

SWAB MASTER LTD.
SAFETY MEETING
MONDAY, DECEMBER 13, 2021

Attendance: Garth Smith, Andre St-Germain Jim Harpell, Abe Giesbrecht, Stacy Kuzel, David Tobin, Starla Smith

Meeting called to order at 10:00 am

Discussion:

- Thank you all for job well done during these past busy weeks!
- Winter has arrived – get equipment winter ready to avoid breakdowns. Properly warm equipment before driving
- Stuck in Hole Procedure – Flow chart to be made and procedure to be reviewed and returned to office for revisions and update
- Tool Drawings – Make sure you have them, check for rubs, cat's ass, etc. several times per day. Check website and eBrace for updated tool drawings
- BOP function test and Engine Kill function test
- Task sheet – need to make one and use! Things such as cleaning tools, emptying garbage, checking tools to make sure they are all accounted for, etc.
- Heater on centrifuge – switch off. Look into a timer switch instead of toggle switch
- Hand tool Maintenance – have extra jaws, clean tools in between jobs
- Oily rags are being put in garbage – they could self combust – take to dumpster, do not leave in shop!
- Derrick Hours of Service – fill in monthly and hand in at year end
- Suncor – Rig inspection was completed Saturday – all good!
- Time Sheets – please hand in weekly
- Trip reports/logs need to be filled in properly, if you have questions please see Starla
- Benefit packages – please complete and hand in!

Meeting Adjourned 10:50 am