

MINUTES OF MEETING



Purpose of meeting: General SHARE Meeting – Elect Directors for Associate Members

Location: Inuvik – Permafrost Room – Mackenzie Hotel

Date/Time: October 25, 2007 / 9:00 AM to 4:30 PM

Chair of meeting: Bill Anderson - Horizon North

Minutes taken by: Dieter Busse - Imperial Oil Resources

Meeting attended by: See attached attendee list

Bill Anderson, acting chairman of SHARE, reviewed and no additional items were added. The agenda included:

1. Welcome, Introductions and Emergency Response
2. SHARE Safety Moment – Shell – Kullak Fatality
3. SHARE “Making a Difference” in the delta
4. SHARE 2008
 - SHARE’s Vision, Mission, and Values
 - Associate Members elect 2 members to the Board
5. WCB “Go Safe” Presentation
6. SHARE by-laws and the new Board of Directors
7. SHARE Organizational Meeting
8. Closing

Welcome, Introductions and Emergency Response – Bill Anderson

The SHARE meeting was opened by Bill Anderson at 9:30 AM welcoming everyone present and for being able to attend the meeting. Bill reviewed the agenda and asked for input. Bill asked all the participants to introduce themselves by giving their name, company and position.

Bill Anderson introduced Nellie Cournoyea who gave a general welcome to the group by focusing on:

- general safety requirements and their importance in the north
- safety requirements become extremely importance because of the harsh conditions we work in
- SHARE is an opportunity for small contractors to become engaged in HSE programs and become prepared
- ensuring that everyone understands the importance of A&D policies and safety programs

SHARE Safety Moment – Shell – Kullak Fatality – Jim Guthrie

Shell shared with the group the unfortunate fatal incident where they were in the process of refurbishing the Kulluk drilling ship that had been out of service for 13 years. The incident occurred when the mud pumps were being tested and were pumping against a closed valve. This resulted in the rupture of the piping system at high pressure striking a worker in the back and instantly killing him. The failure was attributed to mismatched hammer unions on the two inch piping system under pressure. Half a 602 hammer union, rated at 6,000 psi was connected to a 1502 hammer union, rated at 15,000 psi. An audit had been completed previously and had missed this particular 602 fitting. It was also brought to the groups attention that in some cases, years of painting made it difficult to tell what ratings the fittings were with out actually scraping the paint off.

John Devereaux mentioned that as follow-up to the incident, daily searches for 602 and 1502 fittings are conducted. When one is discovered, it is logged and corrective action taken to replace them with appropriate ones. It was also stated that by using all 1502 fitting on all 2” pipe, a secondary hazard may be created because not all 2” pipe is rated for 15,000 psi.

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John indicated that during their daily conference calls, the emphasis and focus on safety has increased. Every participant in the meeting needs to be able to answer the question “What are you doing for HSE today”.

Bill Anderson thanked Shell for sharing the incident with the group present.

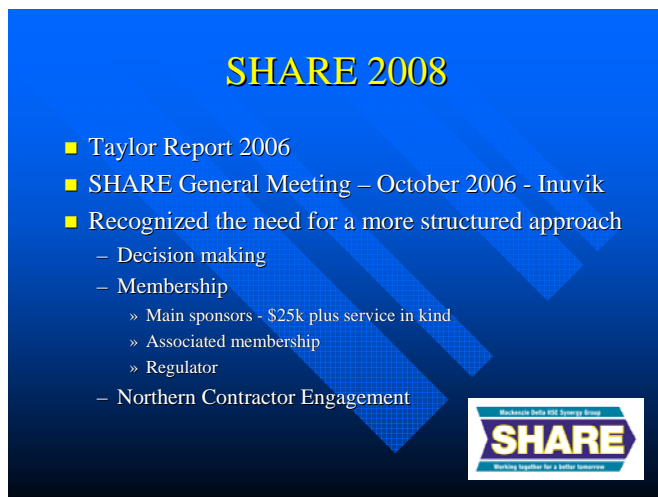
SHARE “Making a Difference” in the delta – Bill Anderson

Bill Anderson reviewed the SHARE “Making a difference in the Delta” presentation by reviewing the:

