

SWAB MASTER LTD.
SAFETY MEETING
THURSDAY, JULY 21, 2022

Attendance: Marj Baillie, Hong Zhong Guo, Tamsen Hall, Farley Schellenberg, Stacy Kuzel, Ren Chun Han, David Tobin, Kyle Zhao, Abe Giesbrecht, Andre` St Germain

Meeting called to order at 10:00 am

Discussion:

- Minutes of last meeting were reviewed.
- **Fuel records/Slip Tank Reports** – Marj talked about the importance of filling out the fuel records properly. Marj handed out a sheet with the fuel card codes and descriptions. Please refer to this code sheet as it will help you determine the correct code when fueling. Please remember that **code 9 is used for pick-ups and slip tanks**. Do not put the code for the unit that you plan to transfer the fuel into, as it will be wrong on the report and will not balance with the fuel invoices. Without the proper information on these reports, the task of balancing can be very time consuming. Make sure to take the time to always write down the exact litres and codes. **DO NOT ROUND LITRES FROM THE PUMP - USE TWO DECIMAL FORMAT - EXAMPLE: 45.58L** Also in the “NOTES” column it is helpful to write down the company you are working for on that day. If you have any questions regarding the fuel report, please contact Marj for clarification. Any information that you can offer on the report is very helpful (if it is correct)
- **Opportunity Reports** – Please try to pare the invoices with the opportunity report. If your report has not been resolved by someone or an outsource, do not hand it in to the office. Put it in Hong’s bin and he can address it properly. All reports must be “**assigned to**” and “**resolved by**” a person or a place of business. Remember that these reports are processed through the office and are kept on file for future reference. The information must be correct and legible. If you send a unit to an outsource, please write down that company name on the report. ***It is law by Alberta Transportation, that these reports are processed and kept on file for reference and audit purposes.**
- **Log Reports** – Driving time, distance travelled, locations, unit numbers, hours worked, pre and post trip inspections, defects etc. All this information must be on every log, every time. If you have defects noted on the inspection segments, be sure to address that defect. Some can be addressed in the field, while others might have to be addressed in our shop or at an outsource. An opportunity report should be filled out for these, unless it is an issue that is dealt with in the field and no purchased parts were used. If there is an invoice for parts, there should be an opportunity report for that service.
- Stacy said that he has noted defects on his pre and post trip segments, but they do not save. We will have to investigate this and see if this can be easily rectified.
- **Cell Phone Policy** – Hong spoke about cell phone use while on the road. Apparently if you are caught with your cell phone while driving it is a \$720 fine and will affect your insurance premiums. Do not use your phone while driving or operating the rig. If you must use your phone, then pull over, or wait until you are at your destination and stopped. Stacy asked if he could use a cell phone holder in his truck so he could check destinations and not worry about reaching for his phone inside the truck. **DO NOT REACH FOR ANYTHING WHILE DRIVING! STOP FIRST!** Marj mentioned that if you receive a phone call from the office, you do not have to answer it if you are working or driving. You can call back when you are on a break.

- **Gates/Access** - It was discussed that using a spotter while driving through gates that have limited room could stop any issues or strikes. Assess the situation before attempting to enter if there may be an issue.
- **Eye on the sky-** Keep the 30/30 rule in mind. When you see lightning, start counting to 30. If you hear thunder before you reach 30, go indoors or to a safe shelter. Suspend activities for at least 30 minutes after the last clap of thunder. Consider adding a severe weather app on your phone. Working at heights in a thunderstorm can be fatal.
- **Incident Reporting** – Marj said that if you have an incident in the field and do not have a report with you, to make sure you fill one out as soon as you can. Keep blank reports in your units.
- Hong has prepared a video on pouring rope sockets. David will help with the downloading and editing. It should be available soon on our website.
- **Rig Assistants** – Helpers on the rigs are urged to learn the controls. Take a turn occasionally if you are comfortable to do so and if the operator feels you are capable. Seasoned operators make sure that you share as much operational information as you can with the new employees. Your years of experience can be a wealth of information for them and help them grow within the company.
- **Well Information Report** - Use this report when discussing important information with the consultant regarding the wells you are swabbing. Hong stated that it is very important to get the proper well data information (ie: swab profiles) from the consultants to allow for the best job possible. Have the necessary conversations to explain what you need and why you need it. (ie; vessel pressure etc.)

Meeting Adjourned 11:00 am