| Safety Meeting Minutes |
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| Location: Hardisty Board room |  |
| Date: April 6, 2021 |  |
| Time: 1830hrs |  |

Attended by:

In Hardisty: Hobie Campbell, Justine ness, Glenda Lien, Bev Cameron, Rhonda Vandal, Charlene Ermel, Randy Grove, Theresa Campbell

Online: Diane Grove, Peter Weyenberg, Hilary Stewart, Sam Drager, Ernie Dewald, Tracy Kuchowski, Heather Roblee, Jody Jewell, Lynden Dempsey, Ian bird, Shonda Rossman

**Hobie Campbell**

* Sam Drager is our featured employee this month.
  + Core Value. The March core value was Teamwork and we reviewed some examples of employees displaying this quality. This month Core value is Excellence. How we can offer our best service is what keeps us a level above the competition.
* Jared Reist, Mountain View Benefits. Presented on the new benefit plan. Please submit your forms to Bev.
* Safety Bulletin. Pipe drop. I will send out the bulletin on this to everyone’s email
* HSE committee can be combined with our Safety meetings
* AED demo provided by Hilary for Boom. Well received and Boom offered accolades on that.
* Initial Incident information form. A form for an employee to gather the information that will help when the investigation process is required. This will be added to the form section on the website.

**Randy Grove**

* Task sheets and using the 20/20/20 rule. This is something that we want all employees to do. There have been a couple incidents where the client has failed to let our workers know of other contractors working adjacently.

**Jody Jewell**

* We should do a roll call of attendees
* Please do not front load work times into Hydra

**Justine Ness**

* Core Value of Leadership

Leadership: To influence, inspire and help others become their best selves, building their skills, and achieving goals along the way.

“Leadership is influence, nothing more, nothing less.” So, if leadership is to influence, you might be asking yourself, **“How do I influence others?”**

Think about someone who **positively** influenced your life. What behavior or words were so impactful to you that you were influenced to become a better person?

What about someone who **negatively** influenced your life? What behavior or words were so impactful you?

The point is that influence works two ways: positively or negatively.

What matters most when it comes to influence is having a **positive** attitude. It really is that simple. Your attitude is contagious, and a positive attitude can shift the energy of an entire room or organization.

Think about the last time someone with a negative attitude walked into the room—you most likely “felt” that negative attitude without even speaking to that person. That is why I emphasis the impact of a positive attitude for leaders, not only in your professional career but home life too.

Once you have shifted your attitude, you can get to the business of being a great leader. Being a great leader is all about having a genuine willingness and a true commitment to lead others to achieve a common vision and goals through positive influence. No leader can ever achieve anything great or long- lasting all alone.

You will always hear me say “For every negative there is a positive what is the positive and what did we learn?”

* Remember to speak to and giving information to the proper departments.
* Congrats to Ernie for getting his Lakeland collage Fire Ext. Cert we are proud and excited for him. Great example of expanding and growing within our organization. Speak to Beverly and operations of where you could expand. We need First Aid instructors. Someone else could go get their fire extinguisher training to assist Ernie as well.
* Identifying a Mentor for each job and their responsibilities. The Mentor can be responsible for having all paperwork filed out and for inspection of returned equipment. This roll can rotate so that each senior employee will take their turn at it. This is a good way to display and promote leadership.

**Worker Observation Card Review**

* Randy grove was recognized for team\work by helping out at the front when Julie was swamped with testing.
* Justine was recognized for starting at 0330hrs to get her work done so that she could help Julie get caught up with the large volume of testing that has been occurring.
* Kim Remple noted that Charlene was on site with a BAT. It wasn’t needed but Charlene jumped in with the crew and helped them with a bolt up.
* Cleaning C5 tank, Recon recognized atmosphere hazard and donned full-face respirator.
* End of day clean up. Recon crew helped put SFM put things away and housekeeping.

**Open Forum for all Employee questions or Concerns**

**Glenda Lien:** pointed out that TC Energy may not have a protocol forwhat to do if lightning is close by at the end of a shift when the metal gate needs to be closed.

**Meeting adjourned:** 1930hrs

**Next Meeting:** May 4, 2021