

## MINUTES OF MEETING



**Purpose of meeting** : **General SHARE Meeting - Review status of Initiatives and share proposed winter work activities**

**Location** : Ingamo Hall, Inuvik  
**Date** : October 19, 2006

**Chair of meeting** : Bill Anderson - Horizon North  
**Minutes taken by** : Dieter Busse/Jeff Oshust - Imperial Oil/Shell  
**Meeting attended by** : See attendance and contact list attached

The agenda was reviewed and three additional items (4, 13 and 15) were added. The agenda included:

1. Welcome, Introductions and Emergency Response - Bill Anderson
2. Safety Moment - Peter Krenz - Mullen Oilfield Services LP
3. Shell 2006/2007 Winter Program and HSE update - Maxine Trennert, Jeff Oshust
4. Petroleum Sub-committee update - Donna Sporell, Rory Voudrach
5. SHARE Strategic Framing Document Initiative - Bill Anderson, Jeff Griffiths, Kevin Shepard
6. Mullen Oilfield Services LP - Job Performance Management System - Peter Krenz
7. SHARE Drug and Alcohol Initiative - Terry Gordey, Ed Secondiac
8. Akita Equitak Operations HSE update - John Pahl
9. SHARE Arctic Awareness Initiative - Steve Andreschefski
10. ConocoPhillips Operations and HES update
11. SHARE Web Page Initiative update - Dieter Busse
12. Chevron Operations and HES update - Chris Lough
13. Orientation Initiative - Jeff Oshust
14. SHARE HSE Program Development and Implementation Initiative - Bill Anderson
15. Mackenzie Delta Spill Response Corporation update
16. Imperial 2006/2007 Winterwork and SHE update - Bruce Pohl
17. Closing

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### WELCOME & INTRODUCTIONS

The SHARE meeting began shortly after 9:00 AM. Bill Anderson, Chairperson, opened the meeting by having the people present introducing themselves to the group and welcomed everyone for being able attend the meeting. Special thanks of appreciation were conveyed to April Bourke of the IRC and Wayne Ross of Varitas for setting up the facilities and arranging the food and the social for the evening. Bill reminded everyone to sign in and indicated that a disk of all presentations will be made and distributed. Bill reviewed the agenda and gave a short presentation of the history of SHARE for those "new faces" in the crowd. The presentation included items such as the 2002-2005 initiatives, HSE statistics, 2006-2007 Initiatives, HSE and other challenges and upcoming SHARE events.

**NOTE: Bill Anderson also indicated to the participants that all presentations given today will be burned to a disk and available from SHARE. Please contact Bill if you are interested in a copy.**

### SAFETY MOMENT

## MINUTES OF MEETING

Peter Krenz of Mullen Oilfield Services LP shared a near miss incident where **no one was hurt** but there was equipment damage. The incident occurred when a crew was going to lift the "A" Legs on a rig and roll them over using cranes to do the lifting. Learnings from the incident included:

- The job was outside of the normal work scope and people were unfamiliar
- A proper JSA (Job Safety Analysis) was not completed
- The boom on the crane failed because it was overloaded
- Lifting procedures and calculations were not followed properly
- There seemed to be perceived pressure to get the job done right a way
- Having lifting procedures on site may have prevented the failure

**Following are summaries of each companies activities and the associated SHARE initiatives.**

### **SHELL 2006/2007 WINTER PROGRAM AND HSE UPDATE**

As reported by Anne Crossman of the PermaFrost Media - Maxine Trennert of Shell Canada reported it was going to be issuing requests for quotes in early November on a number of contracts for work at their Niglintgak site.

There will be work on an ice road plus maintenance, water and sewage, general labour, ground penetrating radar bathymetry and management for Camp Farewell. As well, there will geotechnical consulting support required, medical services, and the need for an Iron-Wolf Crusher to be used to dig a trial pit.

As the Shell representative said, "If you know of anyone up here who has an Iron-Wolf Crusher, let us know and we won't have to bring up from the south." It is described as a big bulldozer without the front blade but a wicked set of "teeth".

There is maintenance work to be done at Farewell replacing mooring piles. And there are a number of bore holes being drilled to test for permafrost depth and possible ice around where the HDD crossing is planned for the Kumak Channel.

The ice road costs will be shared with Chevron/BP/Paramount and the JOGMEC gas hydrates research project.

Timing will be very short with contracts awarded in mid-December. Local contractors were told to make sure their information was up to date on IRC's Business List.

