

COMMUNICATIONS

Safety Meeting Policy

Workers need to know what is expected of them. At Wellsite Geologists we want to ensure that all of our workers will return home safely at the end of each job. This expectation is communicated to all workers.

Good communications between the management of Wellsite Geologists and its employees is essential to safe operations. Safety meetings provide the opportunity to inform, train, and assist employees in doing their work safely. They also allow workers, supervisors, and contractors to discuss and solve safety issues in a proactive manner.

While on site all Wellsite Geologists workers are required to participate in any safety meeting held by the client that may affect your work tasks.

Types of meetings and frequency:

TYPE OF MEETING	ATTENDEES	FREQUENCY
General Meeting	All available workers and supervisors, including the president.	Monthly
Pre-Job Meeting	All workers, subcontractors, and the clients (if available).	Prior to the start of a new job
Toolbox Safety Meeting	Everyone on site, each day.	Daily on job sites


 President - Dennis Labrecque

May 14, 2013

 Date

***The safety information in this program does not take precedence over any applicable legislation.*

General Meeting

General safety meetings should include the President and all available company personnel; these are held monthly. Meeting discussions will include, but are not limited to discussions including:

- Filling in forms properly and submitting them on time.
- Safety measures needed for work to proceed safely.
 - Standard work procedures.
 - Safety Rules.
 - Drug and Alcohol Policy.
 - Company policies.
- Recent incidents/accidents that have occurred at Wellsite Geologists and in the industry, to discover and discuss how similar accidents can be prevented in the future.
- Training programs.
- Emergency procedures.
- Safety issues raised by personnel.

The agenda will be prepared in advance of the General Meeting and posted in high traffic areas and/or emailed to participants.

It is the responsibility of the safety-meeting chairman to ensure that all attendees have been notified of the time and place of the meeting. It is the responsibility of all workers to attend and participate in these meetings. Should an employee be unavailable to attend a meeting, he/she must inform the meeting chairman. If possible, the meeting chairman can decide to reschedule the meeting to accommodate the maximum number of employees.

Meeting minutes will be taken during the meeting and distributed to all attendees and those who were unable to attend. The minutes will document all topics discussed and actions warranted. An Action Plan to follow up on any safety issues will be created and be assigned with a deadline.

In addition to General Safety Meetings all new Wellsite Geologists employees or contractors will be provided with a copy of this safety manual and receive a safety orientation. The minutes of the last General Meeting will be discussed during orientation.

Management encourages any suggestions about any issues that can improve the health and safety of the employees or the environment.

***The safety information in this program does not take precedence over any applicable legislation.*

Pre-Job Meeting

Prior to the commencement of a new job a Pre-Job Meeting will be held. This meeting often encompasses more than just safety issues. Everyone involved in the job should be included including workers, contractors, clients, and other companies working nearby. The following items may be discussed during a pre-job meeting:

- All hazards from the hazard assessment.
- Methods to communicate throughout the job, including tool box meetings, on-going communication, and completion of new hazard assessment as hazards change, etc.
- Emergency Procedures including list of trained rescuers and first aid personnel, transportation plan, alarm, location of nearest medical facility, etc.
- A list of tasks to be performed by all contractors and trades on site. Allow the opportunity to address conflicting tasks.
- Approximate schedule of work.
- Work Procedures.
- Location of emergency facilities including first aid kits, fire extinguishers, eye wash stations.
- Review of written notice indicating:
 - The supervisors name;
 - The location of the emergency facilities provided by the contractor for the use of the employers workers or self-employed persons;
 - The means to contact the committee representative.

Tool Box Meetings

Tool Box Meetings are held daily with all workers on site. These meetings allow the opportunity to discuss the work to be performed during the day, any safety concerns, and who will be on site. The Hazard Assessment is often updated, if needed during this meeting.

Safety must be a concern for all employees and subcontractors. Every opportunity should be utilized to discuss and provide feed-back on safety issues, whether it's done in a formal or non-formal manner.

***The safety information in this program does not take precedence over any applicable legislation.*