- history of SHARE
- accomplishments to date and the work still left to do
- HSE statistics from 2002 to 2006
- Challenges such as lack of activity, competency assurance and producer expectations.
 - Several company representatives gave examples of HSE expectations and how they are used during the contract bid process. These companies included, Imperial Oil – Dieter Busse, MGM – Gary Bunio, ConocoPhillips – Terry Gordey and Shell – Jeff Oshust
 - John evereaux also indicated that “attitude” and “choice” are extremely important when setting you own performance standards.
 - Terry Gordey indicated that most of his investigations indicated It’s the routine tasks that seem to get us into trouble the most.
- Up-coming SHARE events
 - Week of November 12, 2007 – Leadership training sessions with Larry Peterson – Nov 12 & 13 in Tuk and Nov 14 & 15 in Inuvik – contact April Bourke abourke@irc.inuvialuit.com for registration. Bill Anderson also indicated there will be a \$100 fee per participant but that’s considered very reasonable since SHARE will be sponsoring the event at a cost approximately \$25,000.
 - March / April 2008 – D&A Workshop to foster a D&A free workplace - This one day workshop, hosted by SHARE, is intended to bring the senior leadership from the communities, contractors, operators and regulators together to discuss expectations and challenges of ensuring a drug and alcohol free workplace in the Mackenzie Delta region


SHARE 2008 – Bill Anderson

Bill Anderson reviewed the following SHARE 2008 presentation slides



SHARE 2008

- Taylor Report 2006
- SHARE General Meeting – October 2006 - Inuvik
- Recognized the need for a more structured approach
 - Decision making
 - Membership
 - » Main sponsors - \$25k plus service in kind
 - » Associated membership
 - » Regulator
 - Northern Contractor Engagement



The New FORMAL SHARE

- Incorporated under the SOCIETIES ACT of the Northwest Territories in June 2007
- Operates under the guidance of Bylaws (copies are available)
- Want to have a strong northern focus
- Governed by a Board of Directors.....including Directors representing Associate Members.
- Directors determine which programs to support
- Membership drive



ANNUAL GENERAL MEETING

- Registration of Membership complete
 - Sponsoring and Associated Membership
- Associated Membership select 2 Directors including Vice Chair
- Appointment of Board of Director positions
- Begin planning / developing 2008 Initiatives



2008 SHARE Programs

- Programs must align with and support SHARE's Vision and Mission Statements
- Programs to be finalized by the SHARE Board



HSE Guiding Principles

The following rules will be strictly enforced to ensure the safety of people:

1. Work will not be conducted without a pre-job risk assessment and safety discussion appropriate for the level of risk
2. All persons will be trained and competent in the work they conduct
3. Personal Protective Equipment will be worn as per risk assessment and minimal site requirements
4. Emergency Response Plans, developed from a review of potential emergency scenarios, will be in place before the commencement of work.



SHARE's Vision

'Health, Safety and Environmental Excellence in the Mackenzie Delta'



SHARE's Mission

To encourage the alignment of Mackenzie oil and gas operations for best in class HSE performance through:

1. Communicating HSE expectations and deliverables
2. Assistance in HSE program development and implementation
3. Developing and promoting HSE core competencies
4. Promotion of best practices
5. Coaching and mentoring



SHARE's Values and Beliefs

What we believe		How we work
Safety- we believe everyone is entitled to a safe working environment	S	Synergy – developing cooperative relationships as the best way to achieve our goals
Health- we believe that worker health and wellness contribute positively to overall quality of life	H	Honesty- we are open and honest with each other and integrity in all we do
And.....an incident and injury-free workplace is achievable; ... we are all responsible for achieving zero incidents	A	Accountability- we are individually and collectively responsible for achieving our objectives
Respect- is the fundamentals underlying our relationship with each other, and industry	R	Respect- we are culturally aware and respect alternative points of view
Environment – we shall be good stewards of the Earth	E	Excellence- we strive for excellence in all we do

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Business Case

SHARE provides benefits to **Communities & Individuals** by.....

- Creating awareness of what industry is doing to improve HSE performance
- Providing people with knowledge and skills
- Creating awareness on expectations related to HSE
- Preparing young people for future employment
- Encouraging healthier communities
- Improving quality of life
- Raising general awareness of responsible safe behaviors

Business Case

SHARE provides benefits to **Regulators and Government (IRC, GNWT, NEB, INAC)** by.....

Providing regulators and governments with:

- a platform to promote regulator and government initiatives
- an opportunity to open a dialogue with other stakeholders
- an opportunity to become aware of industry issues and concerns



Business Case

SHARE provides benefits to **Training Providers** by.....