Jeff Oshust further outlined the HSE qualifications process for Shell and what types of items are going to be looked at

### **PETROLEUM SUB-COMMITTEE UPDATE**

Donna Sporell gave a short outline of the Petroleum Sub-committee. This included items such as:

- The committee meets three times a year
- Training opportunities are required
- Employers are involved in apprenticeship training and more opportunities are being identified
- The committee is linked to the Aurora Collage
- Bill Anderson encouraged people to send ideas to him and he will pass them on

### **SHARE STRATEGIC FRAMING DOCUMENT INITIATIVE**

Kevin Shepard and Jeff Griffith gave an update on the initiative. Several key issues of the framing document were discussed. These included:

- Ensuring that services provided by SHARE are not duplicated by governments and regulators.
- SHARE's mission statement clarifies the "business" that SHARE is in and the services it provides
- Developing a formalized financial approvals model with accountability

## MINUTES OF MEETING

- Membership fees for supporting members, associate members and others were identified and clarified
- Feedback processes for getting input from stakeholder groups were discussed that included Communities and individuals, Regulators and Government, Training and Service providers, IRC involvement and Operators involvement
- Structure and control discussions of SHARE
- Meeting requirements for the executive committee and northern participation as defined in SHARES bylaws
- Not too much will change but there will be discipline around the organization and there will be a definite structure
- A discussion ensued as to whether a person from the local community should be on the SHARE board. It was suggested that there is ample opportunity to have input to the yearly initiatives
- Russell Newmark of Grubens was very supportive of the SHARE and would like to see more senior company officials take part in the meeting

### **MULLEN OILFIELD SERVICES LP - JOB PERFORMANCE MANAGEMENT SYSTEM**

Peter Krenz discussed Mullen's JPMS (Job Performance Management System) which allows electronic documentation such as site specific procedures and processes to be downloaded to a Personal Data Assistant or other electronic storage devices such as "Blackberries". The data can then be called up at the job site, modified if necessary, document the change and storing it for use.

The JPMS allows:

- Using electronic media rather than paper manuals that are bulky
- Manage site specific information and job performance
- Taking the critical operations information to the worker directly in the field for use and implementation. Peter indicated if they had this system in place they probably would not have experienced the boom failure incident discussed in the safety moment
- A window for all information to be assessed where it is needed
- Using a procedures and doing a JSA (Job Safety Analysis) on it directly in the field
- Identifying of management and worker responsibilities
- Auto notification in the field

Next steps include the developments of skills tracking, succession planning, job and task inventory, risk assessment techniques, procedural development, customer involvement and worker certification. Can be a subscription based program for all contractors.

### **SHARE DRUG AND ALCOHOL INITIATIVE**

Before updating the group on the A&D initiative, Terry Gordey shared his little incident where he missed his footing and slipped causing a sprained ankle (first aid) incident. It was an embracement to the "safety guy".

Terry reported that communities don't have a lot of A&D information and programs and that's why SHARE is sponsoring the initiative on A&D. Reports for the communities and other stakeholders are very positive.

Ed Secondiak, SHARE's A&D consultant, reported that the A&D initiative is well underway and that:

- 30+ companies have been helped with the development of their A&D policies
- 40+ employees have been trained including supervisors
- Drug education courses have been delivered to the communities, the elders are very supportive of testing
- Challenges include lack of field work activity and the lack of jobs

## MINUTES OF MEETING

- It was clear that future workers need to be educated about drugs and the work environment in the schools
- SHARE sponsors the development of A&D policies for contractors working in the delta. SHARE will help to develop there for the contractors so they meet the requirements of the owners

Ed Secondiak gave a quick overview of the seriousness of the drugs and the culture in the area. This included discussions on:

- Crack Cocaine and it's use and the ability to identify
- The dangers of Crystal Meth - 92% of all first time users get addicted
- The dangers of Mary Juana

Ed further explained the courses just in Inuvik on October 17 and 18 and the community A&D workshop planned for later on in the year to ensure people understand the different types of testing, what the expectations and challenges are and to work with the stakeholders for effective implementation of recommendations.

## AKITA EQUTAK OPERATIONS HSE UPDATE

John Pahl updated the participants by discussing the following the following topics:

- Company history and general overview
- Received industry safety award for the last 7 of 8 years
- Discussed potential safety issues in the north such as weather, transportation, common issues, new employees, physical strain, staying focused and return to work to name a few
- Discussed northern workforce challenges that included limited personnel pools, cultural differences and associated training, alcohol & drug issues, seasonal nature of the work as examples
- The overall message to the younger generation is to stay in school and don't get involved with drugs and alcohol
- The ASEP (Aboriginal Skills Employment Program) allows people to work "down south" during the summer months when activities in the north are limited

## SHARE ARCTIC AWARENESS INITIATIVE

Steve Andreschewski brought everyone up to speed on the initiative. Steve also shared some driving tip and strongly suggested that speeding does not pay off. He cautioned people not to use the 10% over the limit rule.

The Global Training Centre in Strathmore, an international training organization located in a town just east of Calgary, has been engaged to help work the imitative. Work is progressing on an internet based modularized training package that would take tow to three hours to complete. This may also be presented in class room form and a CD would be available for individuals that did not have access to the internet. Global could potentially track the training completed since they would issue the certificates.

The training modules will be competency based and include the following topic:

- Working in northern climates
- Proper Dress
- Weather related illnesses
- Nutrition
- Journey Management
- Driving skills and knowledge in a northern climate
- Survival equipment and techniques
- What-if scenarios

## MINUTES OF MEETING

Steve also indicated that the package could be available in the first quarter of 2007 barring any unforeseen issues.

