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1 Purpose

Effective communication is key to the success of Silver Eagle Houston, LLC's (Silver Eagle Houston's) HSE management efforts. This standard outlines the methods that Silver Eagle Houston will use to communicate HSE information and promote HSE efforts to its employees and stakeholders.

2 Roles and Responsibilities

2.1 Silver Eagle Houston Employees

- Attend scheduled and informal pre-shift HSE/safety meetings, and
- Actively support branch safety committees and HSE initiatives.

2.2 Managers and Supervisors

- Ensure employees receive and understand formal HSE communications issued by Silver Eagle Houston,
- Promote attendance and engagement in scheduled and informal HSE/safety meetings,
- Actively support branch safety committees, including encouraging participation by representative employees.

2.3 HSE Department


- Issue alerts, bulletins and other formal HSE communications throughout Silver Eagle Houston operations as needed,
- Lead or facilitate formal HSE/safety meetings,
- Assist in the establishment of and participate in branch safety committees, and
- Analyze and communicate HSE performance to management and others.

3 Communications

3.1 Branch HSE/Safety Meetings

Every Silver Eagle Houston branch will conduct regular HSE/safety meetings for its employees. The purpose of these meetings is to review and update HSE-related information. HSE-related topics may include:

- Information on HSE standards and procedures,
- Recent incidents,
- Incident prevention,
- Safety alerts or bulletins,
- Regulatory compliance topics,
- Environmental issues,
- Market HSE matters,
- Internal HSE initiatives,

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- HSE audit findings,
- Corrective action activities, and
- Safe work practices.

Departments are also encouraged to utilize informal pre-shift meetings to discuss relevant HSE topics.

3.2 HSE Committees

Each branch will establish a safety committee to focus on HSE matters specific to that branch or that may affect that branch. Safety committee meetings will be scheduled to occur at least quarterly.

3.2.1 Committee Membership

The committee should include the following employees:

- Local HSE Representative,
- Management representative,
- Selection of employees representing the various departments at the branch, and
- Other personnel as directed by branch management.


To encourage broad participation and input, department employee representatives should be rotated on a regular basis. Selected department employee representatives should:

- Be willing to serve voluntarily;
- Have a good work record;
- Have a high motivation level;
- Have a good safety record and
- Have positive traits, including:
 - respectability,
 - positive attitude,
 - persuasiveness, and
 - dedication.

3.2.2 Safety Committee Functions

Safety committee meetings will focus on HSE-related matters affecting the branch, such as:

- Unsafe conditions and unsafe acts,
- Information programs or initiatives related to HSE,
- Incident reports and statistical performance data from the HSE Department,
- Suggestions and complaints from employees regarding health and safety,
- Ideas and suggestions for the improvement of branch safety performance;

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- Committee membership and meeting schedule, and
- Promotion of HSE awareness within the branch.

3.3 Safety Review Panels

Safety Review Panels at the corporate and branch levels will perform oversight of Silver Eagle Houston’s driver and vehicle safety performance.

3.3.1 Corporate Safety Review Panel

- 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 driving events, customer or other complaints, undesired driving performance or behavior trends to determine remedial or disciplinary actions needed.
- Membership consists of corporate representatives from:
 - HSE
 - Fleet
 - Sales
 - HR, and
 - Legal

3.3.2 Branch Safety Review Panel

- Review overall branch driver and vehicle performance trends.
- Review individual driver performance after crash/collision incidents, non-compliance driving events, other unexplained vehicle damage, customer or other complaints, undesired driving performance or behavior trends to determine remedial or disciplinary actions needed.
- Membership consists of branch representatives from:
 - HSE
 - Fleet
 - Sales, and
 - HR

3.3.3 Safety Review Panel meeting inputs may include:

- LYTX reports,
- Incident details,

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- Investigation findings,
- Motor Vehicle Records (MVRs),
- Driver risk rankings,
- Individual employee, branch or overall corporate vehicle incident trends,
- Individual work histories, and
- Overall fleet performance trends.

3.4 Alerts, Bulletins and Postings

3.4.1 Alerts and Bulletins

As necessary to communicate changes to processes or procedures, information regarding incidents or other HSE related information, the HSE Department will issue HSE alerts or bulletins to be distributed throughout Silver Eagle Houston. These alerts and bulletins should be reviewed in scheduled safety meetings or pre-shift meetings and posted in a way that is accessible to employees, such as on branch or department bulletin boards.

3.4.2 Postings

Warning or caution signs and similar postings will be placed in areas of the branch that have special hazards or require specific HSE precautions, such as PPE. These postings shall meet any applicable regulatory requirements.

In addition to warning and caution signs, specific HSE performance information, such as OSHA annual summaries or internal HSE performance reports will be placed in areas accessible to all employees.

From time to time, Silver Eagle Houston may undertake special initiatives to drive HSE improvement. Signs, posters or other promotional material for these initiatives should be placed in common areas so that they are noticeable to employees.

3.5 Performance Reporting

In addition to statistical reports required by applicable regulation, such as OSHA annual summaries, the HSE Department will track and analyze HSE performance data and generate internal reports on a regular basis. The HSE Department will also generate specific HSE reports for individual branches or departments, as requested.

4 Training

Employees will receive documented training on the meaning/use of warning or caution signs as part of the Silver Eagle Houston HSE Training Program.

5 References

Manager and Employee Responsibilities - SED-CORP-HSE-2-001

Hazard Identification and Control - SED-CORP-HSE-02-012



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6 Document Revision Register

Revision #	Section #	Date	Revision Description
0		01/01/2020	Initial Issue