

SWAB MASTER LTD.
SAFETY MEETING
MONDAY, MARCH 28, 2022

Attendance: Garth Smith, Hong Zhong Guo, Starla Smith, Tamsen Hall, David Tobin, Damon Tobin, Terry Schmidt, Jorge Morales

Meeting called to order at 3:40 PM

Discussion:

- Minutes of last meeting were reviewed
- External audit April 26-30.
- Safety Manual Review: The company safety manual should be perused by all employees on a regular basis. Our employees should be able to easily navigate the manual to find information available. Page 5 of Element #1 contains the Swab Master Occupational Health & Safety Policy. The policy is also posted in the main office, Garth's office, online and in the new employee package. Everyone should know and understand the contents of this policy.
 - Physical, psychological, and social well-being
 - The 3 R's (right to know, right to participate, right to refuse)
 - Harassment & Violence Policy Element 3 pages 42-44
- We put together a Q & A sheet pertaining to the safety manual. It is a good habit to continually familiarize yourselves with the contents of the manual.
- Hong and Andre are the HS reps for the company. Know their phone numbers.
- Procedures are found on the company website as well as in Element 3 of your Safety Manual. They offer a step-by-step procedure for each Swab Master task. Please familiarize yourselves with these procedures and notify of any questions you may have or changes you would make.
- Fluid Transfer Forms: Fill out correctly. The fluid volume is necessary on each form for Alberta Environment in the event of a spill. UN1267 is the placard for produced water/flammable. Information pertaining to the contents is kept in the door of the truck for quick access for first responders.
- First Aid & Fire Extinguisher checklist – fill out end of every month
- Man-Down Drills and emergency drills – perform monthly, quarterly at least.
- Hazard ID – everyone should participate
- Equipment checks every morning – Good housekeeping. Respect the equipment and keep units clean. Keep tools clean and in good working order – less incidents
- Preparedness for driver's test – good habit to call out each check verbally. Auto transmission – pull dip sticks. Address programming issues – check batteries etc.
- Derrick hours of service – keep track of inspection and hours - paperwork should be completed in a timely manner.
- CNRL Covid update –April 4th, no longer require testing, March 14th, no masks

- Company vehicles: employees will not operate any company vehicle if they have consumed or are in possession of alcohol, illegal drugs, or the misuse of prescription drugs. The law now is “zero tolerance” for all commercial vehicles
- Seat belts – Always! It is the law!
- Yearly employee evaluations & self-evaluations for employees (not the new employees)
- Task sheets: Are they being filled out?
- Back up procedure for all company vehicles – ensures less chance of incidents
- Your binder in each unit has all the paperwork needed. Good habit to review and familiarize.
- Garth said, “You always have permission to do the right thing”.
- Fire Extinguisher Training followed the meeting.

Meeting Adjourned 4:30 PM