

**SWAB MASTER LTD.**  
**SAFETY MEETING MINUTES**

**Date: April 28/26**

**Time: 10:00 am - Swab Master Shop**

CALL MEETING TO ORDER

**NEW ITEMS:**

- ***Slip and Cut:***

When doing a slip and cut in the yard, please do not put the sandline removed into the scrap metal bin. Coil up, secure ends to avoid unravelling and put on the pallet at the back of the yard. Metal recycling will not take long lengths. It must be cut into 3' sections for them to accept it.

- ***Truck Spotting Signals:***

Please see the handout provided. We need to try and standardize the signals so that there is no confusion when moving/spotting equipment in tight areas and/or backing into position. If confusion arises, please stop operations, hold a discussion with driver/spotter to clarify and then continue spotting operations. Big signals are especially important when spotting equipment during operations in the dark. Small hand signals can be difficult to see in the dark. In addition, if you lose sight of your spotter/guide, stop and wait until they are in view again and signal you to continue.

- ***Dirty Gloves:***

Please take dirty gloves off when using walkout doors. Especially the main shop walkout door. Lots of oil/grease being left on the door handle. We don't want visitors getting oil/grease on them when entering the shop. Sometimes it is unavoidable but, in those circumstances, please get a rag and wipe down the door and/or handle.

- ***COR Audit Action Plan:***

The action plan from the last COR audit is now complete. We still have to have a committee of employees sit down and review the risk ranking for the biological hazards added to each job position within the company. Once reviewed the safety manual will be updated.

I have built an Incident/Near Miss tracking spreadsheet to track types of incidents in order to determine effectiveness of the safety program and identify trends so that we may create

impactful and effective control measures to eliminate/reduce the hazards associated with our work.

I have edited the Monthly Shop/Yard Inspection forms to include the checking of items that may require preventative maintenance such as overhead doors and ventilation systems, emergency lighting and used oil tank. These items were identified as areas of improvement in our audit as well.

The other areas of improvement identified were small administrative items which have also been completed. Our next audit will be a maintenance audit (internal) which will be required to be completed by July. As of right now I believe Starla will be conducting this audit. Just like discussed before the last audit, there will be random individuals asked to participate in interviews. Answers are recorded but no names are used in the report. Answer honestly and freely. The only way we can improve our safety system is through review and feedback. Please see me if you have any questions regarding the audit process.

An updated/completed Action Plan has been posted on the shop and dispatch room bulletin boards.

- ***Hazard ID/Near Miss/Oppportunity Reports:***

We still are not receiving enough Hazard ID/Near Miss/Oppportunity Reports. One/month is not a lot to ask for. Please start handing them in. We cannot fix what we don't know about. Even if you rectify the issue right away, write one up and hand it in.

- ***Break up:***

While we continue to go through break up, we will continue to share shop hours fairly in order to complete the tasks required but also controlling man hours in order to effectively control costs while revenue is slow coming in. We are in good shape but do need to be diligent in our spending to maintain finances at an acceptable level. I will be working in conjunction with Andre on a game plan and scheduling of tasks and manpower in this area. Your patience while we get through this slow time is greatly appreciated. If you have any questions/concerns during this time, feel free to talk to me at any time.

We want to thank everyone for their hard work so far in getting CVIPs, Level III and pressure tests completed so far. Thanks to Andre for taking initiative in the organization and scheduling of these tasks in order to complete them in an efficient and timely manner.

- ***Employee Evaluations:***

Sorry for the delay in completing these. I've had a few things come up that have delayed things a little. I still plan on sitting down and having a one on one conversation with everyone to go over these. Your patience is greatly appreciated.

- **Energy Safety Canada Bulletin Safety Alert: H2S Knockdown**  
\*\*See attached handout\*\*

- **Incidents/Hazard ID/Near Miss: None Reported**

- **KM and fuel Log Collection:**

As everyone knows we collect mileage and fuel logs the first working day of every month. When we do these there are a couple things to remember:

- We need the derrick hours of every rig every month as well. We track these so we know when a Level IV is coming due. Remember that driving hours are included in derrick hours when it pertains to Level IV's.
- We have a lot of equipment that sits for extended periods of time. We have the keys to unlock the units to gather the paperwork so let's start them at the same time. Let them run for a while to keep the batteries topped up. This is especially critical in winter operations. We have the luxury of having some extra equipment should something break down (hopefully we get busy enough where that changes) or if we need that equipment for a job and there is nothing worse than coming in early in the morning to get ready for a job and we have to boost a unit we need and rush to get to location on time. It's a little thing but makes life easier in the long run.

