



HAZARD ASSESSMENT

Purpose: To develop and maintain a listing of all tasks performed by Swab Master Ltd. employees and identify all hazards associated with the tasks. In accordance with workplace safety and Occupational Health & Safety regulations Swab Master Ltd. will ensure that all employees' work together in identifying hazards associated with a task and in implementing control measures. The hazard assessments will be completed in compliance with Part 2 of the Occupational Health & Safety Code, which may be read in your supplied OH&S Booklet or online at: alberta.ca/alberta-queens-printer.aspx

Responsibility:

Management, Supervisors and Workers are responsible for development of all hazard assessments for all tasks performed.

Management's Responsibility: Management is responsible to ensure that assessments cover all known or potential hazards and that control measures are adequate. They are to be reviewed on an annual basis with a worker who is exposed to the hazards. It is management's responsibility to oversee that hazard assessments are conducted, and corrective action has taken place. Management will also take every reasonable measure to ensure employees have been trained in Hazard Identification, Assessment and Control.

Employees are responsible to see that hazards have been identified and addressed prior to starting the work, to report any hazards, whether they are able to correct them or not and to notify co-workers of hazards they identify on site and to complete any training offered in hazard identification, assessment and control.

A contractor must ensure that any employer on a work site is made aware of any existing or potential work site hazards that may affect that employer's workers.

Formal training is provided for hazard identification and risk assessment for senior management and all employees at the time of their orientation upon being hired by the company.

DEFINITIONS

Hazard: any circumstance or condition, which poses the risk of an accident. Hazards are identified as either health or safety hazards.

Health Hazards are not immediately seen or felt but result in chronic (long term) effects such as asbestos, dusts, repetitive strains, noise, etc.

Safety Hazards that have immediate effects such as cuts, bruises, sprains, strains, burns, etc.

Incident: any unplanned and unwanted event which results in damage or injury, or which could have resulted in damaged or injury (near miss).

Hazard Assessment: is a thorough examination of an operation for the purpose of identifying what actual and potential hazards exist. A hazard assessment is conducted with the direct involvement of the manager when starting a safety program. It should also be conducted when setting up on a new jobsite. In addition to inspections, some organizations do a formal hazard assessment periodically.

The formal hazard identification and risk assessment process is used at every job site before any work is performed by any employee. This process includes tail gate meetings, pre-job safety evaluation and reporting, and discussions with all officials in charge of the site(s) where the work is performed. These formal hazard identification and risk



assessments are completed again if the workers are required to work at another location within their work period or if the scope of the work changes. Hazard assessments will be repeated:

- a) At reasonable practical intervals to prevent 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 worksite.

All affected workers will be included in the hazard assessment and in control or elimination of hazards identified.

Audit: a comprehensive examination and evaluation of management's performance in establishing and maintaining a safety program. An audit is conducted [periodically by a trained safety auditor either from within the organization or from outside].

Inspection: an observation tour of the workplace for the specific purpose of determining the levels of compliance with established safe work practices, procedures, and safety rules. Inspections are conducted on an ongoing basis to maintain the effectiveness of a safety program.

Site Specific Hazard Assessments

All Swab Master Ltd. employees working in the field are responsible for completing and/or assisting in the completion of a Pre-Job Safety Meeting Report. This form should be completed at the beginning of work each day on any temporary or mobile work sites. The form must reference the location, date, units used, company worked for and its representative and, whether there are other services involved in the days work.

General health and safety topics applicable to the site should be identified and discussed with all workers on site. A description of the work being performed should be detailed on the form. Tasks being completed should be noted and reviewed from the list provided and referenced in the safety manual under Element 3: Procedures. Controls to eliminate or alleviate each hazard or risk should be noted as well.

Fire and explosion hazards should be noted as well as controls to prevent such an event. Emergency controls must be identified prior to work commencing. If the company representative is not on location and has provided no emergency response plan for this site, you must defer to Swab Master Ltd.'s Emergency Response Plan found in Element 8 of the safety manual.

All employees of Swab Master as well as any other company on-site must sign-off on the Pre-Job Safety Meeting Report. They are to acknowledge that all hazards and controls have been reviewed for this site and the work that will be done as well as confirm their understanding of the emergency response plan of action.

If a new activity or task is temporarily introduced on site, work must stop until the task has been reviewed, all hazards and risks have been identified and, all personnel on site is aware of the controls that need to be implemented to prevent an occurrence. This includes any temporary task introduced by Swab Master and its employees or any other company employees on site.

If any hazards are noted that are particular to the specific site, it should be written up on an Opportunity Report and reported to the Supervisor. It should also be brought to the attention of the company representative. They are considered the Prime Contractor of this location and should be aware of any hazardous environment. Ensure the Opportunity Report is completed and turned into the office for processing and tracking. The report will then be added to the safety agenda by the Safety Coordinator, and it will be discussed in full with all employees.



PRE-JOB SAFETY MEETING REPORT
Remember Why We Work and Play Safe - It's Our Families!

No. 0000


Start Location:	Date:	Unit #'s:	Job/Service Ticket #
Company:		Client Representative:	
Swab Master Representative:			Multi-Services: Y <input type="checkbox"/> N <input type="checkbox"/>

General Hazards / Topics Discussed (ALL EMPLOYEES ON SITE)		
Muster Points Identified	Work Area/Lease Conditions	Equipment Inspection
PPE is Being Worn (As Designated)	MSDS (SDS) Location	Positive Air Shutoffs
Smoking Area Identified	LEL Bump Test	Chemicals/Hydrocarbons/Caustics/Acids/Hot Oil
Emergency Response Plan	Confined Space	Overhead Powerlines
Pinch Points	H2S / Toxic Vapours / Respiratory Hazards	Working Alone/Remote Location
Grounding / Bonding	Rotating / Unguarded Equipment	Weather
Working at Heights	High Pressure / Hazardous Energy Sources	Slip / Trip / Fall
Suspended Loads	Other:	Other:
Other:	Other:	Other:

Description of Work:

Safe Work Procedures / Tasks:		
<input type="checkbox"/> 1. Backup Procedure (EL3/91)	<input type="checkbox"/> 7. Derrick Inspection (EL4/6)	<input type="checkbox"/> 12. Sandline Inspection (EL3/120)
<input type="checkbox"/> 2. General Driving / Travel (EL3/102)	<input type="checkbox"/> 8. Pipe Wrench Procedure (EL3/109)	<input type="checkbox"/> 13. Tank Truck Procedure - General (EL3/137)
<input type="checkbox"/> 3. Caisson Entry / Confined Space (EL3/97)	<input type="checkbox"/> 9. Raising / Lowering Derrick (EL3/130)	<input type="checkbox"/> 14. Hose Reel Procedure (EL3/138)
<input type="checkbox"/> 4. Gauge Ring Procedure (EL3/101)	<input type="checkbox"/> 10. Swabbing Procedure - General (EL3/129)	<input type="checkbox"/> 15. Loading / Unloading Tank Truck w/Pump (EL3/140-141)
<input type="checkbox"/> 5. Wax Knife Procedure (EL3/146)	<input type="checkbox"/> 11. Swabbing - High Pressure/Critical Wells (EL3/132)	<input type="checkbox"/> 16. Plunger Retrieval (EL3/111)
<input type="checkbox"/> 6. Bottomhole Bumper Spring (EL3/94)	OTHER:	OTHER:

Controls:				
Task No:	Risk Level	Steps to Eliminate Hazards & Reduce Risks	Residual Risk	Who (if applicable)

Fire and Explosion Hazards (Identify components of the fire triangle that could be present) <input type="checkbox"/> Energy & Ignition  <input type="checkbox"/> Oxygen & Air <input type="checkbox"/> Fuels & Hydrocarbons	Critical Risk Factors (Identify factors that could be present) <input type="checkbox"/> Liquid Hydrocarbons <input type="checkbox"/> H2S <input type="checkbox"/> Oil Based Workover Fluids <input type="checkbox"/> High Pressure or Temperature <input type="checkbox"/> Flow into Closed System <input type="checkbox"/> Rapid Pressure or Temperature Changes <input type="checkbox"/> Pre-Existing Trapped Air <input type="checkbox"/> Mixing of Products or Chemicals
Level of Risk (Identify) <input type="radio"/> Improbable - Fire Triangle Does Not Exist <input type="radio"/> Possible - Fire Triangle May Exist, No Risk Factors Present <input type="radio"/> Probable - Fire Triangle May Exist, One or More Risk Factors Present	Procedures Required <input type="radio"/> Alertness for failure of barriers or controls that would affect FEHM <input type="radio"/> Reusable hazard management plan <input type="radio"/> Detailed, site-specific hazard management plan AND documented risk assessment

FIRE & EXPLOSION CONTROLS:

EMERGENCY CONTROLS (What is the response if conditions change?)