### **CONOCOPHILLIPS OPERATIONS AND HES UPDATE**

Terry Gordey updated the group on the small winter work project that included some road building and lease preparation. It was estimated that work would be no more than one million dollars and short duration.

### **SHARE WEB PAGE INITIATIVE UPDATE**

Dieter Busse informed the group about the status of the SHARE web site and gave a little mock Power Point demonstration to show typical functionality. The update included the following:

- The web development contract has been awarded to an Inuvik company called Northern IT Solutions, the company has designed web sites before and they appear to be of excellent quality
- The contract includes development of the web site and monthly maintenance for three years at an approximate cost of eight thousand dollars
- The web name has been purchase and will be <http://www.SHARE-MGP.com>
- All types of SHE information will be available free of charge to whomever signs on in addition to full SHARE membership and governance information
- Once the design is accepted and signed off by SHARE, additional development and modifications will be at \$75/hour
- Current schedule is to have a prototype running at the end of November 2006

### **CHEVRON OPERATIONS AND HES UPDATE**

Steve updated the group on the Chevron winter work program, this included discussions about:

- Drilling two wells
- Working out of camp Farewell
- The contracting process
- Medical aids, restricted work and exposure hours

### **ORIENTATION INITIATIVE**

Jeff Oshust gave an overview of the orientation initiative and explained the minimum requirements:

- PST (Petroleum Safety Training) from ENFORM includes 9 standard modules and 4 optional ones
- This training, in combination with showing the SHARE "Northern Exposure" video would suffice as basic safety orientation
- Workers would still require site specific safety orientation
- A memorandum of understanding is in place with the AURORA college in Inuvik to supply this type of training and certification in the north

### **SHARE HSE PROGRAM DEVELOPMENT AND IMPLEMENTATION INITIATIVE**

Bill Anderson brought everyone up to speed on the Global Leadership Training that is potentially scheduled for November 21 to 23, 2006 in Inuvik. The class is set at 40 people so Bill urged everyone to sign up. A small \$100 registration fee will be charged but there will no cost for tuition, books and materials.

The program requires three days to present fully and includes the following modules:

1. UNDERSTANDING THE FUNAMENTALS OF SAFETY

## MINUTES OF MEETING

2. WORKFORCE MOTIVATION
3. CONTINUOUS IMPROVEMENT
4. CONTRACTOR SAFETY
5. MANAGING INTERFACES
6. LEADING INDICATORS
7. RISK MANAGEMENT
8. HUMAN FACTORS
9. PRE-JOB PLANNING
10. WORKFORCE COMPETENCE
11. SHORT SERVICE WORKERS
12. INCIDENT MANAGEMENT
13. INCIDENT INVESTIGATION AND SHARING
14. MANAGING SAFETY PERFORMANCE ISSUES
15. SAFETY MEETINGS
16. WORKSITE TOURS
17. OFF-THE-JOB SAFETY

### **MACKENZIE DELTA SPILL RESPONSE CORPORATION UPDATE - <http://www.deltaspillresponse.org/>**

Tim Taylor of the delta Spill Co-op gave a brief overview of the operation. This included discussion about the following items:

- Does not include any "off-shore" responsibilities
- Understanding of "sensitivities" with respect to spills is highly important
- Training guides are available and two spill response exercises are held, one in the summer and one in the winter
- There are 9 containers at the airport that contain summer and winter spill kits
- Focus the training on the proactive, up front issues in environmental spills

Additional questions about the specific training required to respond to a spill and the history behind it were asked and answered.

Note: It was suggested that the MDSRC web site be linked to the new SHARE web site once completed

### **IMPERIAL 2006/2007 WINTERWORK AND SHE UPDATE**

Bruce Pohl replacing Dieter Busse as Imperial's Safety Advisor to the Mackenzie Gas Project, gave an update of the proposed winter and summer work in addition to the safety incidents experienced (Two medical aids, one strained back while digging and one fall on the shoulder while walking). Bruce also shared a new tool that Imperial Oil developed that measures the effectiveness of the JSA (Job Safety Analysis) process.

Winter work for the ISR and GSA includes:

- Ground based geophysical program north of the tree line
- Investigation of the Inuvik Area Facility (Gas Conditioning Facility) site + access road
  - up to 24 Borehole / Test Pit excavations on the proposed Inuvik Area Facility location
  - up to 20 Borehole / Test Pit excavations along the proposed Inuvik Area Facility access road
- Accommodation for crews will be out of Inuvik

### **CLOSING**

Bill thanked everyone for coming and especially April Bourke from the IRC and Wayne Ross from Veritas for arranging the Ingamo Hall and the associated lunch and snacks during the meeting and for setting up of the reception in the evening at the Mackenzie Hotel.

MINUTES OF MEETING

**NEXT MEETING**

To be determined

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