

SWAB MASTER LTD.
SAFETY MEETING
Friday October 11, 2024
10:00 am

Attendance: Garth Smith, Hong Zhong Guo, Tamsen Hall, Shawn Gleisner, George Lamontagne, Ren Chun Han, Awad Kwag, Farley Schellenberg, Yongfu Duan, Congyun Xu, Scott Fettinger, Stacy Kuzel

Meeting called to order at 10 am.

Discussion:

- Minutes of last meeting were reviewed.
- Incidents: Review of incidents since last meeting –
 - Lost Tool – Ember – Check your tool connections a minimum of 4 times per day. Do not check with a pipe wrench – this can weaken the connection.
 - Lubricator stuck in crown sheave (housing) – Ember – handed photos of lubricator crowned out. Awad suggested that if we cannot find red handles to identify the clutch switch, that we could get red paint and paint the clutch switch handles.
 - Leak/spill from lubricator hammer union – Torxen – We trusted the testers to tighten the union. After about 15 swabs the leak occurred. The crew was able to clean it up sufficiently, but it should not have occurred in the first place. Always check your connections. Do not trust anyone to confirm how tight the connection is. Double check yourself.
 - Vehicle collision (crew truck) - Hong discussed the collision he experienced between himself in his company pickup truck and another driver in Airdrie. The other driver cut in front of Hong and even though Hong hit the brakes to avoid a direct hit, the other driver's vehicle collided with Hong's truck causing damage to the front right side. The other driver was driving alone with only a class 7 license.
- New tank truck drivers – Shawn will be accompanying you with a loaded tank truck. You will experience the difference between an empty tank vs a full or partially full tank when braking, accelerating and cornering. You will be tutored on the proper way to handle the movement of fluids in the tank so that you do not have any incidents.
- Hazard ID/Near Miss – Shawn said none received since asking for 1 per month per person at last safety meeting. This will be the second and last time I “ask”. If there is no improvement by the next meeting it will be mandated. We, as a company, need them to try and help reduce incidents. Again, I stress that these reports are not to point fingers, or get anyone in trouble, they are for valuable reasons. Hazard identifications monitor trends that we then can try to mitigate for future. Please start handing them in!

- Thank you – To Stacy and Ren for going through all the units in the yard. They drained all the pumps and blew methanol through the hoses/pumps on the tank trucks. Also tested coolant strengths and started adding winter windshield washer to get some in the system. For units parked in the field, if you haven't done so yet please take some time at the end of the days you are working to start getting units ready for winter.

Thank you – Yongfu and Fred went through all the grounding cables on units in the yard. Checked conductivity and shape of cables/reels/clamps. Made any repairs necessary. Copies of inspection sheets are in the office binders and a copy will be put in the unit binders.

- Deficiencies – All deficiencies from our 2024 Internal COR Audit are complete. Changes to the safety manual that reflect those changes were made. Once the draft copy is reviewed, new copies will be printed. Once printed, the revisions will be shared with the team at future meetings. The new safety manual will be available in hard copy, on our website, and on a flash drive for rig supervisors to upload to their computers.

Our next COR Audit will be completed by April 27, 2025. This audit will be done by an external auditor. How a COR audit works:

- a) An auditor comes in and reviews our documentation: Safety manual, procedures, policies, forms etc. They will ensure that we have what we are required to, but also that they are completed as required.
 - b) An auditor will then do interviews with employees (confidential). Employees are chosen randomly by the auditor and cover all levels within the company (managers, supervisors, and workers). The number of interviews is determined by a certain percentage of employees based on the total number of people within the company.
 - c) Finally, is the onsite job observation. The auditor will tour the shop and there is a very good chance that they will visit some field sites to ensure we are doing what we say we are doing.
- Bulletin Review – West Lake Energy bulletin regarding driving incident and how it is relatable to our work. More than 50,000 collisions in north America each year, over 5000 collisions result in death. Driving is the number one reason for fatalities in the oil and gas industry.

Driving conditions – We experience different and sometimes severe driving conditions based on the weather. When you know you could be driving through inclement conditions (heavy rain, fog, blowing snow, slippery conditions etc.) be prepared. You might need to take a different route or leave a few minutes early to get to the location safely. Good communication between the rig and tank truck is necessary. Focus on your driving, check your mirrors often and keep your concentration on the road. Do not answer your phone or answer a text until you are stopped. Pull over if it is an urgent call or text but do not engage when driving. Discuss the conditions and plan ahead. Also, call the consultant to let him know you may be a bit late; they will appreciate it. Always make the right preparations to ensure your safety and the safety of others sharing the road with you. Note: a distracted/dangerous driving ticket could cost you in the range of \$600 or more. If you get too many demerits against your license you will no longer be able to drive for our company. Insurance will not be granted.

- Operational Discussion – Current and upcoming work – Ember is ongoing, we will start swabbing for CNRL on Tuesday, and Veren next week in Saskatchewan.

Shawn said that any time you are working under a unit in the shop you need to ensure your safety. You need to chalk the wheels to prevent any movement of the wheels, and you need to put the keys in your pocket. Use the DO NOT START sign. We want you safe!

Yongfu found grease nipples under some rigs that were not greased and had not been for some time. Garth said that when you are on location and things are slow this would be a good time to shut the rig down and do some greasing. Hong said to fill out an opportunity report for greasing and make sure to date it and who did it. Garth said you will never get in trouble for greasing too much! Garth said that when you are greasing you should have the unit aired up, the brakes off and wheels chalked up, so then you could check the play in the driveshaft, the steady bearings etc. Check for potential issues before they become big issues. Also, if you let the air out of the bags to do work in the shop, make sure that you air them up again when you have pulled out of the shop.

- Training Helpers – We have new people who have joined our team. It is up to the supervisors to help train them the right way. Teach them the proper routine for the job you are doing. Teach them the tools and how to use these tools. To the new people...do not be afraid to ask questions!
- Make sure the new workers know how to control a well. Explain and demonstrate how to choke back the well and which valves to use and how many turns for each well.
- Garth asked the new workers if they understood **The Right to Refuse** unsafe work. If you believe there is an imminent danger (that is not normal for the occupation or activity) to yourself or others caused by a tool, appliance, equipment or work procedure at the worksite, you have the right to refuse that work. Do not be afraid to ask questions. There are no wrong questions. You learn by asking questions about the work you are expected to perform.
- New Workers – Learn the English language as soon as possible. We deal with moving equipment, pressures, tools etc. Every well is different, and the procedures can also be different in each location. You need to ask questions until you understand. We do not want to have any injuries or incidents due to lack of understanding. We will try to send three people out to the location so that the instructions are interpreted correctly. Rig supervisors be patient in training these fellows.

Meeting Adjourned – 11:30 am

Safe all ways.... always safe!