

MINUTES OF MEETING



Purpose of meeting : **General SHARE Meeting – SHARE 2005 & Beyond discussion**
Location : Chevron Building, 500 - 5th Avenue, S.W., Calgary, 16th floor
Date : October 4, 2005

Meeting attended by : See attached attendance sheet
Chair of meeting : Bill Anderson
Minutes taken by : Dieter Busse

1. The meeting started at approximately 10:00 AM with an Emergency Response safety briefing by Steve Andreschewski and a Safety Moment presentation about Tire Safety. Additional information about tire safety can be obtained by accessing the Tire Safety web site at www.tiresafety.com.

2. The agenda was reviewed and one additional item was added. The agenda included:

- Welcome and Introductions
- Safety Moment - Tire Safety
- Past SHARE Initiatives and background
- 2005 SHARE Budget Review
- New Item - Heather Taylor from TCPL to discuss building a framing/roadmap document
- SHARE 2005 and Beyond Discussion session

3. Past SHARE Initiatives and Background (presentation attached)

Bill Anderson reviewed the past accomplishments of SHARE that included but is not limited to:

- HSE guide that was developed which sets minimum standards
- Implementing D&A programs which were non existent in some cases
- Implementing and promoting a Basic Safety Program which was non existent in some cases
- Promoting HSE field representation
- Developing the Northern Exposure Video
- Sponsoring a Contractor/Operator Symposium in Inuvik
- Taking part in the Inuvik Petroleum Show
- Promoting and sponsoring a Small Non-Pleasure Vessel Operator Proficiency course in Tuk and Inuvik
- Continuing with Advertising poster campaign

4. Statistics Review (within Bill's slide package attached)

Bill Anderson reviewed Industries HSE statistics for the Mackenzie Delta (2001 to 2002).

- Several learning's from medical aid incidents were shared by several operators. It was again stated that the injury rates in Canada are some of the highest in the world. More analysis will need to be done in this area to fully understand where the improvement opportunities are.
 - BP/Chevron had developed a cardiovascular risk assessment tool for people in the Calgary office and those working in the north. It seems that the people in the north were more at risk. The higher risks were due to smoking, fatty foods (cholesterol) and lack of exercise.
- Not having a stable work force training programs.
- Uncertainty with the MGP project is contributing to having a workforce that is less experienced
- There were huge learning's about days away from work and how that can and should be mitigated better. Simple optional treatment could prevent days lost.

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- Spills have increased:
 - Most are effluent spill
 - Real focus was on reporting ALL spills
 - Most spills were due to operator error and equipment failure
 - In a lot of cases, secondary containment was not available
- Four ice breakthroughs occurred this past year of which one was due to a storm surge. Ice management has improved over the years, however, the recent trend (4) is of concern.
- Reviewed 2005 SHARE Initiatives slide.

5. Interim Budget Review

- Bill Anderson reviewed the 2005 Interim budget (actual vs budget).
 - \$59,000 spent vs \$65,000 budgeted
 - Share will incur additional \$6,000 for advertising over the latter half of 2005
- The Federal Government has pledged 10 million dollars over the next 5 years for aboriginal training. A new group called Aboriginal Futures (Linda McDonald is CEO) has been established to manage the funds. The group was in agreement that Aboriginal Futures be encouraged to join SHARE.
- Northern CAPP has also expressed interest for involvement
 - Ian Doig is the representative
 - Procedures Environmental Monitors need to be developed for consistency and application
 - The Hunters and Trappers Associations also needs to be engaged
 - In general, there seems to be good indications that people are very positive about the activities SHARE is taking part in and conducting.

6. 2005/2006 Work Plan Initiatives

Item	Description	Lead	Team
1	Continue with the implementation of the D&A program through general awareness and training sessions.	Terry Gordey	Malcolm Roberts Craig Massey
2	Develop a common and consistent contractor/operator indoctrination/orientation program for HSE and other applicable policies	Gerry Oliver	Craig Massey Steve Andreschefski Wayne Ross Dieter Busse
3	Develop SHARE Framing document/road map	Bill Anderson	Heather Taylor Rob Hunt Steve Andreschefski
4	Develop common field HSE handbooks	Jeff Hurley	Jeff Oshust Bill Anderson Dave Johnson
5	Develop SHARE web page	Dieter Busse	Jeff Oshust
6	Engage stakeholders such as IRC, GSA, WCB, NEB etc in the process	Wayne Ross	Sandy Marken

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Item	Description	Lead	Team
7	Develop arctic survival package for travel in the arctic.	Steve Andreschefski	Terry Gordey Bill Anderson Jeff Hurley
8	Develop Sr. Management Leadership criteria.	Bill Anderson	Rob Hunt Wayne Ross
9	Environmental Initiatives including standardized protocols and procedures to include: <ul style="list-style-type: none"> ▪ Work with ILA and HTC's to develop detailed roles, responsibilities and procedures for Wildlife and Environmental Monitors. ▪ pro-active activities to prevent spills ▪ awareness sessions of what NOT to do ▪ holding of pre-job meetings to address issues ▪ Understand human error component and how to control 	Sandy Marken	Wayne Ross Carley Hansen
10	SHARE Advertising - continue with posters and consider additional advertising options (ie billboard in Inuvik)	Rob Hunt	N/A

In addition a discussion on future initiatives not tabulated took place and are documented below:

