

SWAB MASTER LTD.
SAFETY MEETING
Tuesday, February 27, 2024

Attendance: Garth Smith, Starla Smith, Hong Zhong Guo, Tamsen Hall, Andre` St Germain, Rory Howarth, Sumala Fofana, Paul Wutzke, T J Arik, Scott Fettingner, Awad Kwag, George Lamontagne,

Meeting called to order at 10 am.

Discussion:

- Minutes of last meeting were reviewed.

- Downhole tools – Hong discussion – Lost tools due to not checking tools properly and not following proper procedure. Issues with lost tools due to over torquing which broke the thread. Check the binder for the tool specs. If you can't find them let the office know and we will make sure you have them. Garth said to make sure that the swivel is swiveling when torquing. If it is not, you will have issues and damage to the sandline. Also, we have had damaged tools because the guys have not paid attention to the set screws and have wrecked the threads on the tools. Back the set screw off before you get too aggressive on the pipe wrench.

- Fishing Tools: Know what's in the hole and have a diagram or pics ready in case we need a third-party fishing tool company to come to the site. They need to prepare, and any information is helpful.

- Sandline measurement: Remember to record your sandline measurement on the wrap-sheet each time you do a slip and cut. We can't send a rig to a location without the necessary sandline meters. It's your responsibility to monitor this.

- OHS Code: It's mandatory that we have a copy of the OHS Code accessible at all times. You can find a copy of the OHS Code on our website. Rig operators can download the Code to their phone as well as the laptops.

- Debris on units: Always do a circle check on your units before leaving location to ensure there is no debris that could become dislodged during travel and cause damage to other traffic. It's just good housekeeping.

- Logs: Logs must be maintained daily. If you are using the app or the ELD make sure you take the time and attention to complete the log accurately. Filling out logs daily is a rule handed down by Transportation Canada and we must comply.

- Tank Trucks – Winter: Opening hatch discussion – Make sure you vent the tank by opening the hatch on top when you are unloading to prevent imploding. Also, tank truck drivers must be mindful of their load sloshing and must be careful not to brake hard or corner hard. The movement of fluid in the tank can cause a rollover.

- ComplyWorks: If you have already completed the orientations this year, you will have to look at the list to see which are yearly and complete those orientations for 2024. Some are good for 3 years from date of issue. The CSO is good for CNRL, Ember and TAQA. For orientations go to the website www.complyworks.com and to the login page. At the bottom of the page is a tab that says: **Personal Orientation Users Click Here**. Once you click on the tab it will direct you to the next page and you will enter your name and the orientation code for the company orientation you choose.
- ISN: IPC 2024 Contractor HSE Orientation & Fluid Hauler Orientation are due. Please complete these online courses as soon as possible. You should have received another email to get you started.
- Grassland Energy: We have completed the HSE Orientation for Grassland Energy. These will be good for three years.
- Time Sheets: Please make sure to enter time in / time out each day. When working in the shop only enter the top 2 units you are working on. Marj needs to allocate your time to these projects.
- Safety Topic: Changing weather conditions present changing hazards. With the continuous changing weather such as thawing and freezing, make sure to have traction aids for your footwear. Also, we have experienced periods of extreme fog. Take extra precautions 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.
- Drills: Every crew should practice "man down" drills on location and document these drills. Be as comfortable as possible to handle unforeseen problems before they happen. Each crew should perform these drills quarterly.
- Grease and more grease! Garth said to grease more as it is a cheap and easy way to help maintain units. Grease rigs in shop... chock block the wheels, air them up, take the brakes off, make sure the U-joints & steady bearings are in good shape. Don't forget to check the front wheelhouse. Also check the air cab filters. Check tire pressures. It's ok to do the right thing!
- HS representative, Andre` St Germain performed an emergency evacuation drill for shop this afternoon.

Meeting Adjourned – 11am

Safe all ways.... always safe!