MANAGEMENT OF CHANGE (New Hazards Identified)

Print Name	Signature	Print Name	Signature

To the best of our knowledge, all known onsite hazards have been identified, eliminated or controlled - THIS REPORT WILL BE POSTED AT ALL TIMES DURING OPERATION

Emergency Numbers
Swab Master (403) 793-0033 - Stars Emergency Link (888) 888-4567 or *4567 - Emergency Dispatch: 911 - STARS Satellite Phone Link (403) 299-0932



Process for Conducting Hazard Assessments

- ✓ Assemble the people that will be involved – involve workers in all areas.
- ✓ Discuss possible hazards with employees.
- ✓ Identify all possible hazards originating from: (Identify things that could go wrong – keep asking the question – What if?)
 - Environment they work in
 - Materials they work with
 - Equipment / tools used
 - People (employees, visitors, clients, contractors, etc.)
- ✓ Review the Job Description / Task Inventory for the assessment.
- ✓ Mark on the Job Hazard Assessment Matrix all tasks and rate them according to the risk as per the risk rating table.

LIKELIHOOD + EXPOSURE + CONSEQUENCE / 3 = HAZARD RATING

ALL HAZARD RATINGS / NUMBER OF HAZARDS = TASK RISK RATING

ALL TASK RISK RATINGS / NUMBER OF TASKS = OVERALL JOB RISK RATING

- ✓ Rank the tasks on a “worst first” basis as per the risk rating values.
- ✓ Identify all controls required to eliminate or control the risk. (Engineering, Administrative or PPE Controls required?)
- ✓ Review the findings with supervisors/workers during safety meetings and solicit their input for control measures.
- ✓ Review the assessment process on an annual basis or when a new task is introduced.
- ✓ All documents should be signed and dated.

HAZARD IDENTIFICATION RISK RATING TABLE	
LIKELIHOOD: is the probability of getting hurt when completing the task.	
5	Occurs under normal operating conditions
4	Occurs in unusual operating conditions
3	May occur if the worker is inattentive or equipment is poorly maintained
2	Only likely in abnormal conditions (i.e.: loss of power, incapacitated worker, emergency conditions, etc.)
1	Not likely to happen – remotely possible – only in extreme conditions
EXPOSURE: is how frequently the hazard presents itself.	
5	Continually – daily – one or more times per day
4	Frequently – one/two times per week
3	Possible – once a month
2	Some chance of occurring
1	Not likely to happen – very remote possibility
CONSEQUENCE: is the outcome or result of the hazard.	
5	Catastrophic/Disastrous – numerous fatalities – widespread serious chronic health effects – extreme property or equipment damage
4	Single fatality – a single incident could cause serious injury resulting in permanent disability – serious property or equipment damage
3	Any single event injury requiring hospitalization for more than a day or a single event resulting in long term disability, that results in a lost time injury or where repeated exposure causes a serious long-term disability.
2	Anything requiring a hospital visit or doctors’ examination
1	Anything requiring first aid treatment or where repeated exposure could result in minor long-term disability



Higher Risk activities require more focus and tighter controls. Systems should be designed to reduce both the probability of an event and the consequences of the event. Note that the “hazard control system” is a combination of the people (attitude, training, and capability), technology, and the process.

Emergency Control of a Hazard

If an emergency action is required to control or eliminate a hazard that is dangerous to the safety or health of workers.

1. Only those workers competent in correcting the condition, and the minimum number necessary to correct the condition, may be exposed to the hazard.
2. Every reasonable effort must be made to control the hazard while risk controls are established.

Refer to your Emergency Response Plan in this manual when dealing with an Emergency Hazard.

Introduction of New Hazards

When a new hazard is introduced to the workplace (new tool, process, tasks, or equipment), all employees are responsible for completing an Opportunity Report. The report should contain a detailed description of the new tool, task, or equipment and what associated hazards they believe exist. Management and the employees will then review the new hazards during safety meetings and develop controls for them.

Review of Formal Hazard Assessments

Each year, the task list should be reviewed by the Senior Manager, a Manager, a Supervisor, and a Worker. Once all tasks have been confirmed to be in use still, the individual hazard assessments should be reviewed as well. Each hazard assessment should be reviewed to consider whether the controls applied are still current, effective and in use by the employees. In addition, should an Incident Investigation or Inspection warrant an additional review, one will be completed by various positions in the company including Management, a Supervisor, and a Worker. This review and any applicable changes will be communicated to all employees upon completion.

The current hazard analysis forms were completed in May 2026 by the following employees.

EMPLOYEE NAME	POSITION
<i>Shawn Gleisner</i>	<i>Assistant Operations Manager</i>
<i>Andre St. Germain</i>	<i>Lead Rig Supervisor</i>
<i>Scott Fettinger</i>	<i>Rig Supervisor</i>



MASTER TASK INVENTORY

This is a list of all tasks and procedures all Swab Master Ltd. employees may be responsible for. If you are doing something in your scope of work that cannot be defined under one of the following categories, please submit an Opportunity Report A.S.A.P to have the task added to the inventory.

Accident / Incident Investigations	Slip & Cut Sandline	Hydrostatic Lubricator Pressure Test
Audits	Swabbing Procedures	Impression Block Procedure
Blind Box Procedure	Inventory Management	Propane Use
Brake Adjustment Procedure	Tank Truck Procedures	Pipeline Blow Down Procedure
Broaching Tool Procedure	Tool Retrieval / Side Entry Procedure	Pressure Unit Service Procedure
Bumper Spring Setting Procedure	Training	
Caisson Entry / Confined Space	Wash Bay Procedure	
Computer Use	Wax Knife Procedure	
Customer Service	Welding	
Discipline	Wire Rope in Well Procedure	
Driving / Backing Up	Plug / Plunger Retrieval Procedure	
Emergency Response Drills	Pouring Socket Rope Procedure	
Paperwork	Recruiting	
Equipment Maintenance	Magnet Use Procedure	
Gas Cylinder Procedure	Lock Out / Tag Out Procedure	
Gas Detection Procedure	Loading / Unloading	
Gauge Ring Procedure	Sample Bailer Procedure	
General Shop Labour	Sand Bailing Procedure	
H2S Trailer Procedure	Sand Line Inspection Procedure	
Hose Reel Procedure	Inspections	
Housekeeping	Pipe Wrench Procedure	



The following pages include a job inventory list for Swab Master Ltd., the job descriptions, and a job hazard assessment matrix for each position.

The job hazard assessment matrix is a good tool to assess which tasks in the position have the highest risk rating. While this is a helpful tool, it is obligatory to review every procedure related to the task and to do a pre-job assessment to rate hazards that you may be exposed to.

Job Inventory

Risk Rating

General Manager	1.1
Operations Manager	1.6
Assistant Manager	1.5
Lead Rig Supervisor	2.1
Rig Supervisor	2.2
Tank Truck Driver / Rig Assistant	2.1
Finance & Administration Manager	0.8
Office Manager	0.7
Administration / Reception	0.8
Safety Coordinator	1.5
Pressure Unit Operator	2.0



GENERAL MANAGER

The General Manager is responsible for managing the people, facilities, safety, environmental compliance and providing customer service.

Position Expectation

The most important role of the General Manager is to build a team of talented and dedicated people whose quality performance sets us apart from the competitors.