- Terry Gordey suggested that we potentially get other stakeholders to make presentations at the SHARE meetings on relevant topics by Regulatory Agencies, INAC, WCB and the RCMP for example.
- Rob Hunt indicated that we need to make it absolutely clear that if some of the contractors don't embrace safety, they will not be hired. It was felt that this may only involve about 6 contractors. Ron further indicated that a strong message needs to be sent, potentially conducting shop audits in low periods to test for hazard ID programs, incident reporting and self audits and in addition to check other critical business processes.
- Dieter Busse proposed considering the establishment of Contractor Safety councils for the area that would meet monthly to review incidents and share learnings. This would improve understanding of safety management systems and lead to continuous improvement.
- The expansion of SHARE further down the pipeline corridor was not fully investigated. This activity could be part of the action plan once the project is approved. The SHARE initiative "Develop SHARE Framing document/road map" could be possibly be used once completed.
- The health initiative with respect to identifying risk factors for cardiovascular and cholesterol problems was not fully discussed. The initiative was looked at as something SHARE could adopt and should be looked at in more detail in the future.
- Craig Massey expressed concern about how do we keep supervisors engaged and also to ensure they carry out their leadership rolls. These included:
 - Knowing how to tell if supervisor's staff is competent - having real measures
 - How to tell if people are fit for duty - A&D issues - sickness - health issues
 - Supporting pre-access A&D testing
 - How to handle these issues effectively

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- Leadership training needs to be promoted (Global Leadership Course, same as ExxonMobil)
- Knowing how to instill safety values in people and managers

7. **Develop SHARE Framing document/road map** - additional comments and discussions. Heather Taylor from TCPL working on MBA will do this for her thesis. Project specifications are as follows:

- Develop road map for 3 and 5 years into the future. Need to have clear direction on:
 - Vision and Mission
 - Principles and Values
 - Objectives and Tactics
 - Measures and Verification
- Final deliverable due on February 24, 2006 with draft to SHARE group in early January for review and sign-off by end of January 2006.
- Intent of the plan is for it to be an evergreen document and current SHARE initiatives will be rolled into it.
- Project would address links with other potential initiatives.
- Travel would be required north in order to get buy in by the northern SHARE membership - Heather to develop a travel budget (only cost to SHARE)
- Next steps include but are not limited to:
 - Review proposal with Bill Anderson and Steve Andreschfski
 - Develop time line for proposal
 - Determine how to obtain "Northern" content and involve First Nations
 - Determine type and locations of potential workshops for the end of November 2005
 - Workshop tentatively planned for November 22nd in Inuvik – full day to walk through SHARE Framing document

8. **Next SHARE Meeting – Inuvik**

- **November 21st Afternoon – General SHARE meeting – Introduce 2005 / 2006 Initiative**
- **November 22nd Full Day – Work on SHARE Framing Document (All SHARE membership)**
 - **Social to follow in the evening**
- **IRC to book a hall for the meetings and social**
 - **Bill Anderson will contact April Bourke to coordinate**

9. **NEXT ACTION**

- **Initiative sponsors to complete / up-date the SHARE 2005 budget that includes scope of the initiative and expected expenses (by October 31st)**
- **SHARE 2005 Budget will be forwarded for approval to SHARE membership**

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SHARE Meeting - October 4, 2005 - Attendee list

Name	Company	Position	Phone	Cell	e-mail
Bill Anderson	Bp	HSE Manager	403-234-5378	403-860-0913	anderswh@bp.com
Dieter Busse	Imperial Oil	Safety Advisor	403-237-2883	403-880-5331	Dieter.busse@exxonmobil.com
Terry Gordey	ConocoPhillips	Safety Advisor	403-233-3610	403-618-0249	Terry.e.gordey@conocophillips.com
Stephen Andreschefski	Chevron	Safety Specialist	403-234-5318	403-852-7565	SAndreschefski@chevron.com
Craig Massey	Veritas DGC Land	OH&S Manager	403-257-6753	403-660-9948	Craig_massey@veritasdgc.com
Rob Jefferies	Anadarko	Mgr. Land Fronties	403-231-0195	403-934-0359	rob_jefferies@anadarko.com
Rob Hunt	Akita Equitak Drilling	Senior Vice President	403-292-7938	403-850-2055	rob.hunt@akita-drilling.com
Wayne Ross	Veritas DGC Land - ENCANA	Regional Manager	867-777-3493	403-815-7436	wayne_ross@veritasdgc.com
Jeff Hurley	ENCANA	Team Lead	403-645-2192	403-613-6412	Jeff.Hurley@encana.com
Sandy Marken	ENCANA	EHS Advisor	403-645-3956	403-389-2667	Sandra.marken@encana.com
Gerry Oliver	Chevron	Safety Specialist	403-234-5406		GerryOliver@chevron.com
Bill George	Akita Equitak Drilling	HSE Manager	780-955-6700	780-975-6369	Bill.george@akita-drilling.com
Jeff Oshust	Shell	HSE Advisor	403-691-3949	403-651-1151	Jeff.Oshust@shell.com
Dave Johnston	Intergroup	Safety Specialist	403-253-9138	403-554-3463	Djohnston@igroupsafety.com
Carley Hansen	Chevorn	Community Advisor	403-234-5311	403-990-0605	Cjhansen@chevron.com
Heather Taylor	TCPL	Public Sector Relations	403-920-2966	403-660-9310	Heather_taylor@transcanada.com

People unable to attend

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