



ORIENTATION AND TRAINING SYSTEMS

PURPOSE: To ensure all work performed at Swab Master Ltd. is conducted in a safe manner and conforms to the Health and Safety Program. Swab Master will maintain an effective system to provide each employee with job and safety training. All training will be recorded on an Employee Training Record. Orientation training must also be performed for all employees at the time of hiring, or if off the job for more than three months. You can view the Organizational Chart for Swab Master Ltd. in Element 1 of this Safety Manual.

HIRING & ADMINISTRATIVE PRACTICES

Any applicants interested in a position at Swab Master Ltd. may apply online or in person at the main office. New applicants are required to fill out a job application form or submit a resume for review. It is the responsibility of the HS Representative to determine if the applicant is eligible to be forwarded to the Hiring Manager.

Once determined that an applicant is eligible, the HS Representative forwards the application or resume onto the Senior / Hiring manager for contact. If the Senior Manager determines that there is interest, they will then contact the applicant for an interview and check the references provided.

If the applicant is determined to be a suitable candidate for a position at Swab Master Ltd, a job offer will be presented. The applicant must review the job description and the minimum qualifications listed for the position offered. If both the applicant and Senior Manager agree upon the scope of work, duties involved and responsibilities, the applicant will be hired without delay and begin the orientation process. If the applicants' references or interview **does not** meet the minimum criteria, they will not be contacted further beyond this point.

All job applicants are judged on:

1. Relevant work experience
2. Job skills
3. Qualifications
4. Attitude
5. Drivers Abstract
6. Basic safety training
7. Past safety performance
8. Fit for Duty

LICENSING, ABSTRACT & DRIVING PRACTICES

All applicants will have to supply a photocopy of their operators' license. Due to the equipment we operate, all field employees are required to hold a valid class 3 license. All applicants are expected to sign an authorization form to allow Swab Master Ltd. and our insurance company to obtain a drivers abstract. The abstract will be requested promptly and reviewed before a formal offer of employment is offered.

****Administrative Suspensions will not negatively affect the decision for hiring a new applicant.***

Demerit Points 8+ in the last 5 years – May be hired, but probation is extended to 1 year

Demerit Points 5+ in the last 3 years – May be hired, but probation is extended to 1 year

Demerit Points 5+ in the last 5 years – May be hired, probation is 6 months

Demerit Points 3+ in the last 3 years – May be hired, probation is 6 months

Demerit Points 3+ in the last 5 years – May be hired with normal probationary period



Any applicant with a Type “A” violation in the last 3 years may not be offered employment. Type “A” violations include:

- DUI / DWI
- Reckless / Careless Driving
- Speeding in excess of 50km/hr
- Failing to remain at the scene of an accident
- Racing

ANY driving violation within the standard 3 month hiring probationary period will be cause for dismissal.

Swab Master Ltd. vehicles have GPS units installed for monitoring and tracking purposes. Tampering with GPS devices may be cause for termination. Failure to follow all driving and transportation safety rules and regulations may result in disciplinary action being applied. Personal Electronic Device policy must be observed as well. Management reserves the right to terminate any employee for driving violations at any time.

FIRST DAY TRAINING & ORIENTATION

The first day of training is done at the main office in Brooks. It is conducted by the HS Representative or a delegate. **** NOTE** For applicants hired on our Red Deer crew, orientations may be provided on-line prior to on-the-job field training.** The following steps will be followed to completion:

- 1) The trainee is scheduled to complete a pre-employment test through ECS Safety Services. All new employees are required to complete a baseline audio test, drug testing and mask fit test. If any of these tests are objectionable – the offer of employment may be refused.
- 2) The trainee is provided with a New Hire Packet and should logon to www.swabmaster.com to begin Swab Master General Orientation. This general orientation will familiarize the trainee with the company, its rules, regulations & policies, as well as being a guide to help them complete the necessary New Hire Paperwork. The new hire will be informed about the expectations of working at Swab Master Ltd. including attendance requirements, responsibilities under the company, rights and responsibilities under Occupational Health & Safety Law, disciplinary policy, fit for duty policy, hazard identification, emergency response and more.
- 3) The trainee will be given an Employee Handbook and Training Guide.
- 4) A copy of the trainees driving license, H2S Alive, CSO (Previously PST or eGSO), First Aid and any other applicable oil field training certifications or client orientations already completed will be taken and documented in the employees’ personal training file.
- 5) The trainee will then have to complete Transportation of Dangerous Goods training as well as WHMIS 2015 training. Both tickets are required to enter ANY field site and are therefore required to be completed immediately.
- 6) The trainee can then begin the rest of the training modules. At this point the HS Representative or their delegate will check the submitted TDG & WHMIS scores to confirm completion. The trainee must reach an average of 80% to be awarded the certificates.

