



# Monthly Bulletin – OCT ‘26

## COMPANY NEWS

### October Birthdays



OCTOBER 17 - George

### Safety Tickets

Be sure to check the spreadsheet pinned on the bulletin board in the shop for upcoming safety tickets that may be expiring. Contact Hong, Shawn or Sheri to discuss setting up dates/times to complete.

#### Getting Prepared

When operations are slowed down, it is our best opportunity to set ourselves up for future success. **Our goal is zero delays** when the next wave of work hits, and achieving that depends entirely on how we use our time right now.

Let's use this slower period to focus on two critical areas:

- **Our Equipment:** Inspect tools, perform routine maintenance, organize workstations, and restock essential supplies. Write opportunity reports for suggested areas of improvement or identified potential issues/defects. Check in with Hong and Shawn to see how you can best support these efforts.
- **Ourselves:** Catch up on required training, review safety protocols, and streamline our workflows. Consider any personal appointments that you can be proactively pursuing while work commitments are low, for example routine dental visits or banking appointments that we tend to put off while we are busy.

By taking care of the small details today, we ensure that when the work arrives, we can hit the ground running safely, smoothly, and with zero downtime.

Thank you for your proactive effort and dedication to keeping us sharp!



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## SAFETY MANUAL REVIEW

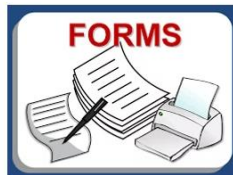
### ORIENTATION AND TRAINING SYSTEMS

To ensure all work performed at Swab Master Ltd. is conducted in a safe manner and conforms to our 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.

Attached is the **Element #5** of the safety manual detailing the Orientation & Training Systems here at Swab Master.

For your convenience, Swab Master has provided electronic versions of our in-house training programs which are accessible on our website under Employee Resources. The password to access the Employee Resources tab is Swab2026. **Please note:** The electronic quiz format does not allow for proper marking of *long answer* questions; these will be reviewed and marked by the office upon receipt of your online quiz.

[www.swabmaster.com](http://www.swabmaster.com)



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