

SWAB MASTER LTD.
SAFETY MEETING
Thursday May 9, 2024
10:00 am

Attendance: Garth Smith, Hong Zhong Guo, Tamsen Hall, Andre` St. Germain, George Lamontagne, Ren Chun Han, David Tobin, Scott Fettinger

Meeting called to order at 10 am.

Discussion:

- Minutes of last meeting were reviewed.

- Fuel Consumption Reports – Marj asks that you write only the numbers needed on the reports, no ‘L’ for litres and nothing else written. Use the column for notes if necessary. She knows the purchase is in litres. Make your numbers legible. Take your time when filling out these reports. Make sure when you take fuel out of your slip tank that you record it in the proper column (many times it says you bought it at the pump, when you didn’t). When purchasing fuel at the pumps remember to use the proper codes (3 for rigs, 6 for tanks and 9 for pickups) in front of your unit number so Marj will know which rig, tank, or pickup. She spends way too much time trying to figure out these fuel reports. Help her out by filling them out correctly!

- Hours of Service – We will be enrolling our drivers in this course soon. It is a mandatory course and takes about 4 hours to complete.

- Spring/Summer Driving Conditions – Throughout the spring and summer months, collisions tend to occur based on several factors and conditions. These factors can be changing road conditions, such as dust due to farming equipment making for low visibility. Or could be wash outs, soft shoulders etc. Pay attention to your surroundings. Watch out for oversized equipment. Maintain an adequate following distance. Allow enough time to react to the actions of the driver in front of you. Watch your speed. Most oil field fatalities are caused by driving factors.

- Lost Tools – Hong discussed the repercussions of lost tools and not reporting this. Make sure that if you lose anything downhole that you cannot retrieve, that you contact Hong. Check your tools frequently! Make sure that you are aware of deficiencies that could cause you to lose your tools and fix those problems. If you know you already have a problem, do not wait until you have a failure! Swab Master cannot charge for fishing services. The companies we work for would rather you spend the time checking your tools than running the risk of losing tools. The tools should be checked every shift change. Document these checks and any deficiencies.

- Fishing Tools – If you do lose a tool, know what’s in the hole and have a diagram or pics ready in case we need a third-party fishing tool company to come to the site. They need to prepare, and any information is helpful.

- Know the company procedures – These are found in our safety manual. If you find a procedure that needs to be amended or changed, or needs improvement, let us know. Our procedures were made by the workers who use them. When you have spare time, read through the procedures, and

address them in your safety meetings. Once the audit is completed, we will be addressing any changes or additions necessary to update our safety manual.

- Ember/Confined Space – David said that we need to amend the current confined space form that we are using. We need to address the types of confined spaces that they encounter when working for Ember.
- Emergency Response – Know your location! Make it a practice to know where you are in the case of an emergency. This means knowing directions and distance to where you are so you can tell the rescue team exactly how to reach you! Time is valuable when an emergency occurs.

Meeting Adjourned – 11:00 am

Safe all ways.... always safe!