

SWAB MASTER LTD.
SAFETY MEETING
TUESDAY, FEBRUARY 18, 2020

Attendance: Garth Smith, Hong Zhong Guo, Al Coleman, Kevin Krieger, Farley Schellenberg, Starla Smith

Meeting called to order at 10:10am

Discussion:

Read over last month's meeting minutes

- Man Down Drills – Must be done once a month. When the weather is cold, it can be as simple as someone being cut and needing to be bandaged up.
- Rig Inspections – need to be done weekly – STILL AREN'T GETTING DONE! We must be more diligent at completing them.
- 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. Use the hour or PTO meter for derrick hours – every 24,000 hours, the derrick needs to be sandblasted and painted.
- Monthly fire extinguisher checks – completed for this month
- The used oil storage tank has been replaced
- Training – new hire training sheets must be followed and checked off by operator or trainer, only once the new employee has adequately performed the task.
- 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 in the next few months. Please give suggestions as to what changes you would like to see made
- Load and Securement – strap tags need to be legible
- KM and Fuel reports need to be handed in within the first 10 days of the next month.
- Company orientations and date of expiry – updated list is on the bulletin board. The companies are listed in order of priority, with Torxen, CNRL and Ember as the top 3 to make sure you are up to date on.
- Safety tickets sheet is on the bulletin board – make sure you are current with your tickets
- Cold weather – keep safe, avoid frostbite. Methanol up, steam the hoses and pins etc., dress warm!
- All Shop work requires proper PPE!
- Meeting adjourned at 10:40 a.m.