

Swab Master Safety Meeting Minutes

Date: Tuesday Oct. 28, 25 @ 13:30

Location: Brooks Shop

Items:

- **CNRL/Torxen:**

Now that CNRL has officially purchased and taken over Torxen, for the next while, you can probably expect multiple field visits from CNRL safety and/or Calgary office while they review how things have been done by Torxen and integrate their own processes. We need to ensure we are on top of all our paperwork and equipment.

- **Truck Keys:**

Over the last little while we have had a rash of missing truck keys on the board. Don't know what's happening to them but we need to ensure that they are going back on the board when we are done with them.

- **Paperwork:** We still have some employees that are not completing required paperwork on a regular basis. These include Rig Manager Inspections, Logs, Daily Derrick Inspections, Fluid Transfers, etc. We in the office will be focusing on this area of improvement moving forward. Should any tickets/fines you receive due to not having these done will be your responsibility to pay. We don't want you to have any more paperwork than absolutely necessary but these are minimums required by legislation. Please ensure that they are being completed as required. Failure to do so will result in progressive discipline as per our company policy.

- **Fuel/KM logs and Timesheets:** Please make sure you hand these in within the first couple of days of each month(fuel & KM logs). Ensure they are neat, complete and accurate as other end users need the correct information off of them for other areas of our jobs. Missing and/or inaccurate info only makes it harder for others, especially timesheets. We want to make sure that your pay is correct but it regularly takes hours of extra work to verify, check, cross reference timesheets against tickets and/or crew members time in order to do this.

In addition, when we are collecting fuel & km logs from units parked along the fence we will start the units that are not regularly used and let them run for a couple of

hours to top up batteries and keep the engines lubricated. ****Make sure to lock doors and turn battery switches off****

- **Incidents:**

- **Crown Out/ Parted Sandline**

It was determined by inspection of the rope socket that a kink in the sandline had developed near the rope socket due to hard tags of fluid while running downhole. This is common on wells with gas pockets. This is where the break occurred when the tool string crowned out. It was stated that the alarm had not sounded due to the depthometer being out due to these gas pockets which can also occur in these types of wells. When we run into these types of wells we have to increase our awareness and not rely on mechanical warnings. Pay more attention to wrap counts and flags as well. There were some other things that were of concern in this incident

- No tool check was documented by night crew. Last one documented was done at 17:10 by day shift.
 - Last Derrick Inspection was done on July 20/25. Incident was on Aug. 13/25. Derrick inspections need to be done at the beginning of every shift. One by day crew, one by night crew. It is a pre-use inspection. Not just required by legislation but also for your piece of mind knowing your equipment is safe to use and working as it should.
 - Night crew had not signed on to that days hazard assessment, nor had one not been done to start the next day after midnight.

As a result of this incident we have added the requirement that on 24 hr swabbing that at a minimum, 3 tool checks are to be done by each crew. One at each shift change. These tool checks must be done with both crews present. Both rig supervisors must document and sign the tool check documented on the swab report. At least one additional tool check must be completed during the shift. More if the well situation dictates and during cup changes.

- **Hazard ID/Near Misses:**

- **Unnecessary Wearing on TT Hose**

Please ensure that hoses are reeled and stored in a way that the plumbing on the hose reel does not cause wear due to continuous rubbing. Change plumbing make up if need be but all reels have been set up so this does not occur if hose is stored properly

- **Insecure Man basket**

The manbasket has a spot for forks to slide into so that it cant tip side to side. However we need to secure the manbasket so that if the mast is accidentally tipped forward then the basket cannot slip off the forks. Attach basket to the mast using an approved ratchet strap. Ensure the strap has legible SWL and is in good shape. Ensure to inspect the strap before use for any damage that would take it OOS.

- ***Using Ladder in Man Basket***

A small 3 step ladder was used in the manbasket for the employee to reach the eavestrough he was working on. Using this ladder put the employee mostly above the railings on the manbasket. In these cases, fall protection is required as the railings are rendered ineffective. We have multiple fall arrest harnesses available. Please ensure to inspect the harness prior to use on the inspection forms provided.

- ***Air Horn not Working***

During a mock mand down drill completed on site, the air horn located in the rig operating cab did not work. In addition, the customer horn did not function as well as they were involved in the drill as well. Horn was replaced in the rig. In addition we will be putting whistles attached to air horns in all rigs as back up. Also if needed, the truck air horn can be used as well.

- ***Cross Threaded Rope Socket & Swivel***

When putting rope sockets, swivels, tool strings together we need to ensure that the threads are in good shape and clean. All thread connections should thread together with minimal effort if they are functioning as they should. Once together fully, one person on the pipe wrench suffices to tighten up. Over wrenching can cause thread damage and metal fatigue over time. If you have to use a wrench to initially thread tools together there is a problem. Take apart again, clean and inspect threads. If needed take OOS and replace with a different component. Tag the tool component with required information and put in the shop

- ***Trips & Falls***

No running on location. Watch for hoses and lines attached to lubricator. Stay clear of flow lines unless necessary. Use hand rails and 3 point contact when getting on/off equipment. Tripping hazards are going to increase soon with the addition of steam lines.

