

SWAB MASTER LTD.

Monthly Bulletin – NOVEMBER '23

SAFETY MANUAL REVIEW

Alberta's OHS Act section 3(1) states:

Every employer shall ensure, as far as it is reasonably practicable for the employer to do so,

(a) the health, safety, and welfare of

(i) workers engaged in the work of that employer,

(ii) those workers not engaged in the work of that employer but present at the work site at which that work is being carried out, and

(iii) other persons at or in the vicinity of the work site whose health and safety may be affected by identifiable and controllable hazards originating from the work site.

Winter safety basics-
Conditions outside change every day in the winter. Simple precautions can help prevent slips, falls, frostbite and hypothermia.

Walk with care-
Be aware of hazards under the snow, such as ice or holes.

Dress appropriately-
Wear the proper PPE and add layers for winter exposure. Also, ice cleats on footwear where needed. Extra gloves and warm socks.



MAINTENANCE POLICY

Inventory control for all Swab Master Ltd. equipment is kept on file by the office staff. Regular maintenance checks are controlled by shop work employees apart from CVIC for commercial vehicles. Tools are inventory controlled in the shop as well, and schematics or manuals for all tools are kept on file in the office and listed on the employee section of the Swab Master Ltd. website. Each rig unit has an inventory of tools associated with it. These tools are to be kept clean and regularly inspected.

All tools and equipment shall be properly maintained to reduce risk of injuries to employees or damage to property. Preventative maintenance is a very important part of the maintenance program. All shop and unit tools are to be inspected before use **EVERY TIME!** Be aware of the inspection's schedules and protocols from section 7 in this manual. The following items shall be inspected and documented:

- Tank Truck Inspection Report
- Rig Inspection must be completed daily, and deficiencies reported.
- Visual inspection every time the Derrick is in the raised position as per Kodiak Engineering guidelines.
- Pick-up Trucks weekly, walk arounds daily.
- Managers Crew & Equipment Inspections done monthly.

*If a defect is sighted, a report must be filled out and brought to the attention of the immediate supervisor. Minor repairs can be made by supervisor or upon his instructions. All other repairs such as changing tires, belts and lights must be done by a qualified person. If the defect is not able to be corrected immediately, use the lockout / tag-out protocols to remove the tool or equipment from service until the repairs are complete.

*If you find that on a site, you have deflections or breakdowns you are required to report to your immediate supervisor of your situation. If it is deemed necessary to call for emergency towing, service, or repairs your supervisors will instruct you to do so.

All defects, repairs and maintenance are tracked, and trends are established to prevent recurrence of incidents.

Do not attempt to repair the following:

- Flat tires
- Lights (bulbs can be replaced)
- Belts
- Or other repairs that you do not have qualifications, procedures, or instructions on how to do.

If any repairs are made on equipment or vehicles, you must:

- Ensure all equipment or vehicles are inoperative before proceeding.
- Wear required PPE.
- Only allow employees in the area if they are needed for the repair.
- Make sure area is free of any hazards before repairs are to be started.
- Ensure area is cleaned after repairs are completed and no hazards are left behind.

It is everyone's responsibility to see that we follow these procedures to ensure that we run a safe company.

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

**... Always Be
Careful!**



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The Cold Bag....

For anyone that travels in Canada's winter climates, a cold bag is a must. If you've ever been stranded in a vehicle and were not prepared...it's brutal! Blanket, sweater, snowpants, wool socks, toque, gloves, water, dry food, empty can, candles, matches, warmers, phone battery, etc. These simple things can make all the difference. Share with your loved ones and co-workers.

COMMUNITY CHRISTMAS PARTY

Hi everyone, it's PARTY TIME!!! The Heritage is hosting a Small Business Community Christmas Party on December 2nd.

Swab Master has booked tables for our team. Here is your opportunity to enjoy a delicious meal, great entertainment, and kick up your heels! Doors open at 5:30pm – Traditional Christmas Dinner Buffet at 6:30pm – Entertainment by Epic Elton to follow at 8:00pm – Door prizes & late lunch at 11:00pm. Hope to see you all there!



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