

SWAB MASTER LTD.
SAFETY MEETING
MONDAY, MARCH 30, 2022

Attendance: Garth Smith, Hong Zhong Guo, Starla Smith, Tamsen Hall, Marj Baillie, Farley Schellenberg, Neil Williams, Roger Pike, Andre St. Germain, Stacy Kuzel, Brad Hanrahan, Abe Giesbrecht, John Andres, Keifer Smith, Jim Harpell, Eric Deacon

Meeting called to order at 10:00 am

Discussion:

- Minutes of last meeting were reviewed.
- External audit April 26-30.
- Safety Manual Review: The company safety manual should be perused by all employees on a regular basis. Our employees should be able to easily navigate the manual to find information available. Page 5 of Element #1 contains the Swab Master Occupational Health & Safety Policy. The policy is also posted in the main office, Garth's office, online and in the new employee package. Everyone should know and understand the contents of this policy.
 - Physical, psychological, and social well-being
 - The 3 R's (right to know, right to participate, right to refuse)
 - Harassment & Violence Policy Element 3 pages 42-44

YOU MUST BE ABLE TO PRODUCE A COPY OF THE OH&S CODE

- We put together a Q & A sheet pertaining to the safety manual. It is a good habit to continually familiarize yourselves with the contents of the manual.
- Hong and Andre are the HS reps for the company. Know their phone numbers. Contact them or the safety coordinators with any safety concerns or items for discussion.
- Procedures are found on the company website as well as in Element #3 of your Safety Manual. They offer a step-by-step procedure for each Swab Master task. Please familiarize yourselves with these procedures and notify of any questions you may have or changes you would make.
- Communication between crews and managers – remote crews contact managers at end of shift when safely home. Working alone – contact when home.
- CNRL Covid update – March 14th no masks, April 4th no longer requires testing or proof of vaccination.
- Fluid Transfer Forms: Fill out correctly. The fluid volume is necessary on each form for Alberta Environment in the event of a spill. UN1267 is the placard for produced water/flammable. Discern DOW or NON-DOW and record. Information pertaining to the contents is kept in the door of the truck for quick access for first responders. Please ensure the ticket number is on the fluid transfer. The paperwork must be tracked from “cradle to grave” and files kept for five years.
- Company vehicles: Element 11, page 3, section 2 Employees will not operate any company vehicle if they have consumed or are in possession of alcohol, illegal drugs, or

the misuse of prescription drugs. The law now is “zero tolerance” for all commercial vehicles.

- Back up procedure for all company vehicles – ensures less chance of incidents
- Seat belts – Always! It is the law!
- Yearly Opportunity Reports statistics were discussed.
- Opportunity reports: Fill out for all issues, repairs etc. – Make sure the unit number is on the report. Add an invoice number on the report if an invoice will be paired with the report. Also mention where the part was purchased, or service was done. This makes it much easier for the office to process.
- First Aid & Fire Extinguisher checklist – fill out end of every month
- Man-Down Drills and emergency drills – perform monthly, quarterly at least.
- Task sheets: Are they being filled out?
- Hazard ID – everyone should participate – need paperwork for these. Your binder in each unit has all the paperwork needed. Good habit to review, familiarize, and utilize.
- Equipment checks every morning – Check fluid levels: Oil, antifreeze etc. Auto transmission – pull dip sticks. Change stickers when services are done. Check tire pressures, wear & tear etc. Webasto use – diligence when addressing programming issues – check batteries etc.
- Crude spec tanks – know where spec sheets are. Be ready to offer information on pressure tests etc.
- Derrick hours of service – keep track of inspections and hours of service - paperwork should be completed in a timely manner. DOT will require this paperwork. Visual rig and equipment inspections every day – make it a habit – the smallest deficiencies can be detected before they become a hazard or incident.
- Practice good housekeeping. Respect the equipment and keep units clean. Keep tools clean and in good working order – less incidents. Also, practice good housekeeping routine in the shop. It’s an individual responsibility!
- Garth said, “You always have permission to do the right thing”.
- Hong is preparing a video on pouring rope sockets which will be available soon.
- Yearly employee evaluations & self-evaluations for employees (not the new employees)
- Fire extinguisher video presentation at end of meeting. Always know where all fire extinguishers are positioned, whether in the field or in the shop.
- Fire Extinguisher Training followed the meeting.

Meeting Adjourned 10:55 am