The modules that must be completed prior to any field work are:

- a) Hazard Identification, Assessment & Control
- b) Fire & Explosion Hazard Management
- c) Personal Protective Equipment
- d) Inspections
- e) Investigations
- f) Documentation
- g) Weights and Dimensions
- h) Cargo Securement
- i) Pre/Post Trip Inspections

*** All modules must reach an average of 80% to be awarded a certificate.**

- 7) After completion of all modules, the HS Representative will check the trainees' paperwork for proper completion and review the training acknowledgement sign off sheet with the trainee. Both parties must sign off completion of this form to confirm that the new employee has been competently trained and made aware of the hazards prior to engaging in field work.
- 8) The trainee is then supplied with the New Hires Training Program documents and assigned to a Trainee Supervisor. The trainee will be under probation for a minimum of 6 months while completing this program or more time as deemed necessary by his/her skills assessment in the field.
- 9) The Supervisor must sign off on all field level, hands on training provided. A Manager will then confirm sign off on the trained individual.

The trainee will not be asked to work alone during this period or be asked to complete a task independently.

ON-THE-JOB FIELD ORIENTATION

All trainees will be required to complete a New Hire Training Program with a Trainee Supervisor. Due to the nature of the business, this could take anywhere from one to six months. Dependent on the amount the trainee works and what type of work the Trainee Supervisor is assigned to. The New Hire Training Program will not be completed until all the tasks or procedures listed therein have been completed competently by the trainee.

The Trainee Supervisor will monitor the trainee during this period and must sign off the acknowledgement that the trainee has received appropriate training. Once the entire document is complete, the Trainee Supervisor must submit it to the office for approval by the HS Representative and Senior Manager.

The Trainee Supervisor must also perform a Driver Evaluation of the trainee. This evaluation should be done with a unit that the trainee will be operating on the job.

If at any time the Trainee Supervisor is apprehensive about the Trainee and his/her skills, attitude, or ability to perform a task with Health & Safety in mind, they will immediately ask the Trainee to cease work and contact the HS Representative or a Manager.

The Trainee will be informed of the following while in the field:

- a) Site location orientation – Including Muster Points
- b) Emergency Response Plan & Man Down Drills
- c) PPE Requirements & Location
- d) Hydrocarbons Present
- e) Gas Detection Equipment
- f) Task hazards
- g) Lockout/Tag out Policy & Procedure
- h) Task or work procedures
- i) Inspections
- j) Documentation, Including Website Resources
- k) Location of Manual, OHS Book & HSC Committee Contacts
- l) Respiratory & Fall Arrest Equipment: Location, Use, Care, Maintenance & Inspection

PROMOTIONS & TRANSFERS

Additional training will be given to Swab Master Ltd. employees who are eligible for a promotion or transfer. In the case of promotion (for example, being promoted from Rig Assistant to Rig Supervisor), the employee is required to complete the orientations again, as well as supplementary training pertinent to a Supervisory



position. They are asked to complete the orientations again as a refresher, but also so they are aware of the methods used for New Hires. This will ensure that all levels understand the process of New Hire training, and nothing is overlooked during the training process of any new employees.

Regarding transfers, they may occur if an employee is moving only. The request of transfer must be submitted to the office in writing to be acknowledged. It will depend on any position openings within the crew if the transfer can be permitted or not.

Since all Swab Master Ltd. crews operate in much the same fashion, there is no need for additional training for a transferred employee. However, the employee will be given one week with a new crew to acclimatize themselves with a new working environment and co-workers. A written competency assessment will be conducted by a Manager for a Supervisory position or by a Supervisor for a Worker position.

