

Material Loading and Unloading Program

Document Title: Potash Material Loading and Unloading Program		Document Identifier: <Generated by Content Server>	
Applies To: North America Potash		Managed By: EHS PMO	
Document Owner: Director, NA Health & Safety Department		Document Approver: VP EHS	
Current Version Effective Date:	17 August 2026	Formal Review Cycle Due Date:	17 August 20 2033

1. **Purpose / Objective:** It is the responsibility of Mosaic personnel to ensure the safety of our employees, contractors, and visitors. Mosaic personnel involved in the receiving, loading, and offloading of materials must control the environment where these activities occur to ensure that manpower, facilities, mobile equipment, and materials are handled in a manner that prevents injury and/or property damage.
2. **Scope:** This program covers all loading and unloading of materials on Mosaic property, both surface and underground. This program does not specifically address loading and unloading related to earthmoving projects or the deposition of materials into a Tailings Management Areas (TMA). For these activities, or other activities where the contractor possesses site specific orientation, site specific or project specific policies and procedures are to be followed.
3. **Responsibilities**
 - 3.1. Personnel delivering materials to Mosaic or receiving materials from Mosaic shall:
 - 3.1.1. Comply with the personal protective equipment (PPE) requirements for delivery/receiving personnel as defined in [Mosaic's Potash Business Unit PPE Program](#).
 - 3.1.2. Shut off the delivery or receiving vehicle, set the emergency brake, and **deflate the air-ride (if applicable)**. (Vehicle engine may be operated during unloading / unloading if it is needed to operate loading / offloading pumps, etc.)
 - 3.1.3. Use wheel chocks to secure the delivery / receiving vehicle if mechanical equipment is required to load or unload materials. If an engineered vehicle restraint system is available, this system shall be used. When an engineered vehicle restraint system is being used, the use of wheel chocks is at the site's discretion.
 - 3.1.4. Follow the direction of the Mosaic representative or Mosaic authorized contractor that is responsible for the loading/unloading process. This is to

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include participation in a pre-loading/pre-offloading inspection, led by the Mosaic representative.

- 3.1.5. Not working at an elevation more than four feet above the ground surface without fall protection and associated fall protection training that meets or exceeds Mosaic's requirements while on Mosaic property, as defined in [Mosaic's Corporate Standard for Potentially Hazardous Work](#). This includes when working within 6 feet of the back end a box truck when the truck is not a dock.
- 3.1.6. Present documentation is sufficient to fully identify the materials being delivered and verify that the materials are being delivered to the correct location. At a minimum, this consists of the Mosaic Purchase Order (PO) number and vendor shipping/invoice number.
- 3.1.7. Ensure that all materials requiring mechanical equipment to unload remain secured until the vehicle is parked at the final unloading location and a pre-offload inspection is completed by Mosaic's representative.
- 3.1.8. Provide documentation of the load's weight if powered mobile equipment is required to remove the load from the delivery vehicle.
- 3.1.9. Only perform work that they are trained and authorized to perform in accordance with site procedures. Note: Delivery personnel who have not received site orientation shall not perform physical work on Mosaic sites, however these personnel may perform tasks on their vehicle to prepare the load for delivery (e.g. Removing straps and setting wheel chocks, etc.).

3.2. Personnel receiving materials from Mosaic shall:

- 3.2.1. Ensure that the load is properly secured before moving the vehicle being used to transport the load.
- 3.2.2. Not leave the site without documentation showing what has been received and that custody of the material has been properly transferred.

3.3. Mosaic's representative (employee or authorized contractor) shall:

- 3.3.1. Assume full responsibility for the loading and unloading process, including but not limited to:
 - 3.3.1.1. Instructing personnel delivering or receiving materials where to prepare for loading or offloading.
 - 3.3.1.2. Selecting an appropriate loading or offloading location and limiting access to this area as appropriate.
 - 3.3.1.3. Determining equipment and manpower needs for the loading or unloading process.
 - 3.3.1.4. Assessing hazards associated with the work. This may include preparation of a written hazard assessment in accordance with site

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procedure for any loading / unloading process that involves non-routine work or work that is not identified on a separate hazard assessment.

3.3.1.5. Ensuring that the truck driver and all other delivery personnel are in a safe location and accounted for throughout the loading or unloading process.

3.3.2. Perform a pre-loading / pre-offloading inspection with the delivery or receiving personnel prior to the removal of any devices used to secure the load. This inspection shall include:

3.3.2.1. Verification that PPE requirements are met, keeping in mind that specific special PPE in addition to standard PPE may be required.

3.3.2.2. Verification that ground conditions are suitable for the work being performed.

3.3.2.3. Evaluation of the general condition of the load, looking for visible damage and materials that may have shifted during transport and may become unstable when securing devices are removed.

