

SWAB MASTER LTD.  
SAFETY MEETING  
Thursday June 26, 2024  
10:00 am

Attendance: Garth Smith, Starla Smith, Hong Zhong Guo, Tamsen Hall, Shawn Gleisner, George Lamontagne, Ren Chun Han, Stacy Kuzel, Awad Kwag, TJ Arik, Zach Delaney, Paul Wutzke, Sumala Fofana, Farley Schellenberg, Scott Fettinger, Andre` St Germain

Meeting called to order at 10 am.

Discussion:

- Minutes of last meeting were reviewed.
- Garth introduced Shawn Gleisner, Assistant Operations Manager, to the team! Shawn has an extensive background in oil & gas as well as many safety and transportation credentials. He will be assisting Hong with the operations of the company.
- Starla brought forth items of discussion from the internal audit. The latest Job Hazard Assessment Matrix can be found in our company safety manual as well as on our website (in the manual). This is a yearly review, and all employees need to review the matrix for any changes as per their job description or equipment. We will complete a matrix for this year. Also, all procedures need to be reviewed for any changes.
- Shawn will review the operations of the ELD's and the phone applications with all drivers to promote daily log records.
- Rig Manager Inspection Reports – If you have service issues/deficiencies in the comments section of the report, please follow through with an opportunity report and ensure the issues are/will be addressed.
- Daily Derrick Inspection Reports – Please use the correct forms. The big rig form is different from the smaller rigs.
- Opportunity Reports – Do not use one report for two units. Now is a good time to catch up on all those deficiencies that you have noticed and not rectified. Do up an opportunity report and fix the issue! Don't leave it for someone else.
- Hours of Service – We will be enrolling our drivers in the course soon. It is a mandatory course and takes about 4 hours to complete.
- Heat Stress Prevention – Be aware of the changing conditions and prepare yourself for extreme heat. Employees should make sure to get plenty of water, rest, and shade. Cool drinking water should be readily available. Fully shaded or air-conditioned areas are ideal for breaks and rest periods. Keep an eye on your co-workers to spot any signs of heat exhaustion. Garth said that we have plenty of jugs of water so make sure to keep water in your rig. Better to have it and not need it, than to need it and not have it!

- Water Intoxication...it is a real condition! When the weather is hot and dry and you feel dehydrated, be careful not to consume too much water at one time. 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 too much water can have serious health consequences. The kidneys can only remove 0.8 to 1.0 liters of water per hour. Too much water can cause many symptoms, including swelling of the brain which can become fatal.
- Hierarchy of Controls – Identifying and ranking safeguards to protect yourself and others on the job. Know the hierarchy of controls when entering a new location and the hazards that pertain to you. If you find unsafe work, find the control to minimize, control or remove the safety hazard (elimination, substitution, engineering controls, administrative controls and PPE).
- Hong: Lost tools due to sandline fatigue, bends and stress. Stacy said that the sandline can rub all the way down in slant wells and deviated wells causing stress points. Hong said the entire line must be checked frequently for any damage. Look for bends, kinks, frays or any other wear that could cause the line to fail downhole. Hong said that when working 24's both crews check their tools at the same time so both crews have confirmed all is good. This is a great training exercise for the newer employees.
- Team discussion: Make sure to notify Hong immediately if anything happens in the field. Know the protocol – know the tools you are running, well control and contact information. Know your location (STARS location, legal location and directions to location)

Keep tools clean and in good working order. Crews should document tool checks and what is downhole. Hong said that Torxen expects regular tool checks. Better to check your tools often than to have an issue downhole.

Hong said never take tools off other units. If you have any tools missing, damaged etc. let Hong know. We have spares in the C-can. You are responsible for the tools on your rig. Do a circle check each time you move your rig to make sure your tools are secure and that you haven't left anything behind.

Keep the equipment clean! After your shift make sure you take your garbage with you. Clean up the rig and tools after your shift. Garth said nothing goes back into the toolbox dirty! There is no excuse for not keeping everything clean as we have rags and spray bottles for varsol and degreaser. Make sure to label any spray bottles that you fill with cleaners. This is a good job for the assistants. Don't leave your mess for the next crew.

Shawn asked for Hazard Id's and Near Miss reports. These are a great way to monitor trends. The reports can be used to make changes to a procedure to reduce the potential for an incident.

On a final note....please do not stand by Marj's window during your breaks. She likes to leave her window open at times and the noise can get a bit loud. Thank you.

Meeting Adjourned – 11:30 am

Safe all ways.... always safe!