Typical duties are but not limited to:

- Recruit and hire staff that have high morals, ethical skills and work standards that are dedicated to our company principles of Quality Service and Continuous Improvement.
- Be proficient managing people and finances.
- Understand and comply with all responsibilities as set forth in the Occupational Health & Safety Act.
- Monitor activities to ensure that company policies and procedures, as well as Government and Customer regulations, are being followed.
- Review the Company Health & Safety Policy annually.
- Document staff problems and use progressive discipline procedures as outlined in the Health & Safety Manual to assist employees and achieve expected performance standards.
- Promote teamwork.
- Manage the Drug and Alcohol Program.
- Document and recognize the accomplishments of staff.
- Managing assets and facilities. Monitoring maintenance and staffing of Rigs and trucks and associated equipment to ensure that company standards are followed.
- Monitor the cleanliness and organization of facilities to ensure that they provide our people the best working conditions and provide the best image for our company.
- Conduct site inspections once per month.
- Comply with all Company, Government and Customer policies and regulations:
- Ensure employees follow hours of work regulations.
- Ensure the Company complies with government safety and transport regulations.
- Ensure the Company is staffed with employees that have the appropriate training certificates to operate units and work in accordance with government and customer regulations.
- Confer with client's representatives to ensure a good working relationship is upheld.
- Delegate tasks to the Operations Manager as necessary.

Qualification and/or Experience Requirements:

- Excellent management and supervisory skills.
- Ability to multi-task.
- Be able to give clear and concise instruction.
- Ability to perform well and to execute, organize and take control when required in an emergency.
- Ability to assist clients, customers, and employees in a courteous and professional manner in person and on the phone.
- Knowledge and experience with Word, Excel, and Outlook.
- Minimum Grade 12 diploma; 10+ years of experience in Oil & Gas servicing; Business & Management training or relevant experience; and all up-to-date oilfield tickets, including H2S, First Aid, CSO, TDG & WHMIS.

**OPERATIONS MANAGER**

Summary: The Operations Manager is responsible for managing the people, facilities, safety, environmental compliance and providing customer service. The Operations Manager will serve as operations relief for the General Manager.

Typical duties are but not limited to:

- Recruit and hire staff that have high morals, ethical skills and work standards that are dedicated to our company principles of Quality Service and Continuous Improvement.
- Be proficient in managing people and finances.
- Ensure confidentiality of all information.
- Understand and adhere to all policies and procedures as outlined in the Health & Safety Manual.
- Understand and comply with all responsibilities as set forth in the Occupational Health & Safety Act.
- Monitor activities to ensure that company policies and procedures, as well as Government and Customer regulations, are being followed.
- Review the Company Health & Safety Policy annually.
- Document staff problems and use progressive discipline procedures as outlined in the Health & Safety Manual to assist employees and achieve expected performance standards
- Confer with client's representatives to ensure a good working relationship is upheld.
- Responsible for managing workers and day to day operations of the shop and workload.
- Recruiting and hiring of staff and assistance in training procedures.
- Monitor activities to ensure company policies and procedures as well as Government regulations comply.
- Ensure correct PPE is worn when required.
- Regular review of submitted documentation such as timesheets, logbooks, inspections, and Opportunity Reports to ensure they are being done properly.
- Coordinate accident/incident investigations as required and delegate tasks to employees who are trained in investigation techniques.
- Promote the Health & Safety systems through leading by example and promote teamwork by recognizing accomplishments and achievements by employees.
- Document staff problems and use progressive discipline procedures as outlined in the Health & Safety Manual to assist employees achieve expected performance standards.
- Perform work site inspections monthly, Rig & Tank Spot Inspections monthly and shop inspections monthly. Also, mentor employees on what to look for during an inspection and how to facilitate controls for recognized hazards.
- Monitor the cleanliness and organization of facilities to ensure that they provide our people with the best working conditions and provide the best image for our company.
- Sign visitors and contractors into the shop area and review the safety orientation with them.
- Complete follow up from Opportunity Reports assigned and delegate to employees as necessary.
- Confer with the General Manager concerning problems with employees, equipment or processes and ensure that follow up is completed to resolution.
- Assist in managing the Drug and Alcohol program.
- Assist the Safety Coordinator with accident/incident investigations, safety meetings, review of policies and procedures and annual review of hazard assessments.
- Serve as a relief Rig Supervisor or Rig Assistant when required.
- Conduct Emergency Response Drills (shop evacuations, man down drills, natural disaster drills, etc.) once per month.
- Any other duties or tasks as assigned by the General Manager.



Qualifications and/or Experience Requirements:

- Excellent management and supervisory skills.
- Ability to multi-task
- Ability to understand and execute oral and written instruction.
- Be able to give clear and concise instruction.
- Ability to perform well and to execute, organize, and take control when required in an emergency.
- Ability to assist clients, customers, and employees in a courteous and professional manner in person and on the phone.
- 10+ years of experience in Oil & Gas Servicing. Knowledge and experience with Word, Excel, and Outlook Workshop 101: Management Leadership Strategies (AASP), all applicable Oilfield tickets, including H2S, First Aid, WHIMIS, TDG, CSO, and any applicable client orientations required for site visits.

**ASSISTANT MANAGER**

Summary: The Assistant Manager is responsible for assisting in the management of the people, facilities, safety, environmental compliance and providing customer service. The Assistant Manager will serve as holiday, sick leave, or workload relief for the Operations Manager.

Typical duties are but not limited to:

- Ensure confidentiality of all information.
- Understand and adhere to all policies and procedures as outlined in the Health & Safety Manual.
- Understand and comply with all responsibilities as set forth in the Occupational Health & Safety Act.
- Ensure correct PPE is worn when required.
- Confer with client's representatives to ensure a good working relationship is upheld.
- Responsible for managing workers and day to day operations of the shop and workload.
- Monitoring activities to ensure company policies and procedures as well as Government regulations comply.
- Regular review of submitted documentation such as timesheets, logbooks, inspections, and Opportunity Reports to ensure they are being done properly.
- Coordinate accident/incident investigations as required and delegate tasks to employees who are trained in investigation techniques.
- Promote the Health & Safety systems through leading by example and promote teamwork by recognizing accomplishments and achievements by employees.
- Document staff problems and use progressive discipline procedures as outlined in the Health & Safety Manual to assist employees achieve expected performance standards.
- Perform work site inspections monthly, Rig & Tank Spot Inspections monthly and shop inspections monthly. Also, mentor employees on what to look for during an inspection and how to facilitate controls for recognized hazards.
- Sign visitors and contractors into the shop area and review the safety orientation with them.
- Complete follow up from Opportunity Reports assigned and delegate to employees as necessary.
- Confer with the Operations Manager concerning problems with employees, equipment or processes and ensure that follow up is completed to resolution.
- Assist the Safety Coordinator with accident/incident investigations, safety meetings, review of policies and procedures and annual review of hazard assessments.
- Serve as a relief Rig Supervisor or Rig Assistant when required.
- Conduct Emergency Response Drills (shop evacuations, man down drills, natural disaster drills, etc.) once per month.
- Any other duties or tasks as assigned by the Operations Manager.

Qualifications and/or Experience Requirements:

- Excellent management and supervisory skills.
- Ability to multi-task
- Ability to understand and execute oral and written instruction.
- Be able to give clear and concise instruction.
- Ability to perform well and to execute, organize, and take control when required in an emergency.
- Ability to assist clients, customers, and employees in a courteous and professional manner in person and on the phone.
- Minimum Grade 12 diploma and 5+ years of experience in Oil & Gas Servicing. Knowledge and experience with Word, Excel, and Outlook Workshop 101: Management Leadership Strategies (AASP), all applicable Oilfield tickets, including H2S, First Aid, WHIMIS, TDG, CSO, and any applicable client orientations required for site visits.