3.3.2.4. Verification that the vehicle's emergency brake is set and the vehicle is secured with wheel chocks or an engineered restraint system (if mechanical means are required to perform the loading or offloading).

3.3.2.5. Verification that the engine is turned off, unless the engine is being used to operate loading or offloading pumps.

3.3.2.6. Inspection of all tools and external delivery equipment associated with delivery/receiving, ensuring all tools and equipment are appropriate for the job and are free of defects.

3.3.2.7. A review of delivery/receiving paperwork to ensure that any specific offloading or storage instructions that would require special handling are followed.

4. Bulk Materials

Mosaic sites receive bulk shipments of hazardous materials by both rail tank car and tank truck. Mosaic's products are also shipped by both railcar and bulk truck. Site specific loading and unloading procedures must be followed to ensure human safety and to prevent the release of hazardous substances to the environment.

4.1. Bulk Trucks and Railcars

The Mosaic representative shall ensure that:

4.1.1. Personnel abide by all responsibilities outlined in Section 3.

4.1.2. Applicable site-specific bulk products offloading procedures are followed.

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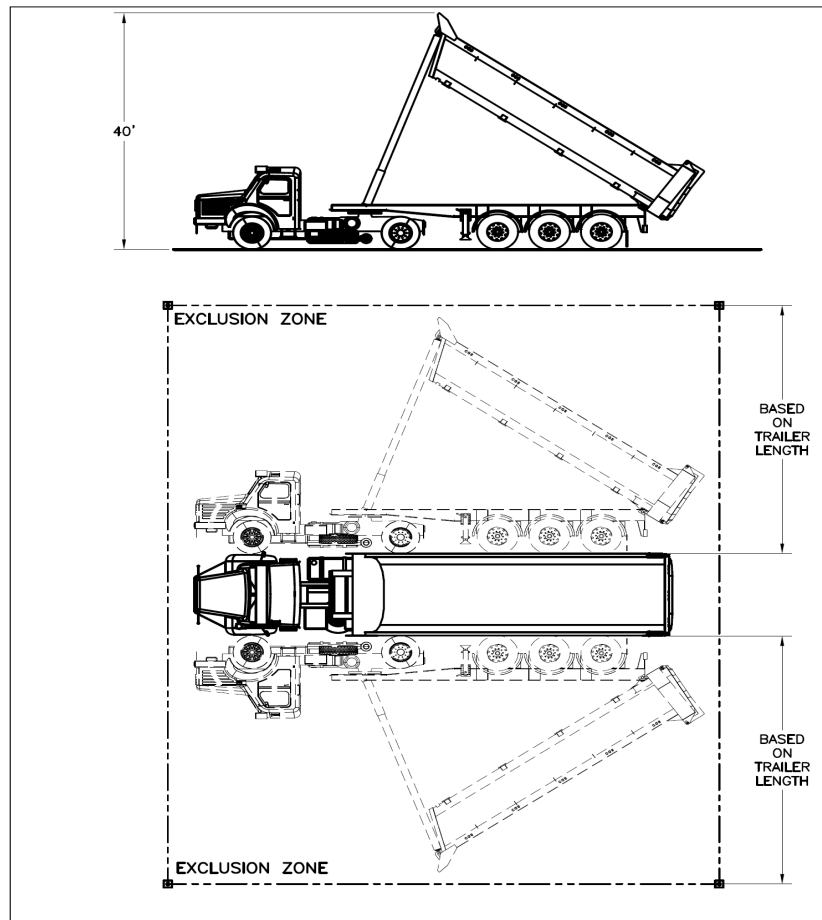
- 4.1.3. Smoking and hot work ceases within 100 feet when loading or unloading flammable materials. Barricading or additional attendants may be required to accomplish this.
- 4.1.4. Equipment used for flammable material transfer is properly grounded.
- 4.1.5. Fire protection equipment is available when working with flammable materials.
- 4.1.6. An attendant monitors couplings, transfer lines, and the receiving tank throughout the transfer process.
- 4.1.7. Drip pans are placed under pipe or hose connections.
- 4.1.8. Spill response and clean-up equipment is available.
- 4.1.9. The receiving tank has sufficient available volume to receive the contents being transferred.
- 4.1.10. All valves are in the proper position and the receiving tank is set up properly for transfer.
- 4.1.11. Transfer is discontinued immediately if a leak or spill occurs.
- 4.1.12. Any leaks are cleaned up and reported in accordance with the site's spill reporting procedures.

