

SWAB MASTER LTD.
SAFETY MEETING
Monday, June 19, 2023

Attendance: Garth Smith, Starla Smith, Hong Zhong Guo, Tammy Hall, Andre` St. Germain, Abe Giesbrecht, George Lamontagne, Neil Williams, Farley Schellenberg, Ren Chun Han, Brian Pugh, Stacy Kuzel, Chad Latham

Meeting called to order at 10:00 am

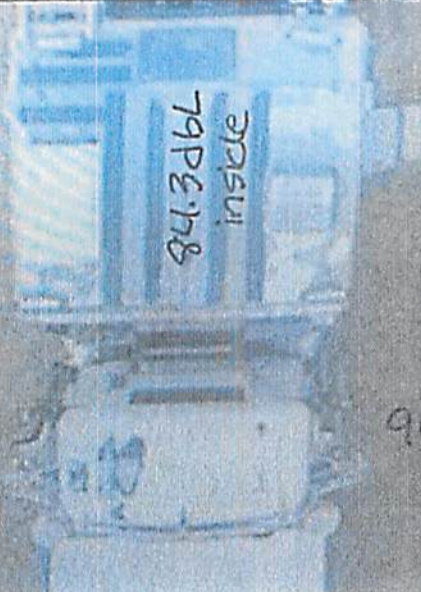
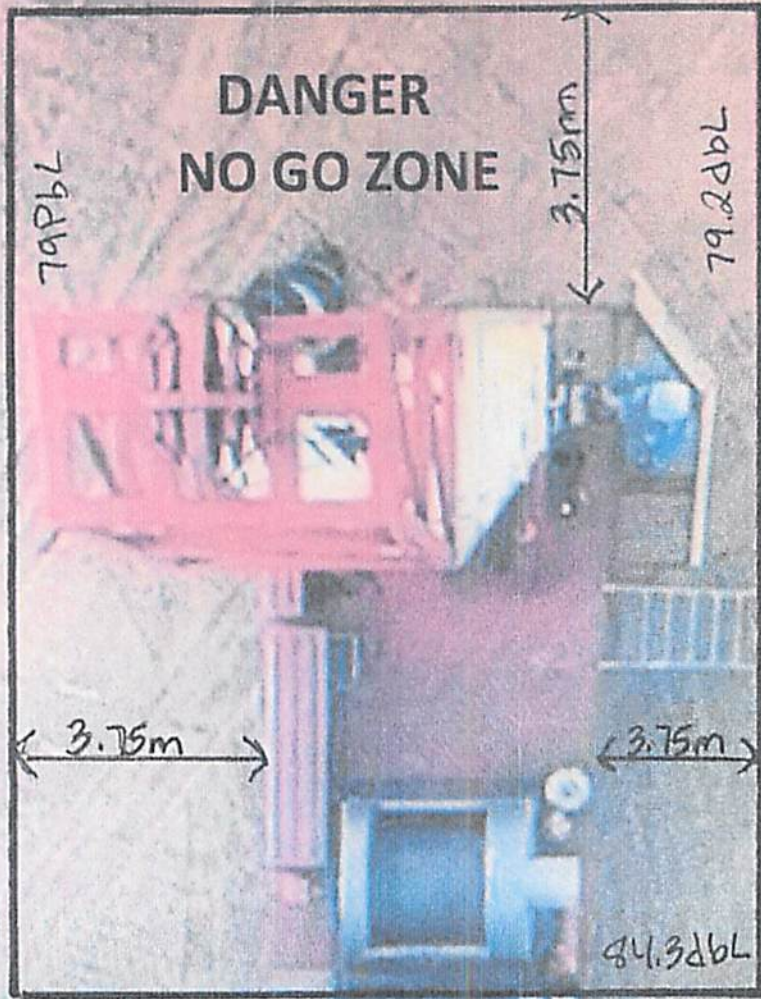
Discussion:

