

MINUTES OF MEETING



Purpose of meeting : **General SHARE Meeting - Review status of Initiatives**
Location : Chevron Building Room 22037
Date : May 10, 2006

Chair of meeting : Bill Anderson
Minutes taken by : Bill Anderson, Dieter Busse
Meeting attended by : Malcolm Roberts Devon
John Paul Akita-Equitak Drilling
Gerry Oliver Chevron
Terry Gordey Conocophillips
Jeff Oshust Shell Canada
Steve Andreschefski Chevron
Larry Harms Imperial Oil

The agenda was reviewed and no additional items were added. The agenda included:

- 1. Welcome and Introductions**
- 2. Safety Moment**
- 3. SHARE HSE Stats and Sharing**
- 4. SHARE Budget Review**
- 5. SHARE Initiatives Review**

WELCOME & INTRODUCTIONS

The SHARE meeting began shortly after 10:00 AM. Bill Anderson, Chairperson, opened the meeting by introducing the group to Larry Harms, Mackenzie Gas Project SHE&S Manager, and John Pahl, Akita-Equitak Vice President Marketing North (taking over for Rob Hunt) and, welcomed everyone else for being able to the up-date the meeting.

With the recent approval of SHARE's 2006 Budget this meeting was called to get an up-date from the various initiative groups on status of programs, changes, and challenges with moving ahead.

SAFETY MOMENT

Dieter Busse started the safety moment by passing out the Mackenzie Gas Project "Stop and Think" cards and urging everyone to review the tips on how to protect "my eyes" and "my hands". Dieter further indicated that spring is here and soon most of us will be using our lawn mowers again. This meant that we must all wear our PPE such as gloves, eye protection, hard toed shoes or boots and hearing protection where applicable. A group discussion ensued and several examples of lawn mower accidents were shared. It was surprising to note that everyone knew of someone who had had a lawn mower accident.

SHARE HSE STATS AND SHARING

Chevron

Steve Andreschefski reported that their company experienced 1 recordable and 6 first aids incident during the winter season 2005/2006 seismic program. Incidents of note were:

- Medical Aid - worker received 3 stitches to close a cut on the thumb resulting from prying frozen hamburger patties apart with a knife,
- First Aid - worker received minor frost nip to face while riding snowmobile: helmet did not have a face shield and worker did not wear a balaclava,

MINUTES OF MEETING

- First Aid - worker received minor back strain while attempting to start snowmobile,
- First Aid - a couple drops of fuel splashed in workers eyes while fueling snowmobile: did not use PPE properly,
- First Aid - worker was moving an ice block with a lathe in it when the ice block rolled back and the butt end of the lathe poked the right eye of the worker between the eyebrow and eyelid,
- First Aid - worker received small cut to finger while cutting vegetables,
- First Aid - worker received a minor back strain while unloading grocery truck.

Devon

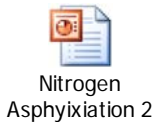
Malcolm Roberts reported that similar to Chevron, they also had incidents with their kitchen staff in addition to a lost time and a medical aid incident:

- A person was using a manual crank to start a lifeboat motor. When the motor turned over due to compression, it whipped the crank around and struck the person in the wrist resulting in a break. This required medical attention.
- A mechanic was working on a set of stairs on a workbench. When the stairs shifted, they fell off the workbench and struck the person in the leg resulting in a break. The person was stabilized by the ships medic but could not be evacuated immediately because of bad weather conditions.
- A galley employee used a box to stand on and fell off.
- A second galley employee received a back strain when they slipped on a slippery floor

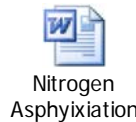
Malcolm went on to further share a high potential near miss incident where three people went down in a Nitrogen atmosphere caused by improper venting of nitrogen bottles inside a BOP accumulator shack in March of 2006. No attempt was made to vent the bottles outside. Initial incident investigation showed that there was a complete breakdown of the safety management system and that several procedures were not followed as they should have been. A general industry safety alert will be generated explaining the incident and urging people to understand the dangers of Nitrogen. Several Nitrogen Safety Presentations are attached for your information.



