

# MINUTES OF MEETING



**Purpose of meeting:** General SHARE Meeting - Review progress of initiatives  
**Location:** Horizon North's Calgary Office  
**Date/Time:** June 4, 2007 / 10am to 2pm

**Chair of meeting:** Bill Anderson - Horizon North  
**Minutes taken by:** Dieter Busse - Imperial Oil Resources  
**Meeting attended by:** Jeffrey Griffiths - Griffith Sheppard Consulting Group Inc.  
Kevin Sheppard - Griffith Sheppard Consulting Group Inc.  
Terry Gordey - ConocoPhillips  
John Pahl - AKITA Drilling  
Bruce Pohl - Imperial Oil Resources  
Steve Andreschefski - Chevron Canada

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

1. Welcome, Introductions and Emergency Response - Bill Anderson
2. Safety Moment – Dieter Busse – Imperial Oil Resources
3. Operations update – Bill Anderson - Round Table
4. 2006 / 2007 Winter Ops HSE Performance update – Bill Anderson
5. 2006 / 2007 SHARE Budget update – Bill Anderson
6. SHARE Initiative updates – Round Table
7. Inuvik Petroleum Show
8. Closing

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## **WELCOME and INTRODUCTIONS**

The SHARE meeting began shortly after 10:00 AM. Bill Anderson, Chairperson, opened the meeting by welcoming everyone present and for being able to attend the meeting. Bill reviewed the agenda and asked for input.

## **SHARE Membership Announcements**

Bill announced that both MGM and Horizon North Logistics have joined the SHARE group as "Sponsoring Members". As well, Bill announced that Anadarko has resigned from the SHARE group as a result of their divestiture of their Canadian assets. HNL will assume financial administration of SHARE

Membership

### **Supporting members – (\$25k contributors for 2007)**

Akita Equitak	Devon	Bp	EnCana	Chevron
Imperial	ConocoPhillips	Inuvialuit Regional Corporation (In kind Contribution)		
Horizon North Logistics	MGM	SHELL		

### **Associate members (lump sum contributor \$1k to \$3k)**

Arctic Oil & Gas	Dowland Contracting	E. Grubens Transport	Inuvialuit Oilfield Services
linnit Northern Enterprises	Kavik Axys Inc	Lake & Rivers Consulting	Mullen Trucking
Northern Transportation Company		Northwestel	Northwind Industries
Okeevik Energy Solutions	Polar Energy Service	Q Max Pokiak Solutions	
Veri-Illuq Geophysical			

## MINUTES OF MEETING

### **SAFETY MOMENT**

Dieter Busse of Imperial Oil shared an off the job near miss incident reported by one of Imperial's employees. No one was seriously hurt. The incident occurred when an Imperial employee was using an electric lawn trimmer on the weekend and a piece of debris (thought to be a piece of small branch) was picked up by the trimmer and thrown into his face just below where the goggles he was wearing protected his eyes. The force was enough to break the skin and draw blood.

Learning's from the incident included:

- Wearing the correct PPE (he was wearing goggles)
- Inspecting the work area for hazards before starting work
- Removing any hazards that may be present
- Using additional PPE (face shields) depending on how much debris is present and the strength of the machine used
- Doing a general clean up first if the area is too full of debris to do the job safely

### **OPERATIONS UPDATE**

A quick update of planned summer work activities was given by the sponsor companies present.

#### **ConocoPhillips**

Terry Gordey reported that the winter work program consisting of ice, snow and permafrost profiling / ground truthing on a potential modular access route from Tuktoyaktuk to their Parson's Lake anchor field was completed. There were no incidents on the project. Summer work has not yet been defined but it could consist of flora and fauna definition along the same route (to be determined)

#### **Imperial Oil**

Bruce Pohl indicated that Imperial Oil has an extensive summer work program defined for the NWT. A portion of that work will be done in the ISR and consists of Bathometric Surveys in the channels north of Inuvik, some non intrusive geotechnical work and some airborne geophysical surveys. Work is also progressing on planning of winter work in the area but that work has not been defined yet.

