

	<i>Health, Safety & Environmental</i> Manager and Employee Responsibilities			Page 1 of 3
	Approved By J. Johnson	Issue Date 09/01/2019	Revision Date	Revision Number 0

1 Purpose.

To define the expectations and responsibilities of all personnel of Silver Eagle Distributors Houston, LLC (Silver Eagle Houston) regarding compliance to Silver Eagle Houston's Health, Safety and Environment (HSE) policy, requirements and objectives.

2 Executive Management Responsibilities

Executive Management sets the tone and overall direction of Silver Eagle Houston's HSE Program. Their endorsement and support of the HSE Policy, Standards and Procedures is critical to Silver Eagle Houston's success.

Executive Management will:

- Endorse and support the HSE Policy,
- Ensure adequate resources are available to satisfy HSE requirements and to meet HSE goals,
- At least annually, review HSE performance data and the HSE Program and support any needed changes, and
- Participate in HSE goal-setting to drive continuous improvement.

3 Manager Responsibilities

Managers and supervisors are key to the success of Silver Eagle Houston's HSE efforts. Their leadership, accountability and actions ensure a positive effect on incident reduction and operational efficiency and serve to influence employee behaviors.


Managers will be held accountable for:

- Orienting new employees and reinforcing our:
 - HSE Policy and written standards and procedures,
 - Incident reporting procedures, and
 - Reporting procedures for unsafe behaviors or conditions.
- Providing HSE training and education. This includes instructing each employee to recognize and avoid unsafe conditions, to understand the regulations applicable to his/her work environment, and the means to control or eliminate hazards or potential exposures to illness, injury or environmental impact.
- Maintaining a safe working environment by recognizing and controlling unsafe work conditions, practices and procedures.

4 Supervisor Responsibilities

Supervisors are expected to:

- Observe personnel and correct any unsafe work practices.
- Conduct themselves as professionals always and understand that leading by example is critical to achieving safe and productive operations.
- Conduct scheduled and unscheduled HSE inspections as required, and report and correct any unsafe condition as soon as possible.

	<i>Health, Safety & Environmental</i> Manager and Employee Responsibilities			Page 2 of 3
	Approved By J. Johnson	Issue Date 09/01/2019	Revision Date	Revision Number 0

- Provide proper and safe tools/equipment, to include personal protective equipment as necessary, and ensure that all safeguards are in place and fully functional.
- Report all incidents, no matter how minor, in accordance with the Incident Management Standard.
- Participate in incident investigations to determine the root cause.
- With the support of the HSE and Human Resources Departments, ensure that injured/involved parties complete a post-incident screen within the timeframe outlined in the Substance Abuse and Testing Standard and supporting procedure.

5 Corporate/Branch Safety Review Panel Responsibilities

The Corporate Safety Review Panel will:

- Establish driver and vehicle safety requirements.
- Compile and analyze trends to identify areas for improvement in driver and vehicle safety.
- Review Motor Vehicle Records (MVRs) to determine driver qualification based upon risk ranking system.
- Review driver performance after significant crash/collision incidents, non-compliance events, other unexplained vehicle damage, customer or other complaints, undesired performance or behavior trends, or similar infractions to determine disciplinary or remedial actions needed.

Branch Safety Review Panels will:

- Review overall branch driver and vehicle performance trends.
- Review individual driver performance after crash/collision incidents, non-compliance events, other unexplained vehicle damage, customer or other complaints, undesired performance or behavior trends, or similar infractions to determine disciplinary or remedial actions needed.

6 Employee Responsibilities

Each employee is responsible for his/her own safety and the safety of their fellow employees. It is only by each employee becoming familiar with the hazards of their job, and doing what is necessary to ensure their safety, that the company can achieve safe and environmentally sound operations. Silver Eagle Houston expects each employee, regardless of their position within the organization, to cooperate in every respect with the company's HSE program. Therefore, we require each employee to:

- Understand and practice safety rules applying to the employee's job, so he/she does not endanger himself/herself, fellow employees or customers.
- Immediately report to a supervisor or manager all:
 - work-related incidents involving injuries, illnesses, vehicle incidents, property damage, theft, environmental impacts or near-misses, no matter how minor,
 - unsafe conditions, or
 - unsafe equipment.