Nitrogen
Asphyxiation



Nitrogen
Asphyxiation 2



Nitrogen
Asphyxiation



Nitrogen Fatality

Conocophillips, Imperial, Shell, Akita-Equitak Drilling

No incidents to report since the last period.

Incidents Summary

A short discussion followed on the incidents reported that indicated the following items of interest:

- Additional focus needs to be placed on the adequacy of narcotics (pain killers) in the medic's supply kits because they may not be adequate during times of severe weather when the supply chain is interrupted.
- Ensuring that medical [personnel suppliers ensure they have competent people. A case was discussed where two medivac personnel were less competent than the camp medic.
- Emergency response procedures need to be tested often so that they may be improved and learning is shared.
- It appears that camp kitchen personnel were having the majority of the first aids and recordable incidents. It may be that these folks do not receive the safety orientation attention the rest of the crews receive. This is an area to address in the future. These folks work in higher risk areas such as hot stoves, near hot liquids, deep frying oils, sharp instruments. Although each of these areas can be mitigated so that work progresses safely, additional focus should be applied in the future to ensure a safe working environment.
- The "fitness for duty" issue was raised with respect to age and other medical problems. Bill Anderson explained that last year, BP/Chevron conducted several "Cardio View" programs in the field by testing and interviewing people at the work site. The result was that the majority of people working in the field were in the higher risk category as opposed to the folks in the Calgary office. Suggestion was that camps

MINUTES OF MEETING

consider ways of providing better nutrition and exercise opportunities - e.g. Place the salad bar at the beginning of the food selection rather than at the back and fitness rooms.

- Shell has rigorous standards for camp selection and operation. Jeff Oshust indicated that Shell would be willing to share these with the rest of the group.

SHARE BUDGET REVIEW

Bill Anderson reported that all companies have approved the budget of \$327,500. Bill was also able to secure independent donations of approximately \$32,000 from other SHARE participants and the contracting community. Bill further explained that since the Chevron AFE system can not process outside credits, the cheques received from the independent donations will be credited back to each company that approved the initial budget. Each company needs to alert their accounting staff to ensure the credits are placed in the appropriate SHARE budget account.

Bill Anderson further reminded everyone to send invoices for the SHARE initiatives directly to him so he can have them processed by Chevron and record expenditures in the SHARE records.

SHARE INITIATIVES REVIEW AND UPDATE

Project 1: Drug and Alcohol program Development and Implementation

Terry Gordey gave a brief summary on the status of the project indicating that Ed Secondiac (SHARE's A&D consultant) is fully engaged in the roll out of the program in the north. Following is a brief summary of the activities Ed Secondiac has completed:

Re: Visit to the Mackenzie Delta - April 23 to April 26, 2006

2005/2006 AGENDA

1. *Develop and provide SHARE with a guideline for substance abuse testing in the Mackenzie Delta (minimum standard).*
2. *Schedule visits to the Delta working with the business community and IRC to provide policies and training to Inuvialuit and Gwich'in businesses. To provide drug education to community groups when scheduling allows for same.*

ACTION YEAR TO DATE

- *On April 23rd I traveled to Inuvik, NT.*
- *On April 24th I conducted a full day training session for Supervisors. This was held at the Aurora College with the advertising, etc coordinated by Anne Church, the Continuing Education Coordinator. Nine individuals were registered for the course with seven attending.*
- *On April 25th I visited numerous businesses in Inuvik. I met with April Bourke, IRC, and as a result of her input I was able to complete a Substance Abuse Policy for a company located in Aklavik.*
- *On April 26th I again visited local businesses and traveled back to Calgary/Brooks.*

In addition to Ed's activities, the following items of interest were discussed:

- Using the model from the COAA currently in place in north eastern Alberta
- Advertising in Inuvik for potential courses and send Ed Secondiac to teach them. Contacting the Aurora College to do the advertising.
- Testing for Safety and Risk sensitive positions and also random and pre access tenting
- Forming a task force with ENFORM to address the A&D initiative in the north

Project 2: Contractor/Operator HSE Orientation

Gerry Oliver reported that the Environmental Handbook is now a separate initiative. Gerry also indicated that the group has accepted IRP 16 (PST) as the minimum required orientation package to use for contractors. Gerry further indicated that contract companies may purchase the orientation training package for \$1,995 for the first one and \$1,495 for any subsequent ones. There are no restrictions on how many people may be trained with each training package.