#### **Chevron**

Steve Andreschewski indicated that MGM will manage all of Chevrons projects in the north and have a three well drilling program planned this year. In addition, MGM is also considering a seismic program.

#### **Akita Drilling**

John Pahl indicated that Akita was involved in both the Jogmec and Bp/Chevron drilling operations this past winter. Both programs were completed without incidents.

#### **Northern Horizon**

Bill Anderson reported that MDIOS completed the ground truthing program for ConocoPhillips this past winter. A detailed HSE Assurance plan was completed for the client and program. No incidents.

### **2006 / 2007 WINTER OPS HSE PERFORMANCE UPDATE**

Bill Anderson reviewed the SHARE statistics to date. The TRIR has improved immensely from 6.16 in 2002 to 0.92 in 2007 to date. Bill indicated that further improvement is still required because people are still being injured. One lost time injury was reported on one of the drilling programs. Apparently it was the result of injuring a pre-existing injury. SHAREs goal is that "No One Gets Hurt". A short discussion on HSE statistics ensued.

## MINUTES OF MEETING

### **2006 / 2007 SHARE BUDGET UPDATE**

Bill Anderson reviewed the SHARE 2006 and beyond budget plan. The budget consisted of \$355K for 8 initiatives of which a total of \$117k has been spend to date. Horizon North will take over the financial administration duties for SHARE. This was handled previously by Chevron (since SHARE's inception to May 31<sup>st</sup> – many thanks to CVX)

Expenditure up-dates:

- Drug and Alcohol Program Development and Implementation (\$100K budget / \$31.5k spent)
- Common Safety Orientation Package (\$30K budget / \$0 spent)
- Strategic Plan Development for SHARE incorporation into a Society (\$25K budget / \$44.3k spent)
- SHARE Web Page (\$10K budget / \$6k spent)
- Arctic Awareness Training (\$60K budge / \$0 spent)
- Environmental Field Handbook (\$30K budget / \$0 spent)
- SHARE Advertising and Promotional Items (\$25K budget / \$6.3k spent)
- Basic Safety Program Development and Implementation (\$75K budget / \$31k spent)

### **SHARE 2006 / 2007 HSE INITIATIVES**

The following SHARE Initiatives were reported on:

#### **Basic Safety Program Development and Implementation**

- Continue working with local contractors in developing comprehensive Basic Safety Programs
  - Potential to re-activate having a Safety consultant work with local contractor base where required.
    - o Similar to what was done with Gord Ashmore and other HSE reps.
    - o Likely a need to meet one on one with the local contractor base to see where their programs are at and assist where required.
    - o Assist with developing programs for new contractors
- Safety Leadership Training completed Nov. 21, 22, 23
  - o Safety Essentials for Supervisors and Managers (A 3 day Global Training workshop that provided leaders with skill, knowledge and desire to lead their workforce in achieving an injury free workplace)
  - o Was very well received by the 44 registered participants.
  - o Attendance:
    - The contractor base that supported the SHARE program were given first priority to attend
    - Next priority was given to the local contactor and community members from the Inuvik region
    - And finally, the session was open to others – Norman Wells and Yellowknife attendance
  - o SHARE will consider sponsoring additional sessions this coming fall. This included:
    - Potential to bring up Larry Pearson, a safety leadership motivational speaker in the November 2007 time frame. Mr. Pearson held similar session in both Inuvik and Tuktoyaktuk 3 years ago. His sessions were very well received and there is interest in having him return.

# MINUTES OF MEETING

## Common Safety Orientation Package

The Safety orientation package requires definition in details and implementation status. To date no costs have been incurred but meetings with ENFORM have been conducted. Conclusions were that Basic Safety Awareness Training, known as IRP 16 (Industry Recognized Practice) or PST (Petroleum Safety Training) in addition to viewing the "Northern Exposure" video, was sufficient for basic safety training.