ELEMENT #2: HAZARD IDENTIFICATION & ASSESSMENT

May 2026

JOB DESCRIPTION:		Job Hazard Assessment Matrix													TOTALS										
		Pressure	Slip / Trip / Fall	Fire / Explosion	Extreme Weather	Chemical Exposure (H2S, Methane, Etc.)	Workplace Violence / Harassment	Musculoskeletal Injury	Noise	Fall From Height	Pinch Points	Tools at Height	Biological Hazards	CONTROLS (Engineering, Administrative, PPE)											
Assistant Manager																									
Overall Rating:		1.5																							
Duties / Job Tasks		H/S	L	E	C	L	E	C	L	E	C	L	E	C	L	E	C	L	E	C	L	E	C		
Training		H/S	3	2	2	3	2	2	3	3	5	4	4	3	2	3	5	1	3	3	2	2	3	2	
			2.3			2.3			3.7		3.3		3.0		2.3		2.3		2.3		1.3		2.7		
Tank Truck Driver / Rig Assistant Relief		H/S	SEE TANK TRUCK DRIVER/RIG ASSISTANT JOB HAZARD ASSESSMENT MATRIX																						
Emergency Response Drills		H/S	2	1	2	3	3	1	1	5	1	2	3	1	1	4	1	2	3	2	2	3	2	1	
			1.7		2.7		2.3		2.0		2.0		1.7		2.0		2.0		2.3		1.7		2.3		
General Shop Labour		H/S	2	3	4	3	2	3	1	2	5	0	0	0	2	3	4	1	1	3	3	2	3	1	
			3.0		2.7		2.7		0.0		3.0		2.3		1.7		3.0		2.7		3.0		2.0		
Rig Operator Relief		H/S	SEE RIG SUPERVISOR JOB HAZARD ASSESSMENT MATRIX																						
Housekeeping		H/S	1	1	1	3	2	2	2	5	0	0	0	0	2	3	4	2	2	3	2	3	3	0	
			1.0		2.3		3.0		0.0		3.0		0.0		2.3		2.7		0.0		1.0		2.0		
Accident / Incident Investigations		H/S	1	1	1	3	3	1	1	5	2	3	3	1	2	5	2	2	3	1	3	3	1	1	
			1.0		2.3		2.7		2.7		2.3		2.3		2.7		2.3		1.0		1.0		2.3		
Work Site Inspections		H/S	1	1	3	2	1	3	1	2	5	4	4	4	1	2	4	2	2	2	1	1	2	4	
			1.7		2.0		2.7		4.0		2.3		2.3		2.0		2.3		1.0		1.7		2.3		
Driving / Backing Up		H/S	3	2	5	0	0	0	3	2	5	3	4	3	2	5	4	2	1	2	5	1	0		
			3.3		0.0		3.3		3.3		3.3		3.3		3.3		2.3		0.0		5.0		0.0		
Shop Inspections		H/S	1	1	3	1	3	3	1	1	5	1	1	1	1	2	3	1	3	3	2	2	3	1	
			1.7		2.3		2.3		1.0		2.0		2.3		2.0		2.3		3.0		1.7		2.0		

** Always review the Task / Procedure Hazard Identification Matrix for additional Hazards & Control Methods

PG 1 TOTAL: 21.0

LOCATION: BROOKS

PARTICIPANTS: Andre St. Germain, Mitchell Fetting, Shawn Gleisner

DATE: May 2026

SIGN OFF: See panel review signatures PDF

**LEAD RIG SUPERVISOR**

Summary: The Lead Rig Supervisor will be responsible for the day-to-day operation of swabbing services and equipment. The Lead Rig Supervisor is also responsible for the supervision of the workers / new employees.

Typical duties are but not limited to:

- Understand and adhere to all policies and procedures in the Health & Safety Manual.
- Understand and comply with responsibilities as set forth in the Occupational Health & Safety Act.
- Promote safety awareness with themselves, and those around them. Ensure your fellow workers conduct safe work practices and follow work procedures.
- Ensure workers know what is expected of them, have proper training and documentation for any employee training and acknowledge any new or young workers to the worksites.
- Ensure correct P.P.E. is always worn properly and maintained in good physical condition.
- ALL crew members arrive on time; have current safety tickets, fit for duty, and competent to perform the tasks assigned.
- Conduct pre-job assessments (JSA) on each job site, stop if the job conditions change and conduct another pre job. If possible, remove hazardous conditions. When necessary, contact the office or general manager to help control hazard(s). Stop Work if it becomes unsafe, inform workers of their right to refuse unsafe work.
- Ensure copies of all necessary forms are kept in your unit & are up to date.
- Rig Manager Inspection Reports completed weekly and submitted to the office.
- Supervise new assigned employee(s) and continue until assigned to a different supervisor, or training is complete, and they have been signed off as competent.
- Derrick Inspections performed and completed at least daily while operating the rig.
- Keep an accurate daily record of kilometer and fuel usage and submit the report to the office no later than the 15th of the following month.
- Ensure Drivers Daily Logbook is filled out properly according to Alberta Transportation standards.
- Be observant of your work area regarding Health & Safety issues and fill in at least one Opportunity Report per week.
- Conducting and documenting Emergency Response Plan drills at least once a month
- Immediately report all incidents, accidents, near misses, first aid, medical aid accidents to the General Manager and / or Safety Coordinator. Do not disturb the scene if OH&S or police will be involved.
- Shut down operations and clear the area if an accident causes or could cause a serious injury. (See emergency procedures for working with media and next of kin in Element 8 of the Health & Safety Manual
- Ensure the “no smoking” policies are followed as per well site requirements.
- Ensure that no part of the rig or other company vehicles are off lease road limits or lease limits.
- Thoroughly complete all required vehicle / equipment inspections as per the maintenance policy.
- Make sure all necessary materials have WHMIS labels and that MSDS sheets are up to date on your assigned unit.
- Ensure that CVIC tickets, insurance and any transportation documents are present in your unit.
- Call in to the General Manager or Assistant Manager if problems should develop or persist.
- Correctly completing Field Tickets, ensuring that all charges and client’s information are included. Also, having the Client Representative signature and coding present before submitting to the office. Your Pre-Job Safety Meeting, Swab Reports and Fluid Transfers should all be attached, as well as any client documentation (i.e.: Safe Work Permits).
- Attend all safety meetings if you are available.
- Notifying office if safety tickets expire within two months.
- Record time worked accurately on a supplied timesheet daily (or upon arrival at the shop if working out of town). The Rig Supervisor is responsible for helping his/her assistant correctly fill in their timesheet.
- Confer with client representatives to ensure a good working relationship is upheld.
- Assist, when required, for managing Rig Supervisors and Rig Assistants daily field & shop activities.



- Promote the Health & Safety systems through leading by example
- Promote teamwork by recognizing accomplishments and achievements of workers.
- Assist with accident/incident/near miss investigations, safety meetings, review of policies and procedures and annual review of formal Hazard Assessments.
- Any other duties or tasks assigned by management.

Qualification and/or Experience Requirements:

- Excellent supervisory skills and an ability to multi-task.
- Ability to read, write and perform simple math equations is required.
- Ability to understand and execute oral and written instruction as well as be able to give clear and concise instruction.
- Must have all applicable oilfield tickets, including H2S, First Aid, CSO, TDG & WHMIS and any client orientations required.
- Ability to perform well and to execute, organize and take control when required in an emergency.
- 5+ years of experience in Oil & Gas Servicing



ELEMENT #2: HAZARD IDENTIFICATION & ASSESSMENT

May 2026

JOB DESCRIPTION:		Job Hazard Assessment Matrix																				TOTALS						
		Pressure	Slip / Trip / Fall	Fire / Explosion	Extreme Weather	Chemical Exposure (H2S, Methane, Etc.)	Workplace Violence / Harassment	Musculoskeletal Injury	Noise	Fall From Height	Pinch Points	Tools at Height	Biological Hazards	CONTROLS (Engineering, Administrative, PPE)														
Lead Rig Supervisor	Overall Rating: 2.1	H/S	L	E	C	L	E	C	L	E	C	L	E	C	L	E	C	L	E	C	L	E	C					
Duties / Job Tasks	H/S	3	3	3	3	2	2	3	3	5	4	4	3	3	5	2	2	3	2	3	3	3	3	3	3	4	2	
Training	H/S	3.0	2.3	3.7	3.7	3.3	2.3	2.3	2.3	3.0	2.3	2.3	2.3	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	2.8	
Tank Truck Procedure	H/S	3	2	5	3	3	3	3	3	3	5	2	4	4	3	3	4	0	0	0	0	0	0	0	0	0	2	
Wash Bay Procedure	H/S	3	3	5	3	3	3	5	0	0	1	2	5	2	1	3	3	3	3	3	3	3	3	3	4	5	2	
Hydrostatic Lubricator Pressure Test	H/S	5	5	5	3	3	3	3	2	5	1	2	3	2	3	5	0	0	0	3	4	4	0	0	0	2	2	2
Caisson Entry / Confined Space	H/S	2	3	4	2	3	3	2	2	5	2	2	3	2	2	5	2	1	3	2	3	4	2	1	2	2	2	
General Shop Labour	H/S	3	0	2	7	3	3	3	0	2	3	5	0	0	2	3	5	1	1	3	3	3	4	4	3	2	2	
Equipment Inspections & Service	H/S	3	2	5	2	3	3	2	4	5	2	3	2	4	5	0	0	0	2	3	4	1	1	2	2	2	2	
Emergency Response Drills	H/S	3	3	2	7	3	3	7	2	7	3	7	3	7	3	7	0	0	0	3	0	3	0	2	7	3	2	
Broaching Tool Procedure	H/S	2	1	2	2	3	1	1	5	1	2	3	1	1	4	3	4	3	4	3	4	3	2	1	1	3	1	
Gas Detection Procedure	H/S	4	4	5	2	3	4	2	4	5	3	4	2	2	4	0	0	0	2	3	4	0	2	4	5	1	1	
	H/S	4.3	3.0	3.7	3.3	2.7	0.0	2.7	0.0	3.7	3.3	2.7	0.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	2.2	

