

SWAB MASTER LTD.
SAFETY MEETING
Thursday April 11, 2024
10:00 am

Attendance: Garth Smith, Starla Smith, Hong Zhong Guo, Tamsen Hall, Scott Fettinger, Paul Wutzke, Awad Kwag, Sumala Fofana, George Lamontagne, Ren Chun Han, Stacy Kuzel, David Tobin, Rory Howarth, TJ Arik

Meeting called to order at 10 am.

Discussion:

- Minutes of last meeting were reviewed.
- Garth read Swab Master Ltd. Management Leadership & Organizational Commitment.
- Starla discussed the internal audit and the interview process with all employees. She also discussed the job matrix, how we obtain the information and why we gather the information. The latest job matrix can be found in our company safety manual as well as on our website (in the manual). This is a yearly review, and all employees need to review the matrix for any changes as per their job description.
- Marj asked that each employee take the time to properly fill out the fuel consumption and slip tank records. If anyone is not clear on how to properly fill these in, she asks that you come to her office, and she will help you understand the information needed. Make sure it is the correct month's report and you write your name on the top. The workers have asked if Marj would bring it to their attention if they are filling the report out wrong, so they can correct the deficiencies and do it right the next time.
- Unsecured load impacts vehicle (handout) – Make sure to do your circle check of the vehicle before you leave a location. It could be something as simple as a hammer, bolts, rocks on the deck or on the jacks. These become missiles when travelling down a roadway with oncoming traffic. You would not want to be responsible for causing an accident. Also check that the hood is latched. You don't need it flying open while driving.
- Dropped object seriously injures worker (handout) – Are you in the line of fire? Know your Danger No-Go Zone. Have discussions with your crew about these types of hazards and document these discussions. An example of how dangerous a dropped object can be is to consider a 20lb pipe wrench which is dropped 6 ft. That wrench falling 6 ft creates 176 joules of energy and it would kill a worker even with a hard hat. Your hard hat is only designed to withstand 95 joules of energy.
- Common driving distractions (handout) – Driving distractions can be something as simple as reaching for your gloves, cellphone use, eating or drinking. Anything that takes your eyes from the road for even a couple of seconds. Even if you are talking on your cell phone in its holder while driving, you can still be distracted. We can become engrossed in the conversation and lose track of our location. Best to pull over and stop so that the entire conversation will be without distractions.

- Procedure for safely attaching mandrel/changing swab cups (handout) – always make sure to keep your hand clear of pinch points. Keep communication between crew members so you are aware of the operation and out of the line of fire. Good discussion with the team.
- Hong discussed the lost tool incident - Make sure to check your downhole tools and document on your swab report. If they are lost, we can fish the tools out. Do not cover up the incident. Integrity and honesty must be at the forefront of your day-to-day proceedings. The first action is to notify Hong that you have a missing tool.
- Fishing Tools: Know what's in the hole and have a diagram or pics ready in case we need a third-party fishing tool company to come to the site. They need to prepare, and any information is helpful.
- Know the company procedures – These are found in our safety manual. If you find a procedure that needs to be amended, changed, or needs improvement, let us know. Our procedures were made by the workers who use them. When you have spare time, read through the procedures, and address them in your safety meetings. Once the audit is completed, we will be addressing any changes or additions necessary to update our safety manual.
- No need for speed! Always give yourself enough time to get to the location safely and on time. There are always unforeseen issues but remember that arriving safe a few minutes late is better than not arriving at all. The companies we work for will understand. Give your consultant a phone call if you are behind – they will appreciate it.
- Complyworks – please complete the 2024 orientations. These orientations are mandatory by the companies we work for. Also complete any remaining in-house modules. The password is: **2024Safety.**
- Job well done! – Sumala was in the tank truck following rig 15 when he noticed a leaky heater hose issue. He called Awad right away and the issue was resolved. This left unaddressed could have caused a bigger issue and maybe downtime for the rig. Confirms the importance of pre and post trip inspections.
- Frack sand – Remember that frack sand is highly radioactive. Do not handle this sand!
- Sensors on engines– If you have an issue with your unit not starting, give Hong a call and he can walk you through the what the reading on the sensor is relaying, and how to fix the issue.
- Good Housekeeping – It is necessary to have rigs, tank trucks and pick-ups clean and orderly at all times. Remember that anything loose in your vehicle can be extremely dangerous if you have a rollover. It's just good practice to maintain good housekeeping! This goes for the exterior of the rig and derrick. Make sure to clean up the oil on the rig, the well head, and anything on the ground. Use drop-cloths to stop contamination on the ground. Fresh oil is easier to clean up than oil that has set. When you are on location pick up debris, even if it isn't yours. Place cones over junction boxes to keep someone from driving over them and possibly doing damage.
- Circle checks – make sure to check the hoses on each side of the engine when doing your circle check. Make sure there are no holes or leaks. If you hear squealing, metal to metal sound, check the bearings. Make sure you check the water pump for leaks. It can easily be changed and prevent bigger issues. Garth said that if the water pump is going and the aluminum plate gets worn out, the cost can be as high as \$10,000 to replace the front plate.

- OHS Code: It's mandatory that we have a copy of the OHS Code accessible at all times. You can find a copy of the OHS Code on our website. Rig operators can download the Code to their phone as well as the laptops. We have a flash drive with the code to upload to your laptop.
- Logs -You should be using electronic logs by now. Please remember to address your logs even on days off. Turn off shipping docs, remember signatures, minimum 10 hours off duty requirement, 14 hours on duty limit (which includes driving time), distance travelled, odometer etc. Logs must be maintained daily. Filling out logs daily is a rule handed down by Transportation Canada and we must comply.
- Employee Self Evaluation forms were handed out. This is a two-step process that allows the employee to evaluate themselves – list the areas where improvements are needed as well as areas where you excel. Your manager will also evaluate your performance. This is a confidential process.
- Drills: Every crew should practice “man down” drills on location and document these drills. Be as comfortable as possible to handle unforeseen problems before they happen. Each crew should perform these drills quarterly.
- A man down drill was performed after meeting. Scenario: Man went down inside shop – workers gathered at muster point – windy day - 2 crew donned SCBA and rescued man down and took him to muster point to wait for medical team – AED was brought to muster point if needed. After the drill each team member filled out an opportunity report to discuss the drill and anything that went wrong, anything that was right, and what should happen in the future to make the rescue a success.
- Fire extinguisher training – Performed training in the yard. Hong videoed each worker.
- Remember to notify Hong when you are home at the end of the day, either by text or phone call.

Meeting Adjourned – 12:30pm

Safe all ways.... always safe!