



## HEALTH & SAFETY SYSTEM ADMINISTRATION

---

### HEALTH AND SAFETY MEETINGS

Health and safety of our employees is our main focus. Health and safety is discussed daily in the field and regarded as a top priority. All field supervisors are expected to complete a Pre-Job Safety Meeting with the workers and other people at the site.

Health and safety meetings will be held each month provided most employees are available to attend. The minutes will be emailed to all staff. These meetings are a reminder of our commitment to health and safety as well as concentrating on specific health and safety issues that are pertinent at that time.

Employees will receive ongoing updates at safety meetings, regarding status of COR Audit and /or the COR Audit action plan developed from deficiencies found during the audit process.

### STATISTICAL ANALYSIS

Swab Master Ltd. maintains records and compiles statistical data with regards to health and safety records, opportunity report completions, employee reports and completed paperwork assignments. Each quarter, health and safety statistical data is reviewed at a safety meeting with the staff. These numbers include the total number of employees, types of incidents or near misses that were reported, hazard identifications, kilometers travelled and any vehicular incidents that took place.

The numbers are reviewed with staff and actions taken to remedy any incidents are shared as well as openly discussed. The open discussion focuses on asking the workers to actively participate in coming up with methods of prevention and controls.

Provide employees with Health & Safety information, and/or directives as necessary.  
Review a Health & Safety topic(s) during the meeting, for the purpose of education.  
Discuss job procedure(s), job safety analysis or safe work method during the meeting, as necessary.  
Provide an opportunity for employee input, their suggestions or recommendations, to improve safety performance and the Health & Safety program.

### AUDITS

A formal audit of the health and safety system will be conducted as per the COR Certification requirements from the Alberta Association for Safety Partnerships. This requirement is that the system will be audited every year. During maintenance years, the Safety Coordinator or a delegate trained in auditing protocols will complete the audit and on re-certification years, the audit will be outsourced to an external auditor chosen from the AASP's listing of qualified auditors.

An action plan will be developed from every audit evaluation and all employees will be informed of the audit results and the subsequent plan that will need to be focused on cooperatively.

Health and Safety System Information will ***always*** be readily available to our employees, clients and visitors.



## MANAGEMENT BY OBJECTIVE PROGRAM (MBO)

---

### PURPOSE:

- a) To observe and identify trends or weaknesses in adherence to the Health & Safety Program.
- b) To assist management and the employees in conducting an accurate and fair yearly review.
- c) To increase safe work behaviors and reinforce commitment to the Health & Safety Program.

### RESPONSIBILITY:

- a) The Management is responsible for the administration of this policy, while all employees from all levels are expected to cooperate with the programs requirements.

## OBJECTIVES

Each quarter a specific Health & Safety objective will be released, and it is expected that all employees will try their best to reach this objective. These objectives will be documented within the safety meeting as well as being completed, incomplete or disregarded.

The outcome of whether the objective has been completed will be documented and kept on file if necessary for use in the personnel yearly review. The results of the objective completions will also be tracked and analyzed to identify trends and increase awareness in the program.

Failure to complete any of the assigned objectives may result in disciplinary actions being applied. This will be considered an act of insubordination and dealt with accordingly.

## OBSERVATIONS

During the Managers monthly site inspections, each area of a working crew is inspected to reinforce safe work practices and procedures. These inspections and job observations are documented, and copies may be obtained by contacting the main office.

These inspections are not done to point fingers or to lay blame, but rather to gain insight into which areas of the program are lacking.

During these inspections a Manager will be inspecting the entire operation. This includes not only the physical equipment like the Rig, Tank Truck & Pickup, but also the crew members. Managers will be trained on how to properly complete this inspection process and how to complete the formal job observations of the crew.

Once the Manager has completed the inspection / observation – feedback will be provided to any employee who was found to be non-compliant to Swab Master Ltd. Health & Safety Rules & Regulations. These feedback suggestions will be documented on the inspection form but will not be considered a formal “write-up”, nor will any disciplinary action be applied, dependant on the severity of the infraction.

## REVIEWS / EVALUATIONS

All employees of the company will be expected to complete a yearly review. This will likely take place during the down time of spring breakup. Employees will be expected to complete a self-review of their skills and abilities and a supervisor whom they are familiar to will complete the employee review.

Supervisors will also be expected to complete a self-assessment and a Manager will complete the review with this level of employee.

All levels of employee reviews will be reviewed and signed off by a Manager. This two-step process will ensure a fair review is given and all information collected during inspections, observations, or disciplinary actions will not be overlooked. All information gathered during the previous year will be applied when determining the employees review status. This includes paperwork submitted, errors, disciplinary actions, negative job observations, and compliance with the Health & Safety Program.