



Monthly Bulletin – JANUARY '26

COMPANY NEWS

**Safety is as
simple as ABC...**

**... Always Be
Careful!**

- Submit one **Emergency Response Drill** for January.
- **Derrick Hours of Service** from rigs to be handed into the office.
- When a deficiency is found on **ANY** inspection, it should be noted on an Opportunity Report and followed up accordingly.
- **Maintenance Records** have been removed from the binders and are now found electronically on the computer in the shop or hard copy in the large bottom drawer of the desk in the shop. You are now required to **fill out Work Order Forms** in replacement of the binder sheets. Please see Sheri or Shawn if you have any questions regarding which forms to fill out.
- **Housekeeping** - Please keep all workstations neat & tidy. Clean up when you're done working.
- Please ensure all **KM/Fuel Reports** are submitted at the end of each month.
- Remember to record your **Derrick Hours** at the end of each month.
- OHS Legislation is always available through the websites
 - www.swabmaster.com
 - [Search OHS Legislation | Occupational Health and Safety](#)



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Why Do We Keep Maintenance Records?

Keeping maintenance records is crucial for ensuring operational efficiency, safety, compliance, and the longevity of equipment and assets.



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SAFETY MANUAL REVIEW

EMERGENCY RESPONSE PROCEDURES are put in place to assist personnel in time of life-threatening situations. Such emergency response procedures in place for Swab Master Ltd are considered conditions of employment and must be followed at all times while on site.

Emergency Response procedures are discussed at pre-job safety meetings and all employees are made aware of the location of:

- Safe site (Muster point)
- Emergency phone numbers
- Cell phones and / or other means of contact

All personnel are required to help implement and maintain the emergency response plan by:

- Discussion
- Monitoring effectiveness of emergency response plan
- Awareness
- Adherence to the procedures
- Training

Note: However, because the work environment is not static and is continually changing, the emergency response plan(s) must be reviewed as activity progresses to ensure that the plans are current and applicable for the work area.

Train employees in evacuation, shelter, and other safety procedures. Conduct sessions at least annually or when:

- Employees are hired
- New equipment, materials or processes are introduced
- Procedures are updated or revised
- Exercises show that employee performance must be improved
- Provide emergency information such as checklists and evacuation maps.

Employees Training: All employees are required to have training in the following as minimum requirements:

- First Aid
- TDG
- WHIMIS
- H2S
- CSO

Other courses offered as required (but not limited to) include:

Confined Spaces - Detection and Control of Fire & Explosion Hazards - Fire Extinguisher Level II – Fall Arrest Protection - Fatigue Management & Hours of Service



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OH&S CODE REVIEW

Part 2 Hazard Assessment, Elimination and Control

Hazard Assessment:

- 7(1) An employer must assess a work site and identify existing and potential hazards before work begins at the work site or prior to the construction of a new work site.
- 7(2) An employer must prepare a report of the results of a hazard assessment and the methods used to control or eliminate the hazards identified.
- 7(3) An employer must ensure that the date on which the hazard assessment is prepared or revised is recorded on it.
- 7(4) An employer must ensure that the hazard assessment is repeated
- (a) at reasonably practicable intervals to prevent the development of unsafe and unhealthy working conditions,
 - (b) when a new work process is introduced,
 - (c) when a work process or operation changes, or
 - (d) before the construction of significant additions or alterations to a work site.

Worker Participation:

- 8(1) An employer must involve affected workers in the hazard assessment and in the control or elimination of the hazards identified.

Hazard Elimination and Control:

- 9(1) If an existing or potential hazard to workers is identified during a hazard assessment, an employer must take measures in accordance with this section to
- (a) eliminate the hazard, or
 - (b) if elimination is not reasonably practicable, control the hazard.
- 9(2) If reasonably practicable, an employer must eliminate or control a hazard through the use of engineering controls.
- 9(3) If a hazard cannot be eliminated or controlled under subsection (2), the employer must use administrative controls that control the hazard to a level as low as reasonably achievable.
- 9(4) If the hazard cannot be eliminated or controlled under subsection (2) or (3), the employer must ensure that the appropriate personal protective equipment is used by workers affected by the hazard.
- 9(5) If the hazard cannot be eliminated or controlled under subsection (2), (3) or (4), the employer may use a combination of engineering controls, administrative controls or personal protective equipment if there is a greater level of worker safety because a combination is used.

Emergency Control of Hazard:

- 10(1) If emergency action is required to control or eliminate a hazard that is dangerous to the safety or health of workers,
- (a) only those workers competent in correcting the condition, and the minimum number necessary to correct the condition, may be exposed to the hazard, and
 - (b) every reasonable effort must be made to control the hazard while the condition is being corrected.
- 10(2) Section 7(2) and (3) do not apply to an emergency response during the period that emergency action is required.