

Swab Master Safety Meeting		12-Jul-19	
Attendees: Garth Smith; Kevin Krieger; Hong Zhong Guo; Farley Schellenberg; Philip Pinsent; Neil Williams; Paul Kleinsasser			
DISCUSSION			
1	Clean & Serviced Equipment- The equipment should be clean and kept clean at all times. Equipment should be serviced, tires checked, pre-post trip inspections done!!!! Not just on paper!!. Your barrels and shot hoses need to be cleaned at location, not brought back to shop dirty.		
2	Safety Problems and Concerns need to be addressed. We want everyone to go home every night to their families. Follow the policies and procedures that are put into place so everyone is safe. It's not just you working out there you have to look after each other.		
3	Team Environment - We need to re-build the team environment here at Swab Master. There is too much back-stabbing going on and running down each other. Gossip causes hear-say and un-truth stories. You all have to work together so let's be a team and help one another and quit worrying about who is doing what or not doing something.		
4	Confidentiality - What each employee is getting for a wage is no one's business but theirs and the company owner. Keep your information confidential. If others find out what your wage is, it can cause hurt feelings amongst each other. Wages are based on experience, amount of time you have been with a company and several other factors. Don't be running the last employees from the previous shift down to the Testers or Consultants out at the site. They don't want to hear it and it makes the company look bad. The Gossip hurts us.		
5	Communication - needs to be open and direct. Be truthful and honest in what you are saying. Don't embellish the story to make it sound worse than it is. Gossip hurts everyone, so unless you have seen or heard something first hand than don't repeat it. Garth's door is always open and you can talk to him anytime about any problems you may be having.		
6	Do the right thing - you don't need permission to do the right thing - Put away tools when done and keep the shop clean and tidy. Leave equipment clean and in a safe condition. Don't leave it for the next guy to come along and see a problem that should have been fixed by you or the last crew.		
7	Morale - let's pick up the morale amongst one another. HAPPY CREWS = HAPPY CUSTOMERS!!!!!!		
DISCUSSION			

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