Swab Master Safety Meeting	17-Sep-19

Attendees: Garth Smith; Kevin Krieger; Paul Kleinsasser; Farley Schellenberg; Ted Birovchak; Hong Zhong Guo; Berg Clayton

DISCUSSION	
1	Reviewed Minutes of Last Meeting - September 4, 2019
2	Near Misses - The office is still not getting any Near Misses. We are not perfect so there has to be Near Misses that we should of recorded.
3	Rig Inspections - are not being done. They are suppose to be done weekly. This is for you safety, so make sure you are doing them.
4	Company Computers & I-Pads - Marj needs the passwords/codes for all Company Computers & I-Pads. Passwords seem to be changing and then they are forgotten which results no one can get into them later. If Marj has the passwords and employees forget what they are they can phone the office and find out what it is.
5	Ticket Numbers on Documents - Put the Ticket Numbers on All Reports, Pre-Jobs, Fluid Transfers & Swab Reports
6	Opportunity Reports were discussed for New Staff Members to understand the purpose and use.
7	Shop Cleaning - The shop is being left a mess after doing maintenance on trucks. Clean up after yourself, put away "clean" tools and throw out your garbage. This also goes for the Wash Bay. Don't leave a messy wash bay for the next crew coming in.
8	Rig & Tank Cleaning - Keep your Rig and Tanks Clean. The insides need to be cleaned and wiped down just as much as the outside. Throw out your garbage, wipe up spills etc. Remember you are not the only ones driving the trucks. If you don't like getting into a dirty truck then don't leave a mess for the next person. Clean trucks give a good image when on-site when working. Don't leave it for the next guy to do.
9	Colder Weather - Equipment - Reviewed the procedures for Equpment in Colder Weather. Winterize your units before the

DISCUSSION