MINUTES OF MEETING

It was recommended that the SHARE "Working in the North" video should be shown as part of the site HSE orientation. The video will be available on the SHARE web site once constructed and operational.

Project 3: SHARE Strategic Development Plan and Road Map

SHARE will continue down the path of finalizing a Strategic Development Plan based on the findings of Heather Taylor's work last fall. SHARE will work closely with the company (Griffith Sheppard Consulting) that assisted Heather. A steering committee to work on this initiative will be Bill Anderson, Jeff Oshust, John Pahl and Malcolm Roberts. Rod Maier with the BP/Chevron MDJV will assist from a senior level and be the link between SHARE and CAPP's Northern Gas EPG (Executive Policy Group).

Project 4: Common Field HSE Handbooks

This initiative has been deferred until a later date.

Project 5: SHARE Web Site Development

Jeff Oshust and Dieter Busse reported this initiative was waiting for budget approval to proceed. Since budget approval the following activities are scheduled:

- E-mail April Bourke of the IRC in Inuvik to request any additional business available in the delta that are capable of designing and maintaining web sites. Currently the team is aware of two. It is anticipated a list of potential bidders be available by the end of May 2006.
- The RFP (Request for Proposal) will include design of the web site (as per prototype developed in powerpoint already) tied to a three year maintenance contract.
- Bid selection criteria is under development. This criteria will be used by the SHARE committee to select the successful bidder.

Project 6: Cold Weather Training Program Development

Steve Andreschewski and Terry Gordey reported that this training development initiative was on hold pending approval of the SHARE budget. In the interim, an Inuvialuit business had been identified as possibly being able to provide the service for developing this computer based cold weather training program. SHARE felt it would be in our best interest to provide an opportunity for this business as defined in the Operator's Co-operation and Benefit Agreements.

Upon approval of the SHARE budget, an RFP was developed and sent to the Inuvialuit business on May 5th, with a closing date of May 29th. Contact information as posted on the Inuvialuit Business List for this business, however, was not correct. The RFP is currently in the hands of the IRC and they are attempting to contact this business and will forward the RFP for their consideration.

It is our intent to award the contract by the end of June and will commence with the development of the training package. This will include working closely with the program developer and in consultation with Northern participants to ensure relevant information is included. We anticipate having a pilot program ready sometime in the 4th quarter, 2006.

Project 7: Sr. Management Engagement in SHARE Activities

Bill Anderson reported that senior management will be engaged in the SHARE initiative through involvement of creating and finalizing SHARE's Strategic Development plan set commence over the near term. Chevron's Rod Mair – Bp Chevron MDJV Project Manager has agreed to take a lead role in assisting with the Strategic Development Plan and be the link to the CAPP the Northern Gas EPG (Executive Policy Group).

Project 8: Environmental Initiative - Field Handbook and Orientation

This initiative was split out from the general orientation package and is being addressed separately. Potentially, the SHARE HSE Environmental section and documentation from the North Slope Environmental Handbook is being used as references.

Note - All initiative groups were encouraged to ensure northern contractors that expressed interest in assisting with one or more of the initiatives were included.

MINUTES OF MEETING

Personnel Changes/Announcements

Bill Anderson announced that he will be leaving Bp and the MDJV to pursue opportunities within the service industry north of 60. As Bill will be still involved in the Mackenzie Delta region Bill has expressed interest in continuing his involvement within SHARE and, his role as Chair of SHARE. Those at this meeting agreed to this recommendation.

Effective May 15, 2006, Bill's new contact information

e-mail – wanderson@horizonnorth.ca cellular – (403) 860-0913, office (403) 920-3620.

SHARE will review the overall membership / leadership structure at the next General meeting tentatively scheduled for August 16 in Inuvik

NEXT MEETING

It was proposed that the next meeting be held in **Inuvik on August 16, 2006**. The location will be sent out at a later date.