

SWAB MASTER LTD.
SAFETY MEETING
MONDAY, MAY 9, 2022

Attendance: Garth Smith, Hong Zhong Guo, Starla Smith, Tamsen Hall, Andre St. Germain, Abe Giesbrecht, Jorge Morales, Eric Deacon

Meeting called to order at 10:00 am

Discussion:

- Minutes of last meeting were reviewed.
- External audit held the week of April 26-30. Waiting for results.
- Hong and Andre are the HS Representatives for the company. Tamsen will be taking the HS&E course to be an extra rep for the committee if we are 20 employees or more. Anyone who would like to be part of the committee to please let us know. We would have quarterly meetings and those in remote areas could join via conference call.
- Safety Manual Review: General Driving & Travel Procedures – Workers are to read and understand Element 11 Commercial Transportation Safety program. The travel procedure is for the driving of pickups, rigs, tank truck, and all other company vehicles, also including personal vehicles during the time of working hours. All government rules/regulations must be followed.
- Company vehicles: Element 11, page 3, section 2 Employees will not operate any company vehicle if they have consumed or are in possession of alcohol, illegal drugs, or the misuse of prescription drugs. The law now is “**zero tolerance**” for all commercial vehicles.
- Tasks and/or procedures – if anyone has any information to add to these or any questions, then please bring the information forward.
- Make sure the fluid transport booklets are kept in the inside panel of the driver’s door. This is the law!
- Timesheets – Everyone needs to spend time to fill these out properly! Timesheets are coming in missing important information which makes it time consuming and difficult for the office. Timesheets should include a time-in and time-out which should equal all the total hours (rig hours, shop hours, travel hours etc) Get in the habit of filling out your timesheet at the end of each day.
- Driver’s Logs – take the time to fill out properly. Some units have ELD’s -still need to input correct information. Andre said that the DOT can check electronic logs from the app on the driver’s phone. We want to ensure that the units that are working further than 160Kms from home terminal should be equipped with an ELD.
- First Aid & Fire Extinguisher checklist – fill out end of every month
- Man-Down Drills and emergency drills – perform monthly, quarterly at least.
- There are new bulletins found on the website under the NEWS tab. Please refer to the website for important information and resources. Please bring forward any items for discussion.

- Tag-Out! Be diligent to “tag out” parts etc. that are no longer working or that need to be repaired. Keep units and parts separate. We have lots of spare parts. Do not take/borrow from other units. If you need something for your unit, ask and you shall get it! Everyone needs to take care of their own unit!
- When you bring your unit into the wash bay, make sure to put all your “stuff” back on the rig. Don’t leave it for someone else to deal with.
- Hong is preparing a video on pouring rope sockets which will be available soon. Also, a video on rebuilding saverheads is in the process.
- Opportunity Reports – try to pare your report with the service done. When you take a rig/unit to an outsource for work, please make sure you write down the company where the work was done. If done in house, then just make sure you write down what parts were used. It makes it easier for the office to complete the report.
- Hong brought up a damaged bearing issue. Take the time to grease the housing properly.
- Jorge brought up an issue with rig 10. The tool box on this rig is positioned different on this rig than other rigs as the deck is smaller on this unit. This can impede the line of site when rigging out. This may be an issue for the new operators. A discussion was held on this to rectify this issue going forward. An opportunity report will follow.

Meeting Adjourned 10:55 am