- ***Rotating Equipment***

Employees are not to be on the rig deck while the drawworks is in motion. Too many opportunities to get caught in the line if it were to go slack should there be a hard fluid tag or get hung up in the well bore. Once it frees itself then the line will go back to being under tension quickly. Stay clear.

- ***Rig 4 Outtrigger***

Rig 4 was parked along the fence. An employee fired it up to bring into the shop for maintenance. It is known by some that the rig has an outrigger that seeps down over time. The employee forgot and didn't do a walkaround of the equipment prior to moving. Drag the outrigger about 20 feet before they realized and stopped. In addition another employee was working in proximity and noticed stopping the driver as well. No damage. Outrigger was lifted and unit put into the shop. A Walkaround is crucial before moving any piece of equipment no matter where it is parked. This ensures everything is as should be before moving no matter how long the unit has been parked. Situations can change quickly causing the unit to not be able to move (i.e items could blow or be placed under the unit by someone for storage, another employee could have crawled under the unit for a quick repair, items could be placed on the unit that could fall off if not secured prior to moving.

- ***Winterizing Equipment:***

It's time to start preparing as winter will be here before we know it. Things to start thinking about and being proactive about:

- Function testing webasto/pro heaters
- Testing coolant strengths
- Inspecting tow slings
- Inspecting methanol injectors
- Repairing any air leaks
- Ensuring winter fronts are in the applicable units
- Wiper blades in good condition
- Checking all fluid levels
- Winter windshield washer fluid
- Load testing batteries
- Ensure heaters/defrosters are operational
- Tire conditions
- Tire chains
- Drain pumps and blow out lines on tank trucks

- ***Injuries/WCB:***

We are dealing with a potentially serious situation with a major customer of ours where we are almost unable to work for them due to our TRIF (total recordable injury frequency) and our WCB premiums. TRIF is a number calculated by the number of recordable incidents x 200000 / total hours worked. While we have not had any injuries in the last year and a half, our injuries and how they were dealt with previously are now potentially affecting our ability to work.

If WCB has to pay out any costs associated with an injury (wages, rehabilitation, appointment costs) it drives up our WCB premiums the company pays for each employee (its an insurance claim just like you would have if your vehicle was damaged. The more claims you make, the more insurance premiums you pay). For every dollar WCB has to pay out they charge the company roughly 3. This can be quite expensive, and it also is seen by our customers as they get our WCB rate sheets every year through ISN and Complyworks. It also takes 3 years for these injury claims to come off our WCB record. This shows that we are at higher risk of having an incident where someone may be injured which increases the chance that it may happen on the customer site. They do not want that risk on their sites and now we are where we are with a certain customer.

We **MUST** make sure we are doing things properly. Following procedures and policies, completing necessary paperwork, watching out for one another, wearing required PPE, ensuring all maintenance and repairs are done when required and having effective training.

The WCB/Injury Management program has been reviewed, and some changes were made to eliminate some deficiencies. The company is now more aware of steps we can take to help reduce the chance of injuries and we will be working with everyone so that together we will eliminate the chance of this scenario happening again. And I just want to stress that for us, its not even about the money, we want all employees to be able to go home at the end of the day to your families and not have your life affected by a workplace injury which could be potentially life changing.

For a company our size doing similar works types, the Industry standard WCB charge is \$1.66/hr/employee. Due to our past record we are now paying \$1.85/hr/employee.

- ***Taking equipment/tools out of service:***

When removing equipment/tools/downhole tools out of service that require repair/replacement, please tag the item with the following info:

- Date

- Unit removed from
- Issue
- Name

Do not tag just NFG! We need to know what the issue is so we can determine if it can be repaired or needs to be replaced.

Do not leave OOS item on the rig for someone else to deal with. Tag it and let someone know.

There are tags available on the work bench in the shop.

- ***2025 COR Renewal Audit:***

We received a score of 96.4% on our audit. Thank you to everyone for your participation and ensuring we continue to maintain a high level and meaningful safety program. I have developed and posted the action plan in the dispatch office and shop bulletin board of the few minor areas of improvement identified by our auditor. I will continue to work on them and keep you updated as they are completed and implemented. They are all minor changes on the administrative side of our program.

- ***Hoodies:***

Effective immediately there are no hoodies permitted at Swab Master in the field and shop/yard. This is already a requirement for the majority of our customers anyways so it was decided that it would apply in our shop and yard as well.

- ***Open Discussion:***

Farley/Andre: Rig 15 hydraulic rams will seep slowly when slightly back from center (i.e when doing a cup change/ tool check and derrick is tipped back slightly to ake room for task to be done). We will need to check further into it.

Scott: Ensure we are checking cab filters regularly. There have been lots lately that have been replaced that should have been changed long ago. Ensure when travelling in convoy, follow at a distance that keeps you out of dust trail of the lead vehicle in front of you.

The conversation then went further to remind everyone that with winter driving conditions that are soon coming to ensure extra following distance, drive to your ability and road conditions. Lead vehicles will wait on corners to keep convoy together.

Sheri: During the slow summer we had some vehicle's insurance was adjusted to have minimal coverage as it was not to leave the yard. We had a couple of occasions where units were sent out to work without changing their status with the insurance company. In future, coloured cards will be placed in any vehicle that has yard status only. Should you go to use a unit with one of these cards, please bring the card into the office for verification of status and get management approval before using.

Meeting adjourned at 14:45