and you lose sight of the spotter when you are backing up, you must stop! Make sure to keep your spotter in your line of sight at all times.

Use the proper signals for opening and closing valves. Count how many turns to open the master valves and demco valves and you will know how many turns to close it.

- 2025 IPC Orientations: General Contractor Orientation & Southern Assets Fluid Hauler. They were to have been completed before the end of the year. If you have not completed these orientations, then do so asap. If you have any issues accessing the training on ISN, please let Tammy know.
- Company Orientations: Cardinal, Astara and West Lake require new orientations. Codes are posted on the training website. These are now due.
- Windssocks on Tank Trucks: Please remove for any extended hi-way travel. Reminder stickers have been installed in the tank trucks that are in the yard. Still need stickers for T1, T9 & T16 (Ember) Shawn gave Awad those stickers to place in the trucks. Install the stickers where they are easily visible in the cab as a reminder for the driver.
- Updated Fall Protection Policy: We have made some updates to our Fall Protection Policy. The handout is the current version. Some of the major changes include, but are not limited to:
 - Mandatory to use fall protection equipment when doing any work on top of rigs or tank trucks that do not have safety rails.

- Wash bay now has a fall arrest rail installed c/w rolling tie off points (2). It has been certified by an engineer. Container of harness (2), lanyards (4), copy of policy and inspection forms are stored on top of the varsol bin, and it is marked.
 - For T18, T19 & T20 it is required to wear a harness when completing any task on top of the tank. There is a harness and 2 lanyards in T18 and T19. Harness must be worn and a lanyard connected to each fall restriction cable attached at the top of the tank.
 - Fall Protection training has now been included in the New Employee Orientation package. Inspection forms are available on our website under the Forms section, when you need to access them. Or contact the office and we can print them off for you.
 - You are required to use a harness when you are in the field. Discuss potential tie off points.
 - You are NOT to use fall protection equipment if you are working alone. Always ensure there is someone else present in case a rescue situation occurs.
 - If you are not familiar with the proper way to wear the fall protection system, then contact Shawn and he will show you how to properly don the gear.
 - If you fall at any time while wearing the fall protection gear, the lanyard and harness will be tagged out of service. You must fill out an opportunity report for this.
 - Those present at the meeting completed the Fall Protection knowledge test that was provided at the meeting.
- In closing, Hong said it's been a tough year due to the lower gas prices. Once prices rise, we will have much more work. He appreciates your patience and applauds the good work ethic.

Swab Master wishes everyone a safe and happy Christmas season!

Meeting Adjourned – 11:00 am

Beef brisket lunch provided for everyone by Shawn. Thank you!