- **Hong:**

- Congratulations to Sheri for being promoted to Office Manager.
- When working around the yard and you notice a spill/leak in the yard, bring the unit into the shop to identify and fix the leak and then clean up the gravel/dirt in the yard by shoveling/raking it up and dispose of it accordingly.

- **Garth:**

- Oily Rags: there is an abundance of unusable oily rags being left around the shop/yard. These are a big fire potential as we use things like cutting torches, welders and grinders that can cause the ignition of these rags. Let's clean them up and dispose of them as required. If it is usable again, hang them over the lip of a garbage can until they are ready for disposal. In addition make sure there are no welding/cutting activities for 1 hour before the end of a shift to ensure there are no fire flare ups before leaving at the end of a shift.
- We need to do a bigger variety of man down drills, especially for scenarios that pertain more to the work we do. Have actual scenarios and responses using people and equipment on hand so should we ever do have an emergency situation we are better prepared. More hands on training where we don SCBA's, administering first aid, etc. Shawn will work in

conjunction with Scott and Andre to facilitate these. Possible look into assigning individuals to conduct said drills so that all employees are responsible for conducting a drill.

- **Open Discussion:**

- **Andre:** We need to do a better job greasing the units. Not being done regularly enough and especially missing the short drive shaft between the drive axles. There can never be too much grease. We work in dusty conditions which is a killer on metal parts if not dispersed by grease. Also need to take extra time while underneath greasing to inspect everything while we are done there. It's a great time to catch not so obvious smaller issues before they become bigger issues. In dusty conditions and on consistently moving parts we need to be greasing every couple of days at a minimum. If you find a grease nipple that does not take grease, change it out.

Leaks on units are not being reported or repaired. Being left for "someone else to look after" or not being noticed due to lack of maintenance. We need to be more diligent in this area so the equipment is not damaged and we do not cause an environmental issue on our property and/or on a customer site. Use drip trays when spotting equipment in field if need be and either fix a found leak or report it to someone who can repair the leak.

- **Scott:** Housekeeping. Lets keep up with it as we work. In the field and in the shop. Rags and hoses are being left on top of tank trucks. If they were to blow off, we could potentially get a ticket for an unsecure load. If this happens the ticket will be the responsibility of the offending employee. We all know what we need to do, we just need to do it. The small things matter. We need better housekeeping inside the units as well. Do not leave garbage and half eaten food in the units. It attracts mice which not only can cause a lot of damage to the interior, wiring, etc but also can create a serious biological hazard for anyone working in the unit, like hantavirus, which could potentially cause long term health effects.  
Don't throw your cigarette butts on the floor of the unit and leave them there. If there is no butt can then use an empty Gatorade/water bottle or pop can to contain the butts then dispose of it at the end of the day. Also, we are getting into drier conditions. **DO NOT DIPOSE OF CIGARETTE BUTTS BY THROWING THEM OUT THE WINDOWS WHILE DRIVING!!** This will cause grass fires that can potentially cause massive damage/fines, etc. Be diligent.

- **Meeting Adjourned @ 11:00 am**

**Swab Master Ltd.  
Safety Meeting Sign-In**

**Date:** April 28/26 @ 10:00 am

**Location:** Brooks Shop

**PRINT NAME:**

**SIGNATURE:**

- 1) Shawn Gleisner
- 2) Garth Smith
- 3) Hongzhong GUO
- 4) Farley S
- 5) Andre St Germain
- 6) Jichen Gao
- 7) Yongfu Duan
- 8) Ren chun Han
- 9) Mitchell Scott Fettingel
- 10) G-LAMONTAGNE
- 11) Sheri Marzolf
- 12)
- 13)
- 14)
- 15)
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- 23)
- 24)
- 25)

*[Handwritten signatures corresponding to the names in the list above]*

# Safety Alert

Issue # 02-2025

ENERGY  
SAFETY  
CANADA

## H<sub>2</sub>S Knockdown

### What Happened?

A wireline crew swabbed a sour well with a hydrogen sulphide (H<sub>2</sub>S) concentration of approximately 10 per cent. During the operation, the crew needed to remove the lubricator assembly to perform routine maintenance.

