



Roles and Responsibilities

EHSS North America Program – Electrical Safety All Personnel, Appendix B

The following table outlines the responsibilities for specific groups / roles as required for **EHSS North America Electrical Safety All Personnel** program:

Group / Role	Responsibilities
General Manager	<ul style="list-style-type: none">• Provides required resources for the training and retraining of Qualified and Non-qualified personnel• Ensures required PPE and Electrical Safety Equipment is available to Mosaic employees
Health and Safety Managers	<ul style="list-style-type: none">• Utilizes the PMO Process for updating and maintaining this Program• Ensures the Mosaic Incident Investigation Program is followed when electrical incidents occur• Audits and maintains documentation of audits of Electrical Safety Program and Electrical Safety Training• Measure and Evaluate the effectiveness of this program
Engineering - Electrical Safety Program Administrator.	<ul style="list-style-type: none">• Supports the PMO process for maintaining and updating this Program• Monitors the effectiveness of this program• Ensures that the Incident Energy Analysis for each facility is properly updated and maintained• Provides assistance as needed for approving the selection and use of Electrical Safety equipment and clothing• Coordinates with Mosaic Training to ensure training is provided to Mosaic employees exposed to electrical hazards
Electrical Supervision	<ul style="list-style-type: none">• Ensures that this Program is followed by all employees and contractors• Addresses electrical hazards identified by all personnel• Reports observed violations of this Program to the appropriate party• Determines if an individual meets the requirements to be considered a Qualified Person for a specific task



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	<ul style="list-style-type: none">• Ensures the MOC process is followed for changes to electrical equipment and those changes are properly documented and equipment labels updated as required• Supports the development of and implements site-specific Safe Electrical Work Policies and Procedures• Approves the selection and use of PPE and Electrical Safety equipment• Is knowledgeable on applicable Electrical Safety regulations, codes and requirements
Qualified Person	<ul style="list-style-type: none">• Complies with the safety-related work practices and procedures within this Program and the Electrical Safety Qualified Program• Is knowledgeable in the construction and operation of equipment or specific work method• Performs only tasks that they are competent, trained, and qualified to perform• Stops any work deemed unsafe• Takes appropriate action including communication to the appropriate management level when new or previously unknown hazards are identified• Is knowledgeable on applicable Electrical Safety regulations, codes and requirements
Non-qualified person (All Personnel)	<ul style="list-style-type: none">• Complies with the safety-related work practices and procedures within this Program• Is familiar with requirements outlined in the Electrical Safety program• Informs their supervisor if they believe they are not fully qualified or trained for the task they have been given to perform• Stops any work deemed unsafe



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	<ul style="list-style-type: none">• Takes appropriate action including communication to the appropriate management level when new or previously unknown hazards are identified• Complies with established work methods and the use of protective equipment
Contractor	<ul style="list-style-type: none">• Ensures personnel are properly trained for the task they are performing and provide documentation of training if requested by Mosaic• Ensures personnel comply with the safety-related work practices and procedures within this Program.• Ensures compliance with all applicable Federal (OSHA, MSHA, OHS, etc.) and Local regulations.• Provides all required PPE and electrical safety equipment for their personnel.• Advises Mosaic of the following:<ul style="list-style-type: none">• Any unique hazards presented by the work• Hazards identified during work that were not communicated by Mosaic• The measures the contractor took to correct any violations reported by Mosaic and to prevent such violation from recurring in the future
Attendant (Safety Observer)	<ul style="list-style-type: none">• Monitors for unsafe conditions when work is being performed within Limited Approach Boundary• Is aware of and understands equipment cutouts and electrical emergency procedures• Provides warnings for unsafe conditions• Keeps unqualified employees outside a work area where the unqualified employee might be exposed to electrical hazards• Is qualified and trained in CPR• Is a qualified person



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	<ul style="list-style-type: none">• Shall have no other duties while acting in this capacity
Training Department	<ul style="list-style-type: none">• Provides, documents and maintains documentation of Electrical Safety training and retraining of Non-qualified personnel• Coordinates with Electrical Supervision and Electrical Safety Program Administrator that Qualified Personnel are trained and maintains documentation of training