

SWAB MASTER LTD.
SAFETY MEETING
Monday, April 10, 2023

Attendance: Garth Smith, Starla Smith, Hong Zhong Guo, Tammy Hall, Andre` St. Germain, Abe Giesbrecht, Jorge Morales, Kyle Zhao, John Andres, Keifer Smith, Neil Williams, Ren Chun Han, Stacy Kuzel, David Tobin, Chad Latham

Meeting called to order at 9:30 am

Discussion:

- Minutes of last meeting were reviewed.
- Garth read the Swab Master Commitment to Health & Safety Policy
- **Internal Audit** – Starla will be conducting an internal audit starting April 11th. She will Interview each member of our team to ask a series of questions pertaining to our Health & Safety Policy, hazards associated with the industry, training, and communication etc. These will be in person, except for the remote crews, which will be via phone call. These are confidential interviews.
- **IPC Canada – 2023 Fluid Hauling Loading & Unloading Orientation & Contractor HSE Orientation** for those that work on IPC locations. These are orientations through ISN. Hong, Abe, Stacy, Neil & Rick have completed the orientations. For those that could be assigned to IPC locations and have not completed these, need to do asap! If you have issues getting into courses through ISN, let the office know and Tammy will contact them.
- **Ember Resources** – Only recovery straps free of any metal component and with proper loops are permitted. The recovery strap should have a minimum breaking strength that is 2-3 times the total weight of the stuck vehicle. Tammy emailed a copy of the signatures of those present to review Ember’s towing practice and the discussion held to ensure Swab Master’s towing practice aligns with Embers.
- **Pre & Post Trip Inspections** – Daily inspections are due on all units. Pre & post trip inspections need to be performed at all times. It doesn’t matter where you are leaving from, i.e., shop, field, yard, or any other location, you need to take the time to do an inspection. Things are being missed. Garth said for example, pulling the big rigs into the shop. The air bags need to be dumped to fit the rig inside the shop. Then when the rig leaves, the air bags need to be engaged again. If this doesn’t happen, you run the risk of damage. Garth & Hong are looking into some type of signal, perhaps a red light on the dash, to alert the operator to engage the air bags. Hong said that you need to check your units before you leave location to remove any debris that could become dislodged during travel. This is a liability and could create a safety issue or accident. Photos of mud/rock debris were shared. Also, clean the lights, taillights, windows, and license plate etc. The DOT can and will write you up. Another habit is to make sure to have your tires re-torqued within 100kms after tire changes. You do not want to run the risk of losing a tire and causing an unnecessary collision.
- **Extension Cords on Circular Heaters** – Check these cord plug ins for heat or damage. If you find any damage remove the cord, replace the cord, and tag out the damaged cord. Garth said he found some in the yard that the ends were nearly burnt off. Lucky there wasn’t a fire.

- **Dropped items (rags/gloves) in the tank** – Please make sure that if you drop anything inside the hatch of the tank, that you fish it out! If not, you could end up with a huge issue when you try to close the valve and your item is stuck preventing you from closing the valve. Windy days and the hatch is open you could have debris enter the tank. Try to mitigate this issue as best as you can.
- **Training Checklist** – The training checklist should be ongoing with new workers as well as a refresher for experienced workers. Our rig operators play a large part in the mentorship of our newer employees. Ask open ended questions about our procedures etc. to the new workers to determine if they understand. Use this time to train them properly so they become a productive and safe part of the team.
- **Oilfield Vehicle Exemption Permit** – The intent of this exemption is to allow a transportation service to be provided directly to or from a well head. The exemption does not apply when traveling between any two locations that do not include a well head site. Each of our drivers will be asked to complete the ODA (Oilfield Driver’s Awareness) course. This is an online course of approximately 3 hours. This course is part of the necessary criteria to be approved for the exemption. Timeline for this course TBD.
- **Noise Exposure** – Part 16 of the OHS Code – Noise management – The threshold for conducting a noise exposure assessment is reduced from 85 dBA to 82 dBA to ensure noise is assessed before the occupational exposure limit is exceeded. A trained assessor will conduct noise assessments throughout the company tasks. A record of the tasks must be retained for three years, and the program reviewed annually. The occupational exposure limits for noise can be found in the OHS Code Schedule 3 Noise – Table 1.

A-weighted sound pressure level (dBA)	Maximum time of exposure per 24-hour period
82	16 hours
83	12 hours
85	8 hours
88	4 hours
91	2 hours
94	1 hour
97	30 minutes
100	15 minutes
103	7 minutes
106	4 minutes
109	2 minutes
112	1 minute
115	28 seconds
118	14 seconds
121	7 seconds
124	3 seconds
127	1 second
130 – 139	<1 second
140 or higher	0

- **Fit Testing of Hearing Protection** – A new requirement has been added for employers to ensure workers are fit tested for the hearing protection devices they use and wear. Fit testing of the devices must meet the updated CSA Standard Z92.2-14. This change is intended to prevent noise induced hearing loss. ESC may be scheduling fit testing for our team by the beginning of May. Garth said that we have ear plugs etc. available, so please use them. He said we will get you whatever you need to be protected. The crews stated that they use hearing protection in the

field always. It seems that those working in the shop need to become more aware of the hearing threshold and when to use the protective devices.