- Providing training providers with guidance to operator, contractor, and service provider requirements
- Influencing participation in training initiatives....brings people to the classroom
- Providing access to best practice information
- Understanding what training resources are available through the training providers



Business Case



SHARE provides benefits to **Service Providers** by.....

- Encouraging a safer work force
- Encouraging improved safety performance
- Providing opportunities for service providers to become 'best in class'
- Providing access to best practice information and resources
- Providing service providers with an opportunity to open a dialogue with other stakeholders
- Helping service providers meet operator, community, and other stakeholder expectations

Business Case

SHARE provides benefits to **Operators** by..

- Providing operators with opportunities to communicate expectations to all stakeholders
- Providing operators with opportunities to influence all stakeholders
- Enhancing operator reputation in the communities
- Ensuring that service provider levels of preparation for increased activity is more consistent
- Encouraging and affirming safer operations....which improve quality and productivity, and reduce costs
- Encouraging 'best in class' operations



- The presentation was well received by the group and there were some points of discussion and clarifications.
- A small break was called from 10:45 AM to 11:00 AM
- Once the meeting had reconvened, Wayne Ross indicated that that Bruce (last name missing) had passed on due to (what was the illness) and wanted to acknowledge his accomplishments towards the SHARE group. Bill Anderson requested that the members present observe a minute of silence and remember Bruce.

SHARE by-laws and the new Board of Directors

Kevin Sheppard of Griffiths Sheppard Consulting Group Inc. reviewed:

- The roles of the SHARE Board Members, Supporting Members and Associate Members
- The 2008 Supporting Member Appointments to the SHARE Board

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After the review, Kevin conducted the Election of Associate Member Representatives to the SHARE Board according to the process outlined in the SHARE Bylaws

The results of the election were as follows:

- Wayne Ross – Veri-Illug Geo – Associate Director 1
- Glenna Hansen – Nabors Canada – Associate Director 2

After the introduction of the Associate Members to the SHARE Board, the SHARE Board left to conduct a board meeting to elect a Chairman, Vice-Chairman, Secretary and Treasurer in addition to electing the SHARE Executive Committee as out lined in the Bylaws of the SHARE Association.

The SHARE Board, with the addition of the Associate Member representatives are as follows:

SHARE Board of Directors			
Supporting Member	Representative	Supporting Member	Representative
Akita Drilling	John Pahl	British Petroleum	Andrew McLellan
Chevron	Doug Connon	ConocoPhillips	Terry Gordey
Horizon North Logistics Inc.	Bill Anderson	Imperial Oil	Larry D. Harms
MGM	Don Casey	Shell	Heather Taylor
Associate Director 1	Wayne Ross	Associate Director 2	Glenna Hansen

SHARE Organizational Meeting

The SHARE BOD (Board of Directors) convened at the Horizon North Logistics Inc. Inuvik offices and conducted their first BOD meeting. The process followed and the results of the meeting are documented in the minutes of the “First SHARE Board of Directors meeting”. The election results of the meeting were as follows:

SHARE Board of Directors			
Supporting Member	Representative	Position	Executive Committee
Akita Drilling	John Pahl	Treasurer	Executive Committee
British Petroleum	Andrew McLellan	Director at large	
Chevron	Doug Connon	Director at large	
ConocoPhillips	Terry Gordey	Director at large	Executive Committee
Horizon North Logistics Inc.	Bill Anderson	Chairman	Executive Committee
Imperial Oil	Larry D. Harms	Director at large	
MGM	Don Casey	Director at large	
Shell	Heather Taylor	Secretary	
Associate Director 1	Wayne Ross	Vice-Chairman	Executive Committee
Associate Director 2	Glenna Hansen	Director at large	Executive Committee

The meeting reconvened at 1:50 PM and Bill Anderson, SHARE Chairman, introduced the new SHARE BOD to the rest of the group.

Bill also indicated that the new SHARE BOD will meet in Calgary on December 4, 2007 from 10:00 AM to 1:00 PM to discuss the results of the 2008 SHARE Program Proposal results and other SHARE business.