SPECIAL SITUATIONS

Special attention will be paid to **New Workers** as well as **Young Workers** between the ages of 16 – 24, and it will be noted on pre-job safety forms that they are young workers. They may need to serve a longer probationary period than that of new workers.

Short Service Employees (those employees new to the industry who have been with the company for less than six months) will receive special attention. The green hand program is a very effective tool for identifying the young or new worker (short service employee) and a green hand will be attached to their hard hat. It will also be addressed on any pre-job safety meeting forms so that the client is aware of the short service / new employee status. This will allow all parties to pay close attention to them while on the job.

Sub-Contractors are not hired for field work, but from time-to-time we do hire sub-contractors to work at the main location shop or office. They are required to complete a specialized sub-contractor orientation and be made aware of all hazards in their work area. They are required to sign in upon arrival at the main location, complete and sign off on the orientation, be assigned to a supervisor or manager, and sign out when they have completed their task and are leaving the premises. They have all the responsibilities and are to adhere to the same requirements of a Short Service / New Employee.

NEW, YOUNG, SHORT-SERVICE or SUB-CONTRACTED Employees will never be asked to work alone prior to receiving adequate training.

FIT FOR DUTY – POLICIES & PROCEDURES

It will be communicated at regular intervals that all employees are expected to arrive "**Fit For Duty**" - Being capable of performing work related duties in a safe, efficient, productive manner with no drugs and or alcohol present in the body at or above established standards mentioned in the Substance Abuse Prevention Policy.

All new hires must have pre-employment testing. This will include a mask fit test for a respirator, drug and alcohol testing and a baseline audio test. Drug & Alcohol testing will be done as mentioned in the Substance Abuse Prevention Policy in Element 3 of the Health & Safety Manual. Audio tests will be done yearly to keep a documented record of each employees hearing capabilities and to ensure any hearing loss in development can be addressed before the situation worsens. See the Hearing Protection Policy in Section 3 of the Health & Safety Manual.

A physical assessment, driving assessment and skills assessment of the employee will commence prior to the first day of field work. All employees are expected to be physically capable of completing their assigned tasks in a safe and efficient manner. If any employee is unable to complete work safely, they are to inform their immediate Supervisor at once, a Manager of Swab Master Ltd. or the HS Representative. Reasons may include, taking a prescription medication that impairs their ability to work safely, an off-duty injury that affects their mobility, over

the counter medications that cause side effects, or any other reason that would influence the employees' capability to work, while protecting the Health & Safety of themselves and their fellow workers.

All Managers and Supervisors have a responsibility to monitor the workers on their crew. Any employee who is believed to be working unsafely or engaging in unsafe behaviours on the work site may be reprimanded accordingly. A Supervisor has the authority to correct the unsafe behaviour. If they are unable to correct the behaviour to an appropriate standard, a manager will be called and the perpetrator will be removed from the job site and replaced with another worker. This will result in disciplinary actions being applied to the offending employee and, depending on the severity of the offense – automatic dismissal from the company.

If any employee is found to be not fit for duty due to an injury or illness, they may qualify for work under the modified duty program. Refer to the Modified Work Policy in Element 3 for more information on Modified Duties.

EXTERNAL SAFETY TRAINING

We offer additional training to any employee who requires a certification to complete their tasks safely. We work with many training companies in all areas that offer some of the following courses:

- a) Detection & Control of Flammable Substances
- b) Fire Extinguisher Safety
- c) Fall Protection
- d) Confined Space & Rescue
- e) General Oilfield Driver Improvement
- f) Air Brakes Endorsement
- g) Drivers Hours of Service
- h) Energy Safety Canada Common Safety Orientation

All courses must be approved by the HS Representative and Senior Manager prior to commencement. Any employee may contact the office to schedule training or to discuss the need for upgrading or renewal of a certification.

Refresher Training is provided as needed. In-House Swab Master Ltd. Orientations shall be refreshed every 5 years, except for TDG and WHMIS, which is refreshed every 3 years. External safety courses are refreshed as required, such as First Aid & H2S every three years.