4.2. End Dump Gravel Trucks

- 4.2.1. When dumping end dump gravel trailers 20' (6.1m) or longer, the Mosaic representative shall ensure that an exclusion zone is established on each side of the trailer to protect personnel in the event that the trailer tips over. The exclusion zone will be determined by the length of the trailer and is shown in Figure 1 below. (i.e. a 20' trailer will require a 20' exclusion zone on each side of the trailer and a 30' trailer would require a 30' exclusion zone, etc.)

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Figure 1



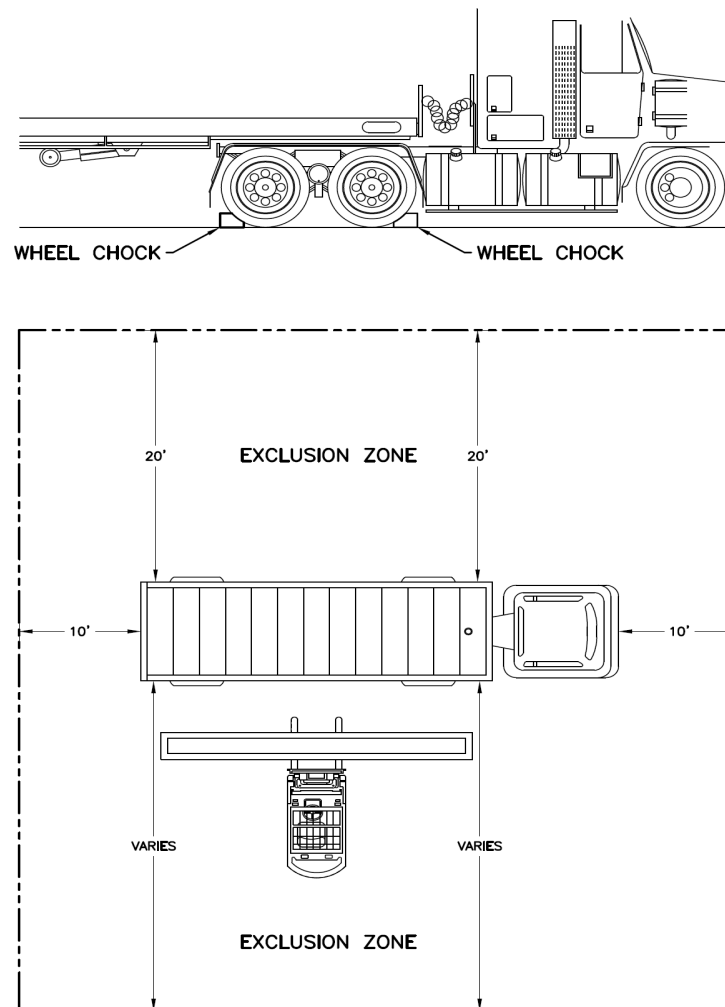
4.3. Flat Deck Trailers

The Mosaic representative shall ensure that:

- 4.3.1. A personnel exclusion zone is established and enforced during the loading and unloading process. No individuals shall enter the exclusion zone without proper authorization from the Mosaic representative while material is being loaded or unloaded from the trailer. An example of such an exclusion zone is shown in Figure 2 below.

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Figure 2



- 4.3.2. No individual stands on the trailer or behind equipment used for loading or unloading the trailer during loading or unloading operations.
- 4.3.3. The loading/unloading equipment and the flat deck itself are properly rated for the load.
- 4.3.4. A written hazard assessment includes a safe transport plan for items being transported between the trailer and a laydown area. Any large items that pose a risk to people, other vehicles, property or the environment must have a spotter positioned in the line of sight of the equipment operator. The operator must safely stop if they lose sight of the spotter at any time.

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5. Loading Docks

Some facilities are equipped with loading docks that allow a forklift to easily enter a box truck. The Mosaic representative shall ensure the following when a loading dock is used:

- 5.1. A dock board shall be used to bridge the gap between the bed of the trailer and the loading dock.
- 5.2. Only engineered dock boards with a load rating label shall be used.
- 5.3. The forklift and its load may not exceed the capacity of the dock board.
- 5.4. If the loading dock is equipped with an engineered restraint system that is compatible with the delivery vehicle, the delivery vehicle must be secured to the loading dock using the engineered restraint. If a restraint system is unavailable, wheel chocks must be used to secure the delivery vehicle prior to unloading with mechanical means.
- 5.5. Forklifts will not enter a trailer that does not have the truck properly attached to it.
- 5.6. Forklifts will only be permitted to enter box trailers. Forklifts or other mobile equipment will not be driven on a flatbed trailer (except in the cases where forklifts are being delivered or removed from sites).

6. References:

[Mosaic's Corporate Standard for Potentially Hazardous Work](#)

[Mosaic's Potash Business Unit PPE Program](#)

Site Specific Bulk Product Loading and Unloading Procedures