

SWAB MASTER LTD.
SAFETY MEETING
WEDNESDAY, MAY 20, 2020

Attendance: Garth Smith, Al Coleman, Jim Harpell, Branden Smith, Nolan Redpath, Starla Smith

Meeting called to order at 10:20am

Discussion: Read over last month's meeting minutes

- Man Down Drills – Must be done once a month. Opportunity reports –1-3/month.
- First Aid Kits – check monthly, make sure the rig has 3 blankets as part of the kit, per OHS regulations
- Derrick inspections – visual derrick inspections should be performed each time it is raised. Things can come loose or fall out in transit, so be diligent about always keeping an eye out for issues.
- Training – In house training will be done for load securement and trip inspection by Al with all employees.
- Jim Harpell will be our Health and Safety rep!
- Paperwork – Drivers logs must be filled in daily and handed in to office at least weekly. There is no reason that Brooks staff cannot hand their sheets in daily, since the shop is home base and you are here doing paperwork at the end of your shift. Red Deer staff paperwork is being sent within the timeline.
- Driver's Logs and trip inspections will be re printed soon (as a backup to the electronic logs). We will be transitioning to electronic logs in the next few months, please install the Keep Truckin app on your phones and get familiar with it.
- Timesheets should left in your slot at least weekly if it can't be left at the shop. Garth looks over them prior to payroll so is easier to do a week at a time rather than all at once.
- KM and Fuel reports need to be handed in within the first 10 days of the next month.
- The Occupational Health and Safety policy was read. It is posted at the front door, Garth's office, in the dispatch area, and on the shop bulletin board, as well as in the Health and Safety manual.
- A reminder that the Health and Safety manual, charts, transportation forms, WHMIS sheets and much more information is on the website under employee resources, as well as the current version of the OHS code. All operators need to have a downloaded copy available in case of no cell reception.
- When you are done for the night please let Garth know by phone or text, so he knows you're home safe!
- If you drive more than 1 unit in a day, use the same log and flag in remarks that you changed units, and record odometer start and end km. Use a new trip inspection form.

Meeting adjourned at 11:35 am