

Swab Master Safety Meeting Minutes

Date: Wednesday Mar. 18, 26 @ 10:00

Location: Brooks Shop

Items:

- **Incidents:**

- **Broken Spangs**

While running a gauge ring into a well, the spangs broke resulting in partial tool string falling to the bottom of the well. While the operator has done lots of this work in the past and is very knowledgeable, there is often no indication that metal fatigue has occurred until the break actually happens. While tool checks were likely completed, there was zero documentation to support the tool checks on reports or tickets.

As a result of this incident, we have added the note that more frequent tool checks should be occurring and that these checks need to be documented on the swab reports.

According to supporting documents there were only **4 tool checks documented over 7 days / or 54 wells**. There should be a tool check, at a minimum, every second well on production wells which are documented on swab report and at the start and end of shift on 24's with both supervisors present and both sign off on swab report indicating checks have been completed. More tool checks to be completed through the shift if deemed necessary by various conditions. **All** tool checks shall be documented on swab reports.

- **Damaged Step & Fuel Tank**

While backing up the rig, a spotter was not used and as a result the steps and fuel tank of the rig were damaged. The operator is very knowledgeable in the back up procedure with decades of related experience. It was determined that a rushed approach in not wanting to wait for a spotter was issue. A review of the Backing Procedure was performed at this meeting.

- **Damaged Tire/Rim**

The rig operator drove the rig a significant distance before becoming aware that the tire of the rim was damaged, and by the time it was realized, the tire had peeled off of the rim. The Rig operator did not perform a walk around inspection before moving the rig. Because of this it is hard to determine if a deficiency could have caused the tire to come off the rim or if it was the result of driving through a very rough and bumpy lease. A discussion was had

about ensuring everyone completes a walk around inspection before moving any equipment.

- ***Damaged Lubricator & Tool String***

The rig hit a snow drift while on lease which bounced the lubricator out of its cradle and broke a 3" nipple and bent the spangs. It was determined that the operator was travelling at a speed too fast for the conditions and for being in an unfamiliar area. A reminder was provided our Rigs and Tanks are considerably heavier than pickup trucks so to proceed with caution and not just follow the pickup truck tire/speed.

As an additional note on this incident, it was later determined that the lock was damaged and never repaired or reported. If the lock had not been in good working order the resulting damage may not have been as severe as it was. Everyone was reminded that this is a good example of an incident not being reported which resulted in controllable damages which was talked about more in depth later this meeting.

- ***Damaged Operator Cab Window***

While standing the derrick, the connection on the lubricator was loose causing it to spin and the hose end contacted the window resulting in a crack. As the equipment is constantly being moved and bounced throughout the day, continuous checks on the equipment are required to ensure incidents like this are avoided.

- ***Contact with Power Line***

Operator remembered that the 2" hose was not blown out before leaving the lease and proceeded to pull over onto the lease entrance so that it could be blown out for fear that it would freeze in the cold weather. A lack of judgement and rushing to complete the day resulting in the derrick making contact with an overhead powerline. Fortunately, no one was injured in the incident, but the rig was damaged and a fine from Atco electric was issued.

Powerline Safety:

After discussing the Contact with Power Line incident, we reviewed an information sheet regarding the 7 steps to electrical safety and the minimum requirements for unqualified workers and/or equipment operating near overhead power lines - documentation that was provided by Atco Electric. Everyone took a turn reading one of the points aloud and a discussion was had when necessary to ensure comprehension by everyone.

* Hong has suggested that we consider adding some of the discussed safety points to our Swab Master safety manual.

- **Hazard ID/Near Misses:**

- **Incident/Near Miss Reports need Improvement**

There seems to be a severe lapse in reporting when incidents/near misses are happening. We are finding out about some upwards of a month after they happen. While it's good that incidents are reported verbally most times, the follow up with a documented report is lacking. Then when an incident report is filled out it is missing a lot of pertinent information that not only helps with the investigation but also in determining effective and meaningful corrective actions which would help as a learning tool for all employees to help avoid similar incidents/near misses. Filling out an incident report as soon as possible helps with getting as much info on there while it is fresh in your mind. It's hard to remember important information a month after the fact. Another big piece missing from the reports is the lack of photos. Everyone has a phone capable of taking pictures. Pictures can aid in gathering investigative information as well as answer a lot of potential questions. Visual also aids in helping people understand what happened, what was damaged and how to avoid happening in the future. Most of our incidents happen in the field and do not require management to travel to site to investigate, therefore it is the Rig Supervisors responsibility to gather as much information as possible to aid in the investigation process. This includes Incident Report, Witness Statement, Causation Form, Pictures, Property Damage Report or any other pertinent section of the incident report that is required based on the type of incident. Current copies of the incident package are available from the office, located in the shop, on our website under Employee Resources (Password is: Safety2025) and there should be copies included in each unit binder (rig and tank truck). Check your units and if paper copies are required let myself or Sheri know and we can print blank copies)

* Hong determined that he would like ALL employees to be trained in incident investigations, over and above our company policy that Rig Supervisors are to be trained.

- **Spring Maintenance**

It is that time of year again where we have a lot of CVIP's and Level III inspections due as well as pressure tests for our lubricators, hoses and piping. We will be having rotating shop days to try and give guys hours, but we also must be careful as we do not have much for revenue from field work coming in during this time. We will do our

best to spread hours around as in previous years. Please be patient during this time as we hope break up will be short this year and we can get back to field operations as soon as possible. As much as possible this year, we would like to get some of the newer employees trained in Level III and pressure test inspections so that we are not reliant on just a few individuals moving forward.

A reminder that if you notice stock needs replenished, please let someone know so that we do not run out of things like oil.

- ***Annual Employee Evaluations***

It is that time of year again when we need to complete employee evaluations. Please complete the Employee Self-Evaluations by March 20th as communicated last month. You can complete them either online on our website under Employee Resources (password: Safety2025) – Odds and Ends – Evaluations (or ask the office for a printed copy to fill out. Once I have all the self-evaluations I can start with the one-on-one meetings with everyone.

*Sheri is to print a bunch of the evaluations and leave them on the desk as a number of employees prefer to handwrite them rather than completed the online.

- ***Emergency Response Drills***

We are not completing enough Emergency Response Drills to satisfy the requirements outlined in our ERP policy. Please complete one by the end of the month.

- ***Open Discussion:***

Scott: Reminder to all employees that even if you do not regularly drive a unit, you are still required by law to complete your logs. An example was given to suggest that a worker who does not ordinarily drive a unit may be asked to in an unusual or emergent situation and therefore needs to have his daily logs up to date and legal.

Meeting adjourned at 11:30