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New Business

Kevin Sheppard facilitated a process to discuss and vote on the following SHARE 2008 Program Proposals. Information on the 2008 Program Proposal slides is not repeated only the discussion notes are listed These proposals included:

Proposal 1 – Drug and Alcohol Program Development and Implementation

- Terry Gordey and Glenna Hansen suggested SHARE consider getting into schools to let student know what the various companies require so that they can prepare themselves effectively
- Elders of the community support testing for A&D at all levels
- Jim Guthrie questioned how we would handle foreign vessels
- Wayne Ross discussed several testing requirement examples

Proposal 2 – Basic Safety Program Development

- A short history of this initiative was given
- Terry Gordey indicated that a continuous improvement plan is required to upgrade the SHARE Guidelines now in place and that future workshops will be required

Proposal 3 – Arctic Survival Training Module

- Terry Gordey spoke to the module focusing on journey management rather than survival. This would include items like fuel requirements, equipment readiness and used, communication protocols and day to day activities to consider
- Currently there are eight DRAFT components which were developed by GLOBAL Training (located in Strathmore Alberta). GLOBAL also has the capability to create on-line courses and CDs
- The DRAFT (90 % completed) module requires review by the SHARE sponsor group and pending review and upgrade, a final product will be published
- It was also suggested that “cold water” training should be included

Proposal 4 – Orientation Package

- Jeff Oshust reported that the IRP16 (Industry Recognized Practice) is the standard that is generally accepted by industry. Jeff indicated he will follow-up with ENFORM to determine implementation requirements in the north
- PST (Petroleum Safety Training), CSTS (Construction Safety Training System) and PSTS (Pipeline Safety Training System) meet these standards
- SCHLUMBERGER representatives indicated they uses PST in the NWT and that they would also consider ‘lending’ their instructors to help with safety training
- The Rory Voudrach, Aurora College representative, indicated that they would be very willing to work with the sub-committees to facilitate implementation in the north

Proposal 5 – Environmental Field Handbook

- ConocoPhillips has accepted the challenge to progress this initiative
- Jim Guthrie enquired why no SHARE HSE handbook as been developed. The general consensus was that it was considered but all the sponsors had their own copies but none really addressed the environmental aspect effectively
- Training resources are hard to find/keep, industry may consider setting up a training pool

Proposal 6 – Travel for Training – Taking training to settlements and camps ... or bringing people in to Inuvik

- Lots of discussion on this point
- Finding instructors in sometime a big challenge

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- SHARE group should potentially sponsor a “Train the Trainer” session so that skills are maintained in the north

Proposal 7 – HSE Program Development Assistance

- It was suggested by the group that this proposal was similar to #2
- Proposal 2 and 7 should be combined and called “Basic Safety Program Development and Implementation”. The group supported this suggestion.

Proposal 8 – HSE Program Audit and Review

- The COR (Certificate of Recognition) has an audit program, maybe this can be adopted to see if it is fit for purpose

Proposal 9 – Green Hand Program Support

- Seems that these type of programs already exist, all that needs to be done is adopted them
- This is a requirement of the supporting members to have these type of programs available. Some members call this a “Short Service Worker Program”
- It was suggested that this proposal be eliminated from the voting

Proposal 10 – Leadership Workshops

- Leadership Workshop Sessions have already been set as indicated in the minutes under “Up-coming SHARE Events

Proposal 11 – Support for First Aid and related Safety Training

- This proposal was changed to “**Building Local Capacity for HSE Related Training**”
- First Aid and WHMIS are already available from the Aurora College
- Train local people to train as instructors and receive certification
- Check for the availability of grants and “in kind” services from government organizations

Proposal 12 – Wildlife Monitor Standard Development

- This proposal was changed to “**Developing Employment Standards for Wildlife Monitors**”
- Need to understand standard expectations and minimum requirements
- Suggestions to consult with local HTC (Hunters and Trappers Committee)

Proposal 13 – New – Risk Reduction

- Potentially develop workshops on hazard recognition and how to effectively eliminate or manage them
- Jeff Oshust from Shell suggested that Shell would be willing to share their process which addresses 8 energy sources
- Develop audit teams that would go out and assess other businesses and share best practices

Proposal 14 – New – Recognition Program

- No discussion noted

Proposal 15 – New – Injury Case or Claims Management

- How to properly manage all types of injuries so that they don't progress into lost time cases
- Having alternate work available in your organization
- Taking control of injury cases, several examples of incidents where discussed where small injuries led to a lost time incident because people were not aware of existing programs
- “Target 0” program adoption

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Kevin Sheppard conducted a voting process in preparation for the December 4, 2007 BOD meeting. At this meeting, the results of the voting for these proposals will be discussed and a decision made of which of the proposals will be worked on in 2008.

Closing

Bill Anderson closed the meeting by thanking all people that attended and reminded everyone that there will be a social evening starting a 7:00 PM in this same meeting room. Everyone is welcome to attend.

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