PG 1 TOTAL: 24.8

**** Always review the Task / Procedure Hazard Identification Matrix for additional Hazards & Control Methods**

LOCATION: BROOKS	PARTICIPANTS: Andre St. Germain, Mitchell Fettingler, Shawn Gleisner	DATE: May 2026	SIGN OFF: See panel review signatures PDF
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ELEMENT #2: HAZARD IDENTIFICATION & ASSESSMENT

May 2026

JOB DESCRIPTION:		Job Hazard Assessment Matrix																				CONTROLS (Engineering, Administrative, PPE)	TOTALS				
		Pressure		Slip / Trip / Fall		Fire / Explosion		Extreme Weather		Chemical Exposure (H2S, Methane, Etc.)		Workplace Violence / Harassment		Musculoskeletal Injury		Noise		Fall From Height		Pinch Points				Tools at Height		Biological Hazards	
Overall Rating:		L	E	C	L	E	C	L	E	C	L	E	C	L	E	C	L	E	C	L	E	C	L	E	C		
Lead Rig Supervisor		N/A																								(Engineering, Administrative, PPE)	2.6
Overall Rating:																											
Duties / Job Tasks		H/S	L	E	C	L	E	C	L	E	C	L	E	C	L	E	C	L	E	C	L	E	C	L	E	C	
Pipe Wrench Procedure		H/S	3	4	5	3	4	3	2	3	3	2	4	5	0	0	0	3	4	3	0	0	0	0	0	0	
Tool Retrieval / Side Entry Procedure		H/S	4.0	2	4	5	3	4	3	2	3	3	2	2	4	1	1	3	4	3	2	2	2	1	1	1	
Swabbing Procedures		H/S	3.7	4	4	5	2	3	3	2	3	3	2	2	5	0	0	2	3	3	3	3	0	0	0	2	
Gas Cylinder Procedure		H/S	4.3	2	4	5	2	3	3	2	3	5	1	3	3	1	2	4	1	1	1	3	0	0	0	2	
Bumper Spring Setting Procedure		H/S	3.0	2	2	5	2	3	3	2	2	5	2	3	3	2	2	5	1	1	3	1	1	1	1	2	
Hose Reel Procedure		H/S	3.3	3	2	5	3	3	3	3	5	1	2	3	3	5	0	0	3	2	4	1	2	0	0	3	
Gauge Ring Procedure		H/S	3.0	2	2	5	2	3	3	2	3	3	2	3	3	5	0	0	2	3	4	1	1	1	1	2	
Wire Rope in Well Procedure		H/S	1	4	5	1	3	3	1	3	5	1	3	3	1	3	5	0	0	1	5	3	0	0	1	1	
Impression Block Procedure		H/S	3.0	2	2	5	2	3	3	2	3	5	1	2	3	2	3	5	0	0	2	3	4	0	0	1	
Accident / Incident Investigation		H/S	1	1	1	3	3	1	1	5	2	3	3	1	2	5	2	2	3	1	3	3	1	1	1	1	
			1.0	2.3	2.3	2.3	2.7	2.7	2.7	2.7	2.7	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	

PG 2 TOTAL: 23.2

** Always review the Task / Procedure Hazard Identification Matrix for additional Hazards & Control Methods

LOCATION: BROOKS PARTICIPANTS: Andre St. Germain, Mitchell Fettingger, Shawn Gleisner DATE: May 2026 SIGN OFF: See panel review signatures PDF



ELEMENT #2: HAZARD IDENTIFICATION & ASSESSMENT

May 2026

Job Hazard Assessment Matrix													TOTALS																									
JOB DESCRIPTION:	Job Hazard Assessment Matrix												CONTROLS (Engineering, Administrative, PPE)																									
	Pressure	Slip / Trip / Fall	Fire / Explosion	Extreme Weather	Chemical Exposure (H2S, Methane, Etc.)	Workplace Violence / Harassment	Musculoskeletal Injury	Noise	Fall From Height	Pinch Points	Tools at Height	Biological Hazards																										
Lead Rig Supervisor	H/S	L	E	C	L	E	C	L	E	C	L	E	C	L	E	C	2.2																					
Overall Rating:	N/A																																					
Housekeeping	H/S	3	4	2	3	2	2	2	5	0	0	0	2	3	4	2	3	5	3	4	2	WHMIS Training; Maintenance Policy; PPE; DROPS																
Blind Box Procedure	H/S	2	3	5	2	2	2	2	5	1	3	3	2	2	5	0	0	2	3	3	0	0	1	1	1	2	3	5	2	4	5	2	2	2	Blind Box Procedure; Training; JSA; ERP; PPE; DROPS			
Magnet Use Procedure	H/S	2	2	5	1	2	2	2	5	2	3	3	2	2	5	0	0	2	3	4	0	0	1	1	1	2	2	5	3	4	5	2	2	2	Magnet use Procedure; DROPS; Training; JSA; ERP; PPE			
Driving / Backing Up	H/S	3	2	5	2	2	5	3	2	5	3	4	3	4	3	1	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	4	2	Seat Belts; Proper Seating; Lighting; Inspection; DROPS; Communication		
Welding	H/S	2	2	3	2	2	3	3	4	5	1	1	3	2	1	2	0	0	2	2	3	3	3	3	1	1	3	2	4	5	3	2	2	2	2	Welding Procedure; Training; JSA; ERP; PPE; DROPS		
Lock Out / Tag out Procedure	H/S	3	3	5	0	0	3	3	5	0	0	2	3	5	1	1	2	3	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	2	Machine Guards; Lock Out / Tag Out Procedure; Training; Communication; JSA; PPE; DROPS
Plug / Plunger Retrieval Procedure	H/S	2	2	5	2	2	3	2	2	5	1	3	3	2	2	5	1	2	2	3	3	1	1	1	1	1	1	1	2	2	5	3	3	3	2	2	2	Plug Retrieval Procedure; Plunger Retrieval Procedure; Training; JSA; ERP; PPE; DROPS
Sand Bailing Procedure	H/S	2	3	5	3	3	3	2	2	5	1	3	3	2	3	4	0	0	2	3	4	0	0	0	1	1	1	3	2	5	3	5	2	2	2	2	Sand Bailing Procedure; Training; JSA; ERP; PPE; DROPS	
Sample Bailer Procedure	H/S	2	3	5	2	2	3	2	2	5	1	3	3	2	3	4	0	0	2	3	4	0	0	0	1	1	1	2	2	5	2	3	4	2	2	2	Sample Bailer Procedure; Training; JSA; ERP; PPE; DROPS	
Brake Adjustment Procedure	H/S	3	2	5	3	3	5	0	0	3	3	0	0	0	0	0	0	3	4	4	1	1	1	0	0	0	1	4	5	2	2	3	3	2	2	2	Air Brakes Training; Brake Adjustment Procedure; Equipment Inspection; PPE; DROPS	

PG 3 TOTAL: 21.8

**** Always review the Task / Procedure Hazard Identification Matrix for additional Hazards & Control Methods**

LOCATION: BROOKS

PARTICIPANTS: Andre St. Germain, Mitchell Fettingger, DATE: May 2026

Shawn Gleisner

SIGN OFF: See panel review signatures PDF

**RIG SUPERVISOR**

Summary: The Rig Supervisor will be responsible for the day-to-day operation of swabbing services and equipment. The Rig Supervisor is also responsible for the supervision of the workers / new employees.

