

SWAB MASTER LTD.
SAFETY MEETING
Friday, December 22, 2023

Attendance: Hong Zhong Guo, Tammy Hall, Andre` St. Germain, George Lamontagne, Farley Schellenberg, Ren Chun Han, Awad Kwag, Scott Fettinger, TJ Arik, Brady Kinniburgh, Paul Wutzke, Sumala Fofana

Meeting called to order at 1 pm.

Discussion:

- Minutes of last meeting were reviewed.
- **Job Tickets** - Marj has asked that each supervisor do the following checks before tickets are signed off by the company rep: Make sure the date is correct, the unit number is correct, and the correct Cost or AFE numbers are on the ticket. Make sure each company has its own template and that the prices are included. Also please put the ticket number on every piece of paper associated with the job, i.e., Pre-job safety meeting, job ticket, fluid transfer and swab reports etc.

Rig Managers make sure to show the template to be used and how to navigate each template to. He will send it to each person to make sure you have the correct information for the new ticket.

- **Fuel Reports** – Use proper codes & exact liters! Marj needs to balance these records with the fuel statement each month. Be sure to take the time necessary to make sure you have no errors. If you have any questions please do not hesitate to contact Marjshe will help you!
*****DO NOT ROUND LITRES FROM THE PUMP - USE TWO DECIMAL FORMAT - EXAMPLE: 45.58 L**
- **Required Documents** – You are responsible for ensuring that this paperwork reaches our office in a timely manner as specified on the list of required documents. Rig managers teach your assistants how to fill out the forms. Every piece of paper has a purpose! Daily Derrick Inspection Reports and Rig Manager Reports (weekly).
- **IPC Canada** – 2023 Fluid Hauling Loading & Unloading Orientation as well as Contractor HSE Orientation for those who work on IPC locations. An instruction page was handed out to the remaining workers who have not completed the orientations. Please have these completed as soon as possible. Any new employees will receive the orientations when necessary.
- **Opportunity reports** – are to be used and submitted for safety issues, hazard identification, processes, vehicle repairs, oil changes etc. It is your responsibility to complete an opportunity report for all repairs, incidents, hazards etc. If you purchase an item for a unit, you need to fill out an opportunity report and attach the invoice. I should not have to fill out these reports when you are more than capable of filling these out.
- **Tank Certification** – You need to know where to find these in the binders.
- **Scanner app on phones** – download a free scanner app on your phone and scan and send the documentation to the office email.

- **Office Protocol** – When entering the main office, be sure to enter through the main door and not Garth's office. Also try to have clean footwear. No entrance into Marj's office unless she invites you in. She has confidential paperwork in her office.
- **Company Vehicles** – Company vehicles are to be used for work purposes only. Stopping for sundry items on the way home is acceptable. Not to be used after hours for personal use.
- **Pledge of Confidentiality** – You have signed a Pledge of Confidentiality which states that you may become privy to information or documentation pertaining to confidential matters such as pricing, equipment details, wages etc. Each employee will have a wage determined upon their experience and work ethic. Or you may be involved in a process in which confidential matters are discussed. You are not to disclose or discuss these details.
- **Tank Certification** – Need to know where they are in the binders.
- **Hearing Protection Fit Testing** – All those that have not had their tests yet, they will be done in the new year.
- **IN/OUT BOARD** – Use the board daily. It is how we keep track of employees who are on the premises. If an emergency should occur, we need to be able to account for everyone!
- **ComplyWorks** – If you have already completed the orientations this year, you will have to look at the list to see which are yearly and complete those orientations for 2024. Some are good for 3 years from date of issue. The CSO is good for CNRL, Ember and TAQA.
- **Energy Safety Canada** – The target injuries for the Oil & Gas Industry in Alberta: Noise exposure, struck by object and driving incidents.
- **New Workers** – Hong asked the seasoned workers to help train the new people. Let them ask questions, show them how things run and always be willing to help mentor them.
- **Communication** – You must let Hong know that you are back at base at the end of the shift. If Hong is not available, then let Garth know. Rig Managers will account for their crew so only one call is necessary per crew. This goes for crews working out of town.

Everyone have a very Merry Christmas and a Happy New Year!

Meeting Adjourned – 1:45 PM

Safe all ways.... always safe!

EFFECTIVE IMMEDIATELY!!!!!!

UNIT# FUEL CARD CODES

Starting immediately there will be new codes to enter in addition to your Unit # when you are fueling up at the pumps at Co-ops and/or UFA Stations.

