

SWAB MASTER LTD.  
SAFETY MEETING  
Tuesday, August 1, 2023

Attendance: Hong Zhong Guo, Tammy Hall, Andre` St. Germain, Abe Giesbrecht, George Lamontagne, Neil Williams, Farley Schellenberg, Brian Pugh, Chad Latham

Meeting called to order at 10:00 am

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

**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 <u>ALL</u> information is correct)	DAILY - Marj needs the <u>FULL</u> 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 - <b>The 20th is cut-off</b> - Make sure to put which rig or unit you are working on
Kilometer Record	DAILY - <b>Hand in by the 10th of the next month!</b> This is plenty of time!
Fuel Records & Slip Tank Reports	DAILY - <b>Hand in by the 10th of the next month! Use proper codes &amp; exact litres! (Do Not round litres from the pump - use 2 decimal format - e.g. 98.45)</b>
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.

- IPC Canada – 2023 Fluid Hauling Loading & Unloading Orientation & Contractor HSE Orientation for those that 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.
- Fit testing of hearing protection – Each employee will be tested at ECS with the provided hearing protection. Each test will decide the safe exposure level with ear plugs, the protected exposure level with ear plugs, and personal noise reduction rating. Noise levels in the field and at the shop will be documented using a sound level meter. These readings will be made available and the threshold for hearing protection will be determined. Each worker will have different levels of maximum hearing protection from the ear plugs and must use protection when the dBA is above the safe exposure limit recorded on their HPFT card.

**EXAMPLE:**

**Personal Attenuation Rating**

The amount of protection provided by the earplug.

Left Ear	Right Ear	Published Attenuation
19 dBA	27 dBA	32 dB

**Safe Exposure Level**

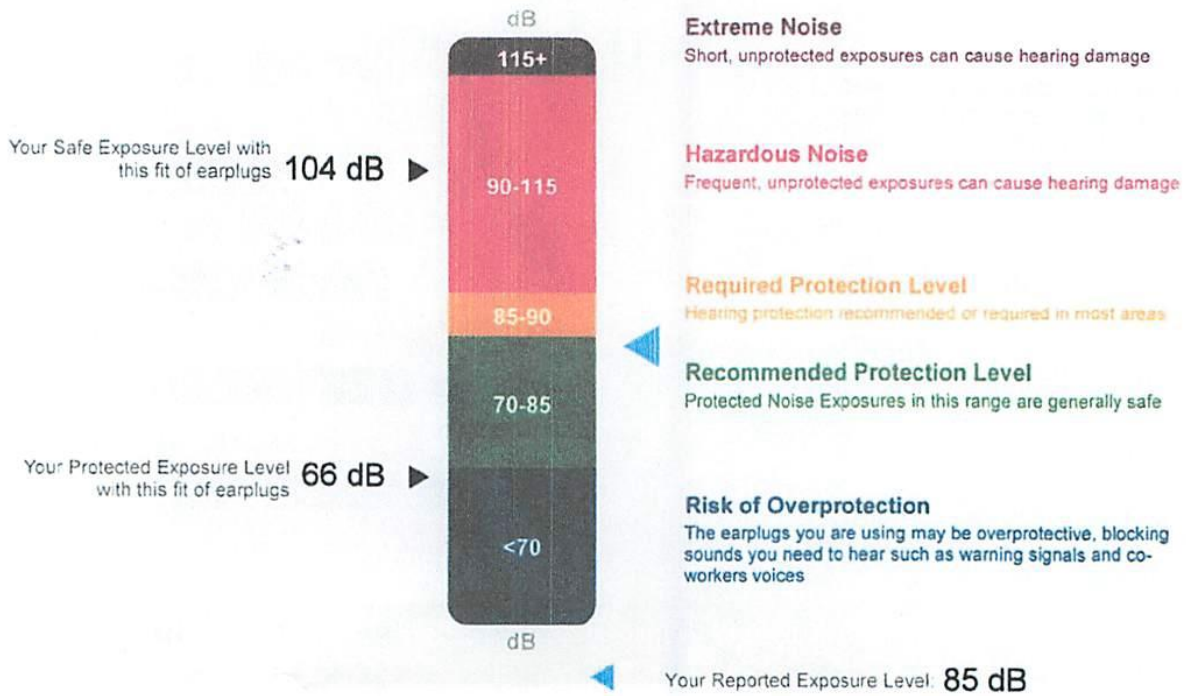
The highest level of noise to which a worker can be safely exposed with this earplug fit.\*

104 dBA

**Protected Exposure Level**

The estimated noise level reaching this worker's eardrum with this earplug fit.†

66 dBA



- In/Out Board – This board is located inside the door to the shop and should be used daily. It's how we keep track of the employees who are on the premises. If an emergency should occur, we need to account for everyone!
- Muster Point – sign updated and refreshed for better visibility.
- Hot weather and dehydration:
  - Drink enough fluid – this is the most important action you can take.
  - Slow down your activity as it gets hotter.
  - Take frequent breaks in a cool or shaded area to allow your body to cool down.
  - Wear a hat when you're in the sun.
  - Avoid caffeine and alcohol that can cause dehydration.

***When the weather is hot and you feel dehydrated, be careful no to consume too much water at one time! Drink only enough liquid to become hydrated.***

### **WATER INTOXIFICATION...Yes, it is a real condition!**

Drinking too much water increases the amount of water in the blood. This can dilute the electrolytes, especially sodium, in the blood. This condition is called ***Hyponatremia***.

The body needs water to function correctly but drinking too much too fast can have serious health consequences. The kidneys can only remove 0.8 to 1.0 liters of water per hour, and a very high-water intake can upset the body's electrolyte balance. The symptoms of water intoxication are general — they can include confusion, disorientation, nausea, and vomiting. In rare cases, water intoxication can cause swelling in the brain and become fatal.

Meeting Adjourned – 10:40 am

**Safe all ways.... always safe!**