

SWAB MASTER LTD.

SAFETY MEETING AGENDA

Wednesday, January 10, 2024

10:00 am

CALL MEETING TO ORDER

ATTENDANCE ATTACHED

REVIEW MINUTES of LAST MEETING

NEW ITEMS:

- **Incident** – Discussion (photos)
- **Derrick Inspection/Incident Rig 6** – Discussion (photos)
- **Tank Trucks – Winter** – Opening hatch – Discussion
- **SDS Labels** – Please make sure to label secondary containers when transferring ANY fluids/oils etc. Don't expect the next person to know what is in the container.
- **Pricelist** – We have changed some of the prices. Methanol \$20 per liter, Inhibitor \$30 per liter
- **Tag-outs** – Be diligent to “tag-out” parts etc. that are no longer working or that need to be repaired.
- **Pre-job Safety Meetings** – Be mindful of hazards and mitigation. Please stop entering the exact description on each report!
- **Required Documents** – required paperwork is **NOT** coming into the office!
- **Opportunity reports** – are to be used and submitted for safety, hazard identification, processes, vehicle repairs etc. It is your responsibility to complete an opportunity report for all repairs, incidents, hazards etc. If you purchase an item for a unit, you need to fill out an opportunity report and attach the invoice.
- **ComplyWorks** – For orientations through ComplyWorks, you will go to the website www.complyworks.com and go 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.

- **Man down drills** – these should be performed quarterly at minimum.
- **IN/OUT BOARD** – Use the board daily. It's how we keep track of employees who are on the premises. If an emergency should occur, we need to account for everyone!
- **ANY OTHER BUSINESS**

ADJOURNMENT