Typical duties are but not limited to:

- Understand and adhere to all policies and procedures in the Health & Safety Manual.
- Understand and comply with responsibilities as set forth in the Occupational Health & Safety Act.
- Promote safety awareness with themselves, and those around them. Ensure your fellow workers conduct safe work practices and follow work procedures.
- Ensure workers know what is expected of them, have proper training and documentation for any employee training and acknowledge any new or young workers to the worksites.
- Ensure correct P.P.E. is always worn properly and maintained in good physical condition.
- ALL crew members arrive on time; have current safety tickets, fit for duty, and competent to perform the tasks assigned.
- Conduct pre-job assessments (JSA) on each job site, stop if the job conditions change and conduct another pre job. If possible, remove hazardous conditions. When necessary, contact the office or general manager to help control hazard(s). Stop Work if it becomes unsafe, inform workers of their right to refuse unsafe work.
- Ensure copies of all necessary forms are kept in your unit & are up to date.
- Rig Manager Inspection Reports completed weekly and submitted to the office.
- Supervise new assigned employee(s) and continue until assigned to a different supervisor, or training is complete, and they have been signed off as competent.
- Derrick Inspections performed and completed at least daily while operating the rig.
- Keep an accurate daily record of kilometer and fuel usage and submit the report to the office no later than the 15th of the following month.
- Ensure Drivers Daily Logbook is filled out properly according to Alberta Transportation standards.
- Be observant of your work area regarding Health & Safety issues and fill in at least one Opportunity Report per week.
- Conducting and documenting Emergency Response Plan drills at least once a month
- Immediately report all incidents, accidents, near misses, first aid, medical aid accidents to the General Manager and / or Safety Coordinator. Do not disturb the scene if OH&S or police will be involved.
- Shut down operations and clear the area if an accident causes or could cause a serious injury. (See emergency procedures for working with media and next of kin in Element 8 of the Health & Safety Manual
- Ensure the “no smoking” policies are followed as per well site requirements.
- Ensure that no part of the rig or other company vehicles are off lease road limits or lease limits.
- Thoroughly complete all required vehicle / equipment inspections as per the maintenance policy.
- Make sure all necessary materials have WHMIS labels and that MSDS sheets are up to date on your assigned unit.
- Ensure that CVIC tickets, insurance and any transportation documents are present in your unit.
- Call in to the General Manager or Assistant Manager if problems should develop or persist.
- Correctly completing Field Tickets, ensuring that all charges and client’s information are included. Also, having the Client Representative signature and coding present before submitting to the office. Your Pre-Job Safety Meeting, Swab Reports and Fluid Transfers should all be attached, as well as any client documentation (i.e.: Safe Work Permits).
- Attend all safety meetings if you are available.
- Assist in evaluating new and existing procedures and completing yearly hazard matrix assessments.
- Notifying office if safety tickets expire within two months.
- Record time worked accurately on a supplied timesheet daily (or upon arrival at the shop if working out of town). The Rig Supervisor is responsible for helping his/her assistant correctly fill in their timesheet.



Qualification and/or Experience Requirements:

- Excellent supervisory skills and an ability to multi-task.
- Ability to read, write and perform simple math equations is required.
- Ability to understand and execute oral and written instruction as well as Be able to give clear and concise instruction.
- Must have all applicable oilfield tickets, including H2S, First Aid, CSO, TDG & WHMIS and any client orientations required.
- Ability to perform well and to execute, organize and take control when required in an emergency.
- 5+ years of experience in Oil & Gas Servicing



ELEMENT #2: HAZARD IDENTIFICATION & ASSESSMENT

May 2026

Job Hazard Assessment Matrix													TOTALS
JOB DESCRIPTION:	Pressure	Slip / Trip / Fall	Fire / Explosion	Extreme Weather	Chemical Exposure (H2S, Methane, Etc.)	Workplace Violence / Harassment	Musculoskeletal Injury	Noise	Fall From Height	Pinch Points	Tools at Height	Biological Hazards	
Rig Supervisor	L E C	L E C	L E C	L E C	L E C	L E C	L E C	L E C	L E C	L E C	L E C	L E C	(Engineering, Administrative, PPE)
Overall Rating:	3.0	2.3	3.7	3.7	3.3	2.3	2.7	2.3	3.0	2.3	1.3	3.0	2.8
Duties / Job Tasks	H/S	L E C	L E C	L E C	L E C	L E C	L E C	L E C	L E C	L E C	L E C	L E C	
Training	H/S	3 3 3	2 2 3	3 3 5	4 4 3	2 3 5	2 2 3	2 3 3	3 3 3	3 3 3	1 1 2	3 4 2	Management Training; Ergonomics; Training policies; PPE Required for tasks; Ask for help; DROPS
Tank Truck Procedure	H/S	3 2 5	3 3 3	3 3 5	2 4 4	3 3 4	0 0 0	0 0 0	3 3 5	3 3 4	3 2 4	3 4 2	Training; Tank Truck Procedures; Inspections; Maintenance; JSA; PPE; DROPS
Wash Bay Procedure	H/S	3 3 5	3 5 3	3 3 5	0 0 0	1 2 5	2 1 3	3 3 3	3 4 5	0 0 0	0 0 0	3 4 2	Ventilation; Machine Guards; Fall Arrest; Wash Bay Procedure; PPE; Training; Communication; DROPS
Hydrostatic Lubricator Pressure Test	H/S	5 5 3	3 3 3	2 5 1	2 3 3	2 3 5	0 0 0	3 4 0	2 2 5	2 4 4	1 1 1	2 2 2	Training; JSA; ERP; Hydrostatic Lubricator Procedure; PPE; DROPS
Caisson Entry / Confined Space	H/S	2 3 4	2 3 3	2 2 5	2 2 3	2 2 5	2 1 3	2 3 4	2 2 3	2 3 4	2 2 4	3 3 2	H2S & Confined Space Training; JSA; Confined Space Pre Entry Assessment; Confined Space procedure; SCBA; PPE; DROPS
General Shop Labour	H/S	3 0 2	2 7 3	3 0 5	0 0 0	2 3 5	1 1 3	3 4 4	3 2 4	3 3 4	3 3 3	3 4 2	Communication; Maintenance policy; Machine Guards; PPE; DROPS
Equipment Inspections & Service	H/S	3 2 5	2 3 3	2 4 5	2 3 3	2 4 5	0 0 0	2 3 4	2 2 5	2 2 4	3 2 5	3 4 2	Machine Guards; Lockout/ Tag Out; Equipment Servicing Procedure; Training; PPE; DROPS
Emergency Response Drills	H/S	3 3 2	2 7 3	1 5 1	2 3 1	1 1 4	3 4 3	3 2 1	2 1 3	2 1 2	2 1 2	1 1 2	Training; Practice; JSA; PPE; DROPS
Broaching Tool Procedure	H/S	1 7 2	2 3 3	2 5 2	2 3 3	2 2 5	1 1 3	2 3 4	1 1 1	1 3 4	1 1 2	1 1 2	JSA, ERP, Broaching Tool Procedure; Training; Equipment Inspection; PPE; DROPS
Gas Detection Procedure	H/S	4 4 5	2 3 4	2 4 5	3 3 4	2 2 4	0 0 0	2 3 4	0 0 0	2 4 5	1 1 1	2 2 2	Gas Monitors; Training; ERP; JSA; Gas Detection Procedure; Equipment Inspection; PPE; DROPS
		4.3	3.0	3.7	3.3	2.7	0.0	0.0	0.0	3.7	1.0	2.0	2.2

**** Always review the Task / Procedure Hazard Identification Matrix for additional Hazards & Control Methods**

PG 1 TOTAL: 24.8

LOCATION: BROOKS PARTICIPANTS: Andre St. Germain, Mitchell Fettingger, Shawn Gleisner DATE: May 2026 SIGN OFF: See panel review signatures PDF

**TANK TRUCK DRIVER / RIG ASSISTANT**

Summary: The Tank Truck Driver / Rig Assistants are to assist the Rig Supervisor in the day-to-day operations and maintenance of Swab Master Ltd. swabbing rigs, tank trucks and pickup trucks. They are responsible for their safety as well as the safety of their coworkers.

