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1 Purpose


Silver Eagle Distributors Houston, LLC (Silver Eagle Houston) values a trained, skilled workforce. For that reason, the company provides appropriate levels of HSE training to ensure that employees have the skills and knowledge to perform their job duties in accordance with the highest standards of health, safety and environmental responsibility.

2 Roles and Responsibilities

- 2.1 Employees: With the support of the HSE Department, employees must keep track of their own progress toward compliance, training schedules, and receive the necessary training required to become compliant. Once compliant, it is the responsibility of the employee to make sure that they remain in compliance.
- 2.2 Operations Management: Must support each employee's efforts in obtaining HSE training compliance through assisting with their schedule to accommodate the training.
- 2.3 HSE Department: Must support operations through coaching employees and management about the HSE training program and by assisting in the scheduling of the required training. As each training is completed, the HSE Department will need to receive a copy of the proof (roster, card, or certificate) that the training was completed. HSE is responsible for retaining records.

3 General Training Requirements

- 3.1 Training will include health and safety orientation for new employees plus any additional training specific to the nature of hazards on the job. All employees must complete this training before they can work unsupervised.
- 3.2 Training will be provided:
 - Upon hiring.
 - Whenever an employee is given a new job assignment for which training has not previously been provided.
 - Whenever new substances, processes, procedures or equipment which represent a new hazard are introduced to the workplace.
 - Whenever the company is made aware of a new or previously unrecognized hazard.
 - Whenever the company or supervisor believes that additional training is necessary.
- 3.3 Managers will identify training needs for the job classifications for which they are responsible. Employees should consult with either their supervisor or the individual responsible for safety regarding training needs and requirements.
- 3.4 Silver Eagle Houston HSE Training Program
 - 3.4.1 Employee safety is a core value at Silver Eagle Houston. The Silver Eagle Houston HSE Training Program is based upon Silver Eagle Houston's comprehensive HSE Management System. The written HSE policy, standards and procedures that form the management system meet regulatory requirements.

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3.4.2 Having a knowledgeable and skilled workforce is critical to the safety of our employees and to the success of Silver Eagle Houston. The company is committed to making the necessary investment and providing effective training for all its employees.

3.4.3 Silver Eagle Houston employees receive HSE and equipment training that includes, but is not limited to:

- Incident Reporting and Procedures
- Manual Lifting Safety & Back Injury Prevention
- Hazard Communication (GHS)
- Driving Safety
- Emergency Action Plan
- Fall Protection
- Fire Safety, Protection, & Prevention
- Blood-borne Pathogens & First Aid
- Mobile Equipment Operation & Safety
- Prevention of Heat Illness
- Material Handling Safety
- Personal Protective Equipment
- Safety & Workplace Housekeeping
- Prevention of Slips, Trips, & Falls
- Workplace Violence

3.5 Documentation of Training

New Hire Orientation and other HSE training will be documented using various testing and assessment forms with the records retained in the HSE learning module for as long as the company deems necessary, but in no case for less than three years from the last day of employment.

3.6 Refresher Training – Refresher training will be provided where required by regulation or Silver Eagle Houston standards. Employees observed performing their job duties in an unsafe manner may be subject to retraining as well.

4 References

- New Hire Orientation – Safety Exam Form – SED-CORP-HSE-4-007
- HSE Exam Answer Sheet – SED-CORP-HSE-4-014
- New Hire Orientation – Acknowledgement Form – SED-CORP-HSE-4-008
- HSE Sign-In Sheet – SED-CORP-HSE-4-001
- Pallet Jack – Classroom Test Form – SED-CORP-HSE-4-009
- Forklift – Classroom Test Form – SED-CORP-HSE-4-011



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5 Document Revision Register

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