- **Hard Hats** - The most common guideline states that hard hat shells need to be replaced after no more than two years of regular use or five years from the date of manufacture—whichever comes first. Everyone needs to check the stamp inside their hard hat to make sure it has not reached the expiry date. Garth said he would even buy you a new hat.
- **Seat Belts** - In Alberta, all drivers and passengers must be properly secured in any vehicle with a seat belt. Wear yours.....It's the law! Starla reminded you that you have signed a disclaimer stating that you will comply with our regulations. Garth told of two incidents that claimed the life of people who didn't have their seat belt on. In both cases they would be alive today if they had been wearing them.
- **Safety Topic** – Changing weather conditions present changing hazards. Work groups need to be able to identify and address changing environmental conditions with appropriate hazard mitigation. With the continuous changing weather such as thawing and freezing, and now muddy conditions, make sure to have traction aids for your footwear. Also, we have experienced periods of extreme fog. Take extra precaution and plan a route that will reduce the chance of crossing a busy hi-way in blind conditions. Those few extra minutes can save lives...maybe your own.
- **HS Committee** – Swab Master does not require an HS committee because we currently have only 19 employees, which means we only need 2 HS reps. We would like to form a small committee and have quarterly meetings at minimum. If there is anyone on our team that would like to throw their hat in the ring, please do so. Safety is always changing and adding new perspective could be very beneficial. Stacy has stepped up to join our committee. Thanks Stacy!
- **Required Documents** – This paperwork is **mandatory** and must be processed through the office. You are responsible to ensure that this paperwork reaches our office in a timely manner as specified on the list of required documents. Due diligence in completing all inspections, hazard identification, drills, logs etc. is expected and necessary to maintain the health and safety of everyone within this company.

* We are noticing that many of the safe work permits, hazard assessments etc. that come into the office are redundant with the notes and definition of hazards. Each day is a carbon copy of the one before. Take the time to refocus on the tasks at hand and address each with thought. This is also a good time for our operators to discuss the tasks and hazards with the rig assistants. They need to learn the What's and Why's of the industry so that they can become safe and efficient operators. Garth asked why is this paperwork important? It protects you the worker, and the company. If you are an individual that consistently does the required paperwork, and something (incident/accident) should happen, you have shown your due diligence, through your track record, and proven that you are a competent worker. If you do not have this to back you up in the case of an investigation, you could be in trouble. Garth said this is not just about the paperwork....it is about the safety of the workers. Be mindful of the change in the scope of work. Reassess these changes and create new documentation.

- **Derrick Inspection** – The derrick inspection forms must be filled daily or at shift change if working 24's. There is a specific form for the big rigs (9-10-15) and another for all other rigs. Garth said we fall under OHS Cranes, Hoists & Lifting Devices and it is illegal to operate any lifting device without an inspection and record of that inspection. The hours of the derrick must be recorded as well.
- **Employee Self-Evaluation Form** - This is a two-step process. Each employee will evaluate themselves and list areas where you feel you excel, and areas where you need improvement. Your supervisor/manager will also complete an evaluation of your skills, assets, and commitment to Health & Safety. All evaluations are kept strictly confidential.
- **First Aid Kits** – We are currently updating all the first aid kits in every unit. Please bring any kits to the office that have not been updated. There will be a sticker on the front stating the date that the contents were gone through. Some of the pickups still need to be done. Garth said every unit should have a first aid kit, fire extinguisher & extra hard hats. Make sure to check your unit.
 - Tourniquet – even though we are not required to keep a tourniquet in our kits we will supply one in the kits of the rigs.

Garth said that you should all carry flares in each unit. Shop has lots of flares, use them.

- **Job Hazard Assessment Matrix** - Starla said that Andre will be updating the Job Hazard Assessment Matrix's from EI 2. David and Chad have offered to help with these. Thanks guys!
- **Communication between crews and management** – you must call or text Hong when you are back at home base each day. If Hong is away, then contact Garth. Always keep communication between the rig and the tank truck driver in case there are any issues. This is not a suggestion, it is mandatory! Hong is away from April 12 – May 6. Contact Garth with any issues while he is away.
- **Brass hammers** – Every unit should have a brass hammer. The reason for using the brass hammer vs. a steel hammer is that the brass hammer is designed for use in potential explosive or flammable atmospheres. It is non-magnetic and will not cause a spark.

Meeting Adjourned 11 am

Safe all ways....always safe!