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1 Purpose

A large percentage of operations performed by Silver Eagle Distributors Houston, LLC (Silver Eagle Houston) employees involve manual lifting. More than a million American workers suffer back injuries every year. The Bureau of Labor Statistics says that over 36 percent of injuries involving missed workdays were the result of shoulder and back injuries. Overexertion and cumulative trauma were the biggest factors in these injuries. Most of these injuries can be prevented by following basic safe lifting practices. This standard covers the practices to be followed by Silver Eagle Houston employees.

2 Roles and Responsibilities

- 2.1 Management is responsible for ensuring that the requirements and prohibitions outlined in this standard are communicated to employees and implemented.
- 2.2 Supervisors must observe employees on the job and intervene and correct when risky techniques are used. They will periodically evaluate work areas and employees' work techniques to assess the potential for injuries. Whenever possible, operations should be performed in a way that eliminates manual lifting.
- 2.3 Employees must follow safe work practices and comply with the requirements of this standard. Prevention of injuries caused by manual lifting depends on the active support and involvement of everyone in the company. Employees are also encouraged to maintain good physical conditioning through proper diet, exercise and stretching prior to performing lifts or similar activities.

3 Manual Lifting Requirements


3.1 Pre-Lift Planning

- 3.1.1 Before manual lifting is performed, employees will evaluate the size, bulk, and weight of the object(s), if mechanical lifting equipment is required, if two-man lift is required, whether vision is obscured while carrying and the walking surface and path where the object is to be carried. Everyone involved in the lift must agree on the approach before the lift takes place.
- 3.1.2 When available and practical for use, employees are expected to utilize either mechanical or coworker assistance when lifting heavy objects weighing fifty (50) pounds or more.

3.2 Alternatives to Manual Lifting

Alternative materials-handling tools for carrying or moving loads are to be used whenever possible to minimize lifting and bending requirements. Alternatives include:

- Hoists,
- Forklifts,
- Pallet Jacks,
- Order Pickers,
- Dollies,
- Carts, and
- Other mechanical devices.

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Supervisors should enforce the use of mechanical assistance. Silver Eagle Houston will provide appropriate mechanical lifting devices where practical. Where the use of mechanical lifting devices is impractical or not possible, two-man lifts should be considered.

- 3.3 When performing manual lifts, all employees are required to use the Squat Lift method. The Squat Lift is performed as follows:
- Stand close to the object with feet shoulder width apart. Place one (1) foot beside the object and the other foot behind the object. Then squat down without bending at the waist and test the weight of the object.
 - Pull the object close to you. Lift and balance the load, assuming an upright position while maintaining the natural curves of the body.
 - Lift smoothly using the leg muscles. Do not jerk the object, which would put extra stress on the back.
 - Always bend from the knees, not the waist.
 - Do not twist or turn your body once you have made the lift.
 - Make sure you have a clear path before you carry the load.
 - Set the load down properly, avoiding pinch points of the hands/fingers and feet.
- 3.4 Extended periods of lifting even light objects may result in strain or injury. Consistent use of the Squat Lift will reduce the likelihood of injury due to repetitive lifting.
- 3.5 Employees who observe a co-worker not using available mechanical assistance or the Squat Lift when performing manual lifts are expected to remind the co-worker to use the Squat Lift.
- 3.6 Supervisors/managers who observe an employee not using the Squat Lift are expected to stop the employee from using an improper lifting technique and instruct the employee in the proper use of the Squat Lift.

4 Manual Lifting Best Practices

In addition to using the Squat Lift method, the following manual lifting best practices should be followed:

- When taking kegs off a truck, put one hand on the top and one on the bottom to move the keg at a 45-degree angle.
- When taking kegs down from an elevated position, allow the weight of the keg to lead in a controlled descent, rather than a free fall.
- When possible, double stack kegs to keep at least one of them close to waist high.
- When possible, use a team lift or mechanical assistance with full kegs.
- Use appropriate PPE (gloves and metatarsal guard equipped safety shoes/boots) while lifting kegs or other heavy objects.
- Avoid triple-stacking kegs.
- Watch for pinch points where kegs contact each other, hard surfaces, dollies, or racking.
- When possible, use hooks on dollies to secure single kegs.



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- Use ramps rather than trying to go up a curb with a loaded dolly; always use a ramp for dollies loaded with more than one full keg.
- Load no more than five slims or four quarter kegs on a dolly at a single time.
- Use items at your disposal to ease lifting and moving tasks:
 - Drop kegs onto empty pallets to limit drop distance or to make it easier to go up curbs, onto racks or back into the truck
 - Use a second keg to stack kegs coming off a truck to avoid having to lower them all the way to the ground.
- Stretch before and after shift.
- Never assume a keg is empty; always check before lifting.

5 Other Back Safety Practices

- 5.1 Catching Objects – Only attempt to catch falling objects that are small and light. When catching falling objects, your feet should be firmly planted, with your back straight and your knees slightly bent. Your legs should absorb the impact, not your back. Hand objects to coworkers instead of tossing them.
- 5.2 Proper Grip – When lifting or carrying objects, always attempt to establish a firm, comfortable grip.
- 5.3 Working Low - If you're working on something low to the ground, bend your knees. Keep your back as straight as possible. Bending from the waist can lead to back pain. If practical, use a device that allows sitting or lying while performing the task, such as a creeper. Frequent rest breaks are necessary to keep from getting back fatigue.
- 5.4 Extended Sitting/Standing - Certain jobs require long hours of standing or sitting and that can be hard on the back. Get up and stretch regularly. If standing, ease the strain on your lower back by changing foot positions often, placing one foot on a rail or ledge. However, keep your weight evenly balanced when standing. Don't lean to one side.
- 5.5 Other Materials Handling Tasks - Tasks such as lowering, pushing, pulling, and carrying can create hazards to the back as well. If the task feels uncomfortable or unnatural, utilize the alternative materials-handling techniques listed in this Manual Lifting Plan.
- 5.6 Housekeeping - Poor housekeeping: slippery floors, crowded work conditions, tools or other hazards on the floor can create slip trip or fall hazards that can result in back injury.
- 5.7 Poor Posture - Be aware of proper posture when sitting, standing, or reclining. When sitting, your knees should be slightly higher than your hips and your shoulders and upper back should be straight.

6 Training

All employees will be trained in proper lifting techniques as a part of their new hire orientation. Training will include general principles of ergonomics, recognition of hazards and injuries, procedures for reporting hazardous conditions, and methods and procedures for early reporting of injuries. Additionally, job specific training will be given on safe lifting and work practices, hazards, and controls.



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7 References

SED-CORP-HSE-2-014 – Housekeeping and Material Storage

SED-CORP-HSE-2-016 – Personal Protective Equipment

8 Document Revision Register

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