| Safety Meeting Minutes |
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| Location: Hardisty Board room |  |
| Date: Feb 4, 2021 |  |
| Time: 1830hrs  Attendees: Teresa Campbell, Glenda Lien, Rhonda Vandal, Randy Grove, Randy McCharles,  Bev Cameron, Justine Ness,  Though Google: Lyssa Mossestad, Diane Grove, Peter Weyenberg, Jody Jewell, Karl Sibbons, Lynden Dempsey, Tracey Kruchkowski, |  |

Agenda Items:

**Hobie Campbell**

* B-Days to acknowledge Theresa Campbell and Jody Jewell
* Reminder from Sam to keep things locked up. Also do not leave anything in a company truck over night
* Near miss of slipped on ice. Repost anything that may possibly be a near miss or incident to Randy, Jody and Hobie as soon as possible.

**Randy Grove**

* Reminder to have any online orientations for 2021 completed
* Signing contracts for 2021 and FOIP document
* Please provide a driver abstract for 2021
* Security License, online training and work opportunities. As well as 1st Aid, H2S and others.
* Hydra, fill in all spaces

**Jody Jewell**

* Welcome Mohamed, Tracey, and Mackenzie to the team!!
* I would just like to reiterate what I had mentioned in the January Newsletter.
  + All OT & any billing information from employees and contractors MUST be emailed to [operations@safetyfirstm.com](about:blank) . **The number you use to text your information to is no longer vailed. 780-888-1738**
  + Please also utilize this email address ([operations@safetyfirstm.com](about:blank)) when relaying any daily activity, relevant or important information. This enables both Randy and Jody have complete transparency and visibility with both Hardisty and Sherwood Park operations. This is very advantageous, especially when either manager goes on time off, or is out of the service area for any length of time.
* Additionally, I would like to mention and stress that the most efficient and effective way to keep lines of communication open with myself is via email or phone call. If the call goes unanswered and is of importance to please leave a voicemail and I will return your call at my earliest convenience. There have been some instances where I am tied up on a call, in a meeting or just out doing other stuff pertaining to the Sherwood District (as our office/shop staff is minimal during our infancy) therefore I can be unavailable from time to time.
* We anticipate utilizing our entire team as we develop this district. It goes without saying that mixing in some seasoned SFM employees along with new team members is the most effective, collaborative course of action as we continue to grow our operations team. The growth gives all team members the ability/opportunity of consistent employment opportunities and career development.
* We would like to acknowledge all those who have been called upon to thus point. The positive response, mindset and outlook is very much appreciated. Thank you.

**Justine Ness**

* Sherwood Park update
* Welcome Marylyn O’Brien, our new Accounts Receivable and Purchasing
* Bev Cameron is taking on managing the store as well as payroll
* Meeting attendance incentive of $25 per meeting that will be paid out in December

**Worker Observation Card Review**

* Dec 3, a SFM worker showed Sandborn the effective knot to be used for travel restraint on a tank roof
* Dec 4, SFM employee Sam Holinaty noticed that a Sanborn worker was using a lanyard that was too long and had them switch from a 6’ to a 2’ one.
* Dec 13, a SFM worker witnessed a Recon employee assist a TC employee about to climb a unstable ladder
* Jan 1, two employees were recognized as going above and beyond to accommodate requests for assistance. Those two are Rob Harrison and Ernie Dewald.

**Open Forum for all Employee questions or Concerns**

**Next Meeting:**