- Minutes of last meeting were reviewed.
- Internal Audit – Starla shared the results of the Internal Audit. Excellent job to the entire team... our score was 99%. Starla reviewed the action plan and the suggestions for improvement. These are posted in Hong's office on the bulletin board.
- Tickets - Marj has asked that each supervisor do the following checks before tickets are signed off by the company rep: Make sure the date is correct, the unit number is correct, and the correct Cost or AFE numbers are on the ticket. Make sure each company has its own template and that the prices are included. Garth said that each rig binder should have an updated pricelist. If not, let the office know and we will give you a new one.
- Incident – Cattle guard crossing and punctured tires on tank truck. Stacy reported on the incident and the root cause of the damage. They were crossing through an opening to a location. There were two gates open together. On one side was an old cattle guard and the other side was just a grassy area. There was enough room to exit on the grassy side. The rig went through without incident, but when the tank truck started through, it caught the edge of the cattle guard with the tires and punctured all on that side. The reminder is to check all egresses and make sure to exit safely. Be cognitive of length of the vehicle you are driving and how your wheels are tracking. Do not cut corners.
- Required Documents – 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. This paperwork is a condition of your employment!
- 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. Garth said to make sure that these forms are in each unit. You switch from unit to unit so do a double check and make sure you have the required forms and fill them out accordingly.
- 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, and Neil have completed the orientations. If you have issues getting into these courses through ISN, let the Tammy know and she will help you.

- Dropped Objects – Bulletin – Andre discussed the reason for the drops program. He said to know your drop zones (No Go Zones) and factor in wind etc. Any dropped object has the potential to cause serious damage, injury, or even death upon impact. According to the H&S statistics, dropped objects are among the top 3 causes of death and serious injury across many industrial sectors. Andre said that it is good practice to log the items (drop tool list) that you take with you to height, and make sure that you check that these items come down with you. Garth said you should tether items to you, so you do not run the risk of losing them. Swab Master will put every worker through the Drops Program in the near future.
- Noise exposure – We will be conducting a noise assessment throughout the company, in the shop, and in the field. A record of the noise dBA must be documented and retained for three years, and the program reviewed annually. ECS will be fitting each worker with hearing protection once they have acquired the machines to do the fitting.
- HS Committee – Swab Master does not require an HS committee because we currently have fewer than 19 employees, which means we only need 2 HS reps. Abe and Stacy are going to join the committee. They will need to take the condensed version of the HS Representative Training Fundamentals. Safety is ongoing and always changing in this industry so we as a team must always strive to eliminate all events that result in injury and/or property damage.
- Swivel – Always check to see if there is a gap on the swivel. Garth said these things are designed with a pin through them to stop them from backing out. If you see a gap wider than the thickness of a banana knife or a nickel, you know something is wrong. Garth referenced the incident on a Torxen location where a tool string was lost downhole. The swivel that was passed around at the meeting was the same swivel the tools were on. That rig came in from Airdrie so it shows the lack of due diligence during an inspection.
- Sandline inspection – Hong passed around a piece of sandline that was cut off rig 10 that has kinks in it. Garth said that if you see any kinks on your line to make sure they are straightened out or cut off because they will start to rub, and you will have issues. Make sure to record any amount removed if you do cut off a portion of sandline.
- Rope Socket - Hong demonstrated the correct method for cutting and curling the cable in preparation for the rope socket pour. Note: the demonstration video for the rope socket pour is on our website.
- Garth said be diligent with your downhole tools. Always know what you are running downhole. Make sure your line is good, that your rope socket is good, and your tools are good. It is important to understand your procedures so you can confidently perform the tasks without issue or incident. Utilize the website as it has everything you need, i.e., forms, OH&S Codes, tool information etc.
- Employee Information – please notify the office if you have any changes in your mailing address, phone number, emergency contact, beneficiaries etc. We must have the most up to date information for you at all times.

Meeting Adjourned 11 am

Safe all ways....always safe!



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