The crew closed both master valves on the wellhead, bled off pressure above the master valves and purged the system with nitrogen. Purge gas was introduced at the top of the lubricator assembly and from the wellhead wing valve to the well test separator and flare line.

Monitoring was conducted to verify the effectiveness of the purge. The lubricator assembly was disconnected from the wellhead by a worker wearing a supplied-air breathing apparatus (SABA). Following disconnection from the wellhead, the crew laid down the lubricator and performed maintenance, which took approximately one hour to complete.

The crew then commenced moving the lubricator back to the wellhead for reconnection. A wireline operator without SABA positioned the lubricator over the BOP when he noticed a strange taste and felt light-headed. He stepped back from the wellhead before losing consciousness and falling down the stairs on the wellhead platform. The injured worker quickly regained consciousness, was taken to the hospital for assessment, and released later that day. Upon investigation, wellhead master valves were confirmed to be functioning correctly.

### Why Did it Happen?

This task presented several potential pathways for exposing the worker to dangerous H<sub>2</sub>S concentrations. Due to either an incomplete purge of the system or ineffective wellhead isolation, H<sub>2</sub>S began venting from the top of the wellhead while lubricator maintenance was performed. While work procedures recognized and controlled for the exposure hazard during lubricator disconnection, procedures for re-installing the lubricator assumed the wellhead remained isolated and purged, and therefore did not require respiratory protection for the worker or verification that the area around the wellhead opening was free of hydrogen sulphide gas.



### What Did They Learn?

Controls deemed effective can fail or prove inadequate for a job, and measures must be taken to ensure the safety of workers in the event of a failure of primary controls. Procedures for these tasks have been updated to require worker protection with SABA or SCBA whenever the lubricator is removed or re-installed on the wellhead.

# Safety Alert

Issue # 02-2025

ENERGY  
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## Ask Yourself and Your Crew

- Have all exposure pathways been identified?
- How do we know our purge and isolation measures have been effective? How do we know these measures will remain effective? What do we have in place in case these measures fail?
- Are our current PPE and monitoring measures sufficient?
- What measures do we have in place to fail safely if things do not go according to plan?

## Industry Resources

### Life Saving Rule | Line of Fire



- Position yourself to avoid moving objects, vehicles, pressure releases and dropped objects.
- Establish and obey barriers and exclusion zones.
- Take action to secure loose objects and report potential dropped objects.

### Life Saving Rule | Bypassing Safety Controls



- Understand and use safety-critical equipment and procedures which apply to the task.
- Obtain authorization before disabling or overriding safety equipment, deviating from procedures and crossing a barrier.

## Submit Your Safety Alert

Help industry by sharing lessons learned from an incident. [Submit your Safety Alert.](#)

### Share and Collaborate

Energy Safety Canada (ESC) works collaboratively with industry to share information aimed at helping companies of all sizes improve safe work performance.

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# HAND SIGNALS

FOR DIRECTING VEHICLES

Help direct vehicles where you need them to go, and stay safe in the process

## PROCEED SLOWLY

### FORWARD

Always face palms in direction of desired travel.



### BACKWARD

Then bend both arms repeatedly toward head and chest, and then extend.



## DISTANCE TO STOPPING POINT

Face palms forward, with hands above head. Bring elbow forward and hands together.



## TURNS

Point one arm to indicate the direction to turn.



Bend monitoring arm repeatedly toward head to indicate continued turning.



## STOP

Cross both arms above head.



## CLEAR TO LEAVE AREA

Point at the driver and gain eye contact.



Turn and extend arms in desired direction.



## EMERGENCY STOP

Start with hands clasped over head. Extend downward repeatedly until vehicle stops.