Typical duties are but not limited to:

- Promote safety awareness with themselves, and those around them.
- Ensure your fellow workers conduct safe work practices and follow work procedures.
- Understand and adhere to all policies and procedures in the Health & Safety Manual.
- Arrive fit for work and remain fit for work during your period of duty. See Section 3, Substance Abuse in Element 3 for your responsibilities.
- Report all near misses, first aid, medical aid accidents to the General Manager.
- Fill in Fluid Transfer Reports as necessary, making sure that all applicable fields are filled out. This document is to be given to the Rig Supervisor to attach to the Field Ticket it pertains to.
- Immediately report all incidents, accidents, near misses, first aid, medical aid accidents to the General Manager and / or Safety Coordinator. Do not disturb the scene if OH&S or police will be involved.
- Ensure proper P.P.E. is always worn.
- Keep an accurate daily record of kilometer and fuel usage and submit the report to the office no later than the 15th of the following month.
- Understand your rights under the Occupational Health & Safety Act.
- Assist in all pre job assessments, control or eliminate hazard if possible.
- Ensure the “no smoking” policies are followed as per the contract well site requirements.
- Ensure that no part of the tank truck or other company vehicles are off lease road limits or lease limits.
- Thoroughly complete all required inspections as per the maintenance policy.
- Be observant of your work area regarding Health & Safety issues and fill in at least 1 Opportunity Report per week.
- Attend all safety meetings if available.
- Record time worked accurately on a supplied timesheet daily (or upon arrival at the shop if working out of town). The Rig Supervisor is responsible for assisting you with information you need.
- Shut down operations and clear the area if an accident causes or could cause a serious injury. (See emergency procedures for working with media and next of kin)
- Not abusing equipment or highball. (Work is to be displaced in a “Flow motion” to avoid damage to the equipment.)
- Ensure Drivers Daily Logbook is filled out properly according to Alberta Transportation standards.
- Participating in Emergency Response Plan Drills.
- Assist in evaluating new and existing procedures.
- Notifying office if safety tickets expire within two months.

Qualification and/or Experience Requirements:

- Ability to multi-task.
- Ability to understand and execute oral and written instruction.
- Ability to perform well and to execute, organize and take control when required in an emergency.
- Must have all applicable oilfield tickets, including H2S, First Aid, CSO, TDG & WHMIS, and any client orientations required.
- Ability to read, write in English and perform simple math equations is required.



FINANCE & ADMINISTRATION MANAGER

Summary: Responsible for overseeing the company's financial processes, administrative systems, office operations, and internal controls while supporting operational coordination and ownership in the efficient day-to-day management of the business.

Typical duties are but not limited to:

Financial Management

- Oversee accounts payable and accounts receivable processes including invoicing, collections, and customer account follow-up
- Review payroll information and coordinate payroll processing
- Monitor cash flow and banking activity
- Prepare internal financial reports for ownership
- Oversee balancing of accounting records and company year-end procedures
- Assist with budgeting, forecasting, and cost control initiatives as required
- Maintain accurate financial records and filing systems
- Liaise with external accountants, banks, and service providers
- Ensure compliance with tax filings, remittances, and reporting deadlines
- Oversee administration of group benefits & company RRSP & TFSA initiatives

Administration & Office Management

- Oversee daily administrative functions and office workflow
- Maintain and improve office systems, procedures, and internal processes
- Supervise administrative staff and allocate office responsibilities
- Manage company records, files, and confidential documents
- Support scheduling, correspondence, and internal communications
- Ensure efficient document management and record retention practices

Operational Support

- Support ownership with operational planning and coordination with the Operations Manager
- Assist with job costing, project tracking, and resource planning
- Maintain and coordinate annual insurance renewals
- Monitor efficiency opportunities and recommend process improvements
- Coordinate communication between field operations and office administration
- Participate in business planning and workflow improvements

Safety & Compliance Support

- Understand and adhere to all policies and procedures in the Health & Safety Manual.
- Understand and comply with all responsibilities as set forth in the Occupational Health & Safety Act.
- Assist with maintaining company safety documentation and records
- Support tracking of training, certifications, and compliance requirements
- Coordinate administrative aspects of safety programs and reporting
- Assist with ISNetworld, ComplyWorks, and others to ensure we are compliant with clients' expectations, rules, and regulations
- Help ensure company policies and procedures remain current

Leadership & Management

- Provide leadership and direction to office administrative functions
- Promote accountability, professionalism, and teamwork
- Support staff development and training within administrative roles
- Maintain a high standard of confidentiality and professionalism



- Document staff problems and use progressive discipline procedures as outlined in the Health & Safety Manual to assist employees achieve expected performance standards.
- Perform other related duties as assigned by ownership

Qualification and/or Experience Requirements

- Bachelor's degree in finance, accounting, or business administration is required
- 5+ years of experience in accounting, budgeting and financial planning, with 3+ years of supervisory or management experience
- Strong organizational and problem-solving skills
- Proficiency with accounting and office software systems
- Strong communication and leadership abilities
- Ability to manage confidential information with discretion
- Knowledge and experience with Word, Excel, and Outlook
- Workshop 101: Management Leadership Strategies (AASP) considered an asset
- Experience in construction, oilfield, or service-based industries is an asset



OFFICE MANAGER

Summary: The Office Manager is responsible for overseeing the management of the office in day-to-day operations and managing the Administrative Personnel.

Typical duties are but not limited to:

- Understand and adhere to all policies and procedures in the Health & Safety Manual.
- Understand and comply with all responsibilities as set forth in the Occupational Health & Safety Act.
- Be proficient managing people and finances.
- Responsible for day-to-day operations of the office area, including supervising office personnel.
- Monitor activities to ensure that company policies and procedures, as well as Government and Customer regulations, are being followed.
- Promote teamwork.
- Assist in managing the Drug, audio, and Alcohol Program
- Inventory management and ordering office supplies
- Monitor work processes.
- Human Resources duties, including processing of payroll duties, benefits, health records, ROE's, etc.
- Ensure the staff follows hours of work regulations.
- Accounting duties including Accounts Payable / Receivable and banking.
- Monthly balancing of all accounting records and performs company year-end procedures.
- Preparing and submitting quarterly documents such as GST/PST returns
- Managing assets
- Conduct office inspections and / or appoint someone to do the inspection.
- Comply with all Company, Government and Customer policies and regulations.
- Assist in ensuring the Company is staffed with employees that have the appropriate training certificates to operate units and work in accordance with government and customer regulations.
- Assists in Safety Coordinator duties as required.
- Reporting and researching for management
- Assisting with ISNetworld, ComplyWorks, and others to ensure we are compliant with clients' expectations, rules, and regulations.
- To assist in accounting, fuel and safety audits when required.

Qualification and/or Experience Requirements:

- Excellent management and supervisory skills.
- Ability to multi-task
- Ability to understand and execute oral and written instruction.
- Be able to give clear and concise instruction.
- Ability to perform well and to execute, organize and take control when required in an emergency.
- Ability to assist clients, customers, and employees in a courteous and professional manner in person and on the phone.
- Minimum Grade 12 diploma and 5+ years of experience in Office Management & Accounting. As well as knowledge and experience with Word, Excel, Access, and Outlook. Workshop 101: Management Leadership Strategies (AASP)

**SAFETY COORDINATOR**

Summary: Responsible for all safety operations within Swab Master Ltd., including but not limited to all correspondence, administration of records, field reviews and audits. To be the designated safety officer at the time of any emergency and to ensure policy and procedures are followed.