Logistics need to be defined so that contractors understand where this type of training is available in the north. At one point, the Aurora college in Inuvik had work stations set up for this purpose. Individual contractors could also obtain a license to conduct the course in-house.

There are three basic safety courses already available on computer work stations that are consistent with safety principles. Workers complete the courses at their own speed. They include competency tests and the system will not allow you to on until the individual modules are passed. These include

- PST (Petroleum Safety Training) - as discussed above
- CRTS (Construction Safety Training System) and
- PSTS (Pipeline Safety Training System)

Next steps are to re-activate the group and work on a logistics and implementation plan. Dieter will initiate a meeting with the sub-committee members to further this effort.

## SHARE Web Site

The SHARE Web Site is up and running [www.SHARE-NWT.com](http://www.SHARE-NWT.com).

Dieter Busse gave a short background presentation on the steps that lead to the completion of the SHARE web site design and implementation. Dieter then demonstrated the web site on the internet. The web site includes a home page with 15 different buttons with additional information behind each button. A picture of the web site is located below and the link is as follows: <http://www.share-nwt.com/>



## MINUTES OF MEETING

### **Arctic Awareness Training**

Steve Andreschefski and Terry Gordey explained the progress of the initiative. Although no invoices have been paid, commitments for expenditures have been made. The following is a summary of the initiative:

- Meeting have been held with Global Training to define the scope of the project
- Global identified that 8 modules would be required to cover the needs of the NWT
- Global has completed six modules, 5 of which have been received by the team for review
- Modules will be circulated to designated parties for review by e-mail or SHARE web site and input will be obtained and documented on an input sheet which will be sent back to the team for consideration
- Revisions will take place over Q2/Q3 2007 with target for completion and testing by the end of Q3 2007 and then available by web or CD
- The main focus of the modules are to address Journey Management and Job Planning. Steve and Terry will check with Global to determine if a work book is necessary for the course

### **Drug and Alcohol Program Development and Implementation**

Terry Gordy reported on the status of the A&D programs development and implementation. Terry's observations and comments included:

- There were low levels of interest in A&D programs and training more likely caused by the low activity levels in the area
- It is extremely important that everyone is on board with pre-access testing as this is an expectation of the operators when hiring their contractor base.
- The COAA (Construction Owners Association of Alberta) has developed the Canadian A&D Model. This model affects all construction sites and is aligned with ENFORM requirements. The model includes guidelines for Safety Sensitive classifications and work.
- Five petroleum organizations will adopt the model and CAPP has already signed off on it. Others are to follow.
- A plan to inform the community and create awareness still needs to be developed

### **Strategic Plan Development**

Bill Anderson introduced Kevin Sheppard and Jeffrey Griffith of Griffith Sheppard Consulting Group who are assisting SHARE in developing a Strategic Development Plan. Mr. Sheppard reported progress of the process which included lots of discussion. Highlights included the following:

- By-law process has been completed and the application to become a society has been sent in for approval approximately three weeks ago. Approval is expected shortly.
- The implementation and communication plan will be updated to show the change in some of the scheduled dates and posted on the SHARE web site
- Once the approval is received, this will be communicated to the main supporting members and directors will need to be identified and appointed. The same will be true for associate members.
- The initial general meeting after incorporation will need to be held in the north to up-date the contractor base on developments. This would include a review of the by-laws, membership opportunities and an opportunity to begin discussions on the HSE initiatives for 2008

## MINUTES OF MEETING

### **INUVIK PETROLEUM SHOW**

- SHARE will sponsor a booth at the petroleum show. Bill Anderson is coordinating the SHARE stand, location, staffing and handout material.
- A new SHARE brochure explaining the new SHARE societies role was discussed by the group, it was upgraded and will be available as a hand out.

### **CLOSING**

Bill thanked everyone for coming and looked forward to a successful SHARE society application approval.

### **NEXT MEETING**

To be determined – Likely August or September in Inuvik

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