CODES

RIGS CODE 3

TANKS CODE 6

PICK-UPS CODE 9 (This includes the slip tanks)

Example: If you are fueling up Rig 4 your Unit Code will be 34. If you are fueling up Tank 10 your Unit Code will be 610. If you are fueling up your Pick-up or Slip Tank in P21 your Unit code will be 921.

If you have any questions please contact the Office Staff

NOTE: This will also be discussed at the next Safety Meeting.

Put Actual #'s 2 digits past decimal

Required Documents - Reports and Forms

RP 3.0 LEVEL I & II DAILY DERRICK INSPECTION	DAILY - Send screen shot if you are not able to drop off in office
Pre-job Safety Meeting Report	DAILY - Send in with job tickets
Job Tickets (Make sure ALL information is correct)	DAILY - Marj needs the FULL company name on each ticket (No abbreviations!)
Fluid Transfer	DAILY - Send in with job tickets - Make sure the ticket & unit # is on the report
Swab Reports	DAILY - Send in with job tickets - Make sure the ticket & unit # is on the report
Time Sheets	DAILY - The 20th is cut-off - Make sure to put which rig or unit you are working on
Kilometer Record	DAILY - Hand in by the 10th of the next month! This is plenty of time!
Fuel Records & Slip Tank Reports	DAILY - Hand in by the 10th of the next month! Use proper codes & exact litres! (Do Not round litres from the pump - use 2 decimal format)
Drivers Daily Log/ Vehicle Inspection & Trip Report	WEEKLY
RIG MANAGER INSPECTION REPORT	WEEKLY
Opportunity Reports	For incidents, hazards, repairs etc (try to attach invoices with repairs)
DERRICK HOURS OF SERVICE	MONTHLY - Send screen shot if you are not able to drop off in office
Truck Scheduled Maintenance Inspection	Done when oil change is due - must be handed into office to process
Drills - Emergency Response/Man Down Drill	Minimum 4 per year! To be completed by supervisors
Hazard Identification (on Opp Report)	Monthly
Well Information Report	Use when discussing important data/information from Company regarding specific wells

*Rig supervisors - please ensure that any documents or forms that your assistant fills out is done accurately. They are learning and may need help.

NOTE: This paperwork is mandatory and must be processed by our office. You are responsible to ensure that this paperwork reaches our office in a timely manner, as listed



COMPANY ORIENTATIONS

COMPANY	WEBSITE	ACCESS CODE	EXPIRY
Swab Master Ltd. In-House Training	www.swabmaster.com	PASSWORD: 2023Safety	5 Years from Issue Date
	General Orientation	Hazard Identification	
	Personal Protective Equipment	Detection & Control of Fire & Explosion Hazards	
	Inspections	Investigations	
	Weights & Dimensions	Cargo Securement/Trip Inspections	
	Transportation of Dangerous Goods	WHMIS 2015 (2022 Compliant)	
Complyworks: Main Clients			
Blackspur Oil Corp.	www.complyworks.com	FMZUDD	December 31st
Cardinal Energy Ltd.	www.complyworks.com	RJXMCH	January 1st
CNRL	CNRL requires CSO		
Ember Resources Ltd.	www.complyworks.com	CAALCC (Not required with CSO)	December 31st
Lynx Energy	www.complyworks.com	GKLCJU	3 Years from Issue Date
Suede Energy	www.complyworks.com	NPFJCA	January 1st
Torxen	www.complyworks.com	MXUJPL	3 Years from Issue Date
Journey Energy Inc.	www.complyworks.com	CLSANP	3 Years from Issue Date
Complyworks: Infrequent Clients			
Long Run Exploration Ltd.	www.complyworks.com	AADCNL	1 Year from Issue Date
Surge Energy	www.complyworks.com	ZZJKFZ	December 31st
TAQA North Ltd.	TAQA requires CSO or equivalent		
West Lake Energy	www.complyworks.com	DTCZZT	December 31st
Whitecap Resources	www.complyworks.com	SZWCDD	3 Years from Issue Date
Self Registration:			
Crescent Point Energy	https://www.crescentpointcontractororientation.com/includes/modules/FM_ngLogin/		3 Years from Issue Date
Grassland Energy Corp	Contractor HSE Orientations must be coordinated through Swab Master main office		
IPC Canada Corp	ISN online orientations		
Suffield Block	SIRC Orientation on site: Monday - Tuesday - Thursday - Friday (except 1st & 3rd Fridays) 9am & 2pm		
	See office for forms - Phone 403-544-4485		
	For switching SIRC card to Swab Master Ltd. - Contact Natalie 403-544-3135 / Dan 403-544-3701		