Typical duties are but not limited to:

- Ensure confidentiality of all information
- Ensure all staff is aware of their individual or group responsibilities under the Occupational Health & Safety Act.
- Ensure the company is meeting the requirements of all applicable governing bodies - Government of Alberta, Occupational Health & Safety, Transportation, etc....
- Ensure all permit requirements have been met for the facility, vehicles, equipment, or staff.
- Attend client safety meetings, safety stand-downs and distribute any information released from clients to all staff members. Assist clients in audits of the safety program when necessary.
- Ensure all employees are trained and have all safety tickets needed, to comply with company policies and procedures, and to do their jobs safely. This will also include requesting PST training and all Swab Master online training modules.
- Ensure all employees have taken orientations for all oil service company clients.
- To ensure all drug, hearing, and mask fit tests have been completed.
- Pull bump test calibration information and review for deficiency.
- Coordinates safety program and instructs employees in matters pertaining to health and safety regulations.
- Instructs drivers regarding company regulations, penalties for infraction of rules, or safety and conservation measures.
- Wear appropriate PPE as required for the location.
- Run job ads and review resumes.
- Review and update any applicable Hazard Identification Matrixes.
- Complete monthly safety training calendars and company bulletins for the website.
- Maintains safety manual, updates policies and procedures, and completes necessary forms.
- Investigates accidents involving the company, questions witnesses and employees to determine causes of accidents, and makes adjustments in accordance with governmental regulatory agencies and company procedures.
- Is available in case of emergency to assist OH&S (Occupational Health & Safety), WCB (Workers Compensation Board) and authorized EMS (Police, Fire, Ambulance) with their reviews and investigations.
- Ensure that any WCB claims are submitted within the required time frame.
- Sets up safety meetings and attends all safety meetings and ensure that new issues are brought forward and understood, and any new policy or procedure is followed.
- Keeps track of incidents, near misses, first aid reports and emergency response drills.
- Keeps track of inspections and deficiencies and ensure employees are completing all inspections.
- Maintain the Opportunity Report sheet to ensure all deficiencies are corrected or controlled in a timely manner.
- Prepare and complete internal audits for COR (Certificate of Recognition) purposes.
- To do on-site visits to work locations to ensure safety is being followed.
- Analyzes accident reports to determine employee's need for additional training.
- Sets up and controls training of employees and develops in house courses.
- Ensure visitor and contractor management program is compliant and sign visitors and contractors into the shop area and review the safety orientation with them.
- Confers with management concerning such problems as accident rates and abuse of equipment and recommends measures to improve safety records and to conserve equipment.



- To ensure the ISNetWorld and ComplyWorks sites are kept current to ensure the company keeps a good rating for oilfield clients.
- Performs other duties as assigned by the office manager and/or company owners.

Training and Experience Requirements:

- Knowledge and training or Alberta Association for Safety Partnership safety courses to be able to perform the duties required of a safety officer.
- Safety Coordinator is required to have appropriate oilfield tickets and client orientations required for site visits.
- Ability to work in a PC and Networking environment.
- Ability to understand and execute oral and written instruction.
- Ability to perform well and to execute, organize and take control when required in an emergency.
- Grade 12 diploma and knowledge and experience with Word, Excel, Access, and Outlook.
- Workshop 101: Management Leadership Strategies (AASP)

**ADMINISTRATION / RECEPTION**

Summary: Responsible for answering phones and greeting customers in a pleasant and courteous manner. This position is responsible for assisting Management, Safety Coordinator, and owners with scheduling appointments, reviewing documents, spreadsheets, databases, research, and filing.

Typical duties are but not limited to:

- Ensure confidentiality of all information.
- Understand and adhere to all policies and procedures in the Health & Safety Manual.
- Understand and comply with responsibilities as set forth in the Occupational Health & Safety Act.
- Responsible for answering phones and greeting customers.
- Helping staff with general requests such as copies of tickets, completing forms or training.
- General housekeeping of the office and kitchen areas daily, ensure coffee and trimmings are supplied for morning and afternoon break time.
- Update Google Drive. Ensure website is top ranked among search engines. Update any information regarding to an online presence for the company.
- Printing and assembling new hire packages and employee handbook as well as helping the Safety Coordinator keep the safety manual up to date.
- Assist in reviewing, maintaining, or repairing the security system on site.
- Quarterly office inspections.
- To organize, request and schedule all drug, hearing and mask fit tests and training for employees.
- Updating of all safety meeting minutes and ensuring that all staff receive copies for their records.
- To assist employees with laptops/computers and phones, loading programs, creating email addresses and any other related electronic device assistance.
- Ensure the Swab Master Ltd. Website is up to date. Update new information, backup file structure and system and run security protocols.
- Booking hotels for employees & maintain a list of quality hotels that we frequent.
- Completing SGI Permits for Saskatchewan trips and checking / maintaining balance of account.
- Update any necessary forms to reflect new company or government protocols.
- Maintain the vehicle inspection list and ensure CVIC's and Crude Spec inspections are completed on time. Coordinate with Operations Manager to ensure the list is being completed.
- Maintain an organized digital file structure for new scanned documents.
- Review and correct Drivers Daily logs to ensure the government protocols are being adhered to.
- To maintain the monthly kilometer reports.
- Track and keep records of all submitted paperwork and any applicable errors for each employee.
- Prepare swab/fluid reports or other reporting requirements for oilfield consultants when required. Code field tickets to assist in online invoicing.
- To assist with any safety, fuel, or accounting audits as required.
- Maintain Transportation binders with current CVICs, permits, registration info, etc.
- Filing of maintenance sheets, inspection reports and other documents.
- Serves as holiday, sick leave, leave of absence, or workload relief, as assigned by the Office manager.
- Performs other duties as assigned by the Office Manager and/or Finance & Administration Manager

Qualification and/or Experience Requirements:

- Ability to understand and execute oral and written instruction.
- Ability to work in a PC and networking environment.
- Ability to perform well and to execute, organize, and take control when required in an emergency.
- Ability to assist clients, customers, and employees in a courteous and professional manner in person and on the phone.
- Grade 12 diploma and knowledge and experience with Word, Excel, Access, and Outlook.



PRESSURE UNIT OPERATOR

Summary: The Pressure Unit Operator will be responsible for the day-to-day operation of the pressure unit equipment and its services.

Typical duties are but not limited to:

- Understand and adhere to all policies and procedures in the Health & Safety Manual.
- Understand and comply with responsibilities as set forth in the Occupational Health & Safety Act.
- Promote safety awareness with themselves, and those around them. Ensure your fellow workers conduct safe work practices and follow work procedures.
- Ensure workers know what is expected of them, have proper training and documentation for any employee training and acknowledge any new or young workers to the worksites.
- Ensure correct P.P.E. is always worn properly and maintained in good physical condition.
- Conduct pre-job assessments (JSA) on each job site, stop if the job conditions change and conduct another pre job. If possible, remove hazardous conditions. When necessary, contact the office or general manager to help control hazard(s). Stop Work if it becomes unsafe, inform workers of their right to refuse unsafe work.
- Ensure copies of all necessary forms are kept in your unit & are up to date.
- Keep an accurate daily record of kilometer and fuel usage and submit the report to the office no later than the 15th of the following month.
- Be observant of your work area regarding Health & Safety issues and fill in at least one Opportunity Report per week.
- Immediately report all incidents, accidents, near misses, first aid, medical aid accidents to the General Manager and / or Safety Coordinator. Do not disturb the scene if OH&S or police will be involved.
- Shut down operations and clear the area if an accident causes or could cause a serious injury. (See emergency procedures for working with media and next of kin in Element 8 of the Health & Safety Manual)
- Ensure the “no smoking” policies are followed as per well site requirements.
- Thoroughly complete all required vehicle / equipment inspections as per the maintenance policy.
- Make sure all necessary materials have WHMIS labels and that SDS sheets are up to date on your assigned unit.
- Ensure that CVIC tickets, insurance and any transportation documents are present in your unit.
- Correctly completing Field Tickets, ensuring that all charges and client’s information are included.
- Assist in evaluating new and existing procedures and completing yearly hazard matrix assessments.

Qualification and/or Experience Requirements:

- Excellent supervisory skills and an ability to multi-task.
- Ability to read, write and perform simple math equations is required.
- Ability to understand and execute oral and written instruction as well as be able to give clear and concise instruction.
- Must have all applicable oilfield tickets, including H2S, First Aid, CSO, TDG & WHMIS and any client orientations required.
- Ability to perform well and to execute, organize and take control when required in an emergency.
- 5+ years of experience in Oil & Gas Servicing

