

Global EHS Standard

HOUSEKEEPING

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1. Purpose:

The purpose of this Standard is to establish requirements and baseline expectations for the cleanliness, orderliness and appearance of Mosaic facilities, to reduce the risk of injury and provide a welcoming work environment that employees can be proud of and establish a culture of housekeeping. This standard establishes consistent requirements for facility inspection (to include action item tracking, and status reporting) for cleaning, waste removal, access, and storage.

2. Scope:

This standard applies to all Mosaic operating facilities, offices, idle sites and joint ventures where Mosaic has a controlling interest. New acquisitions shall be compliant with this standard within one year of their acquisition date.

3. Out of Scope:

This standard does not include the evaluation of Mechanical Integrity (MI) however, if there are MI issues discovered during housekeeping inspections, they shall be reported appropriately.

4. Appendices

Appendix 1	Report and Score Form for the digital application
Appendix 2	Housekeeping Visual Aid Examples
Appendix 3	Housekeeping Standard Guideline
Appendix 4	Mapped Inspection Route Example

5. Intended Outcomes:

The housekeeping standard seeks to eliminate or minimize the following general types of risks:

- Tripping over loose objects on floors, stairs, and platforms.
- Being struck by falling objects.
- Slipping on greasy, wet or dirty surfaces.
- Striking against projecting, poorly stacked, or misplaced items/material.
- Cutting, puncturing, or abrasion of the skin of hands, or other body parts, from protruding sharp points/edges.
- Restricted access to emergency equipment or means of egress.
- Collapse / failure of equipment and structures due to the excess weight of buildup not intended to be supported.
- Collapse / failure of equipment and structures due to the corrosive effects of unattended leaks.
- Chemical or thermal burns due to leaks.
- Dissatisfaction and low morale resulting from poor working conditions.
- Avoid waste.

5. Key Definitions:

- A. Cleanliness – The degree to which an area is free from debris, waste, dirt and buildup. Expectations for cleanliness are variable based on an area's function.
- B. Housekeeping – The process of maintaining the workplace in a clean, orderly, and visually appealing condition
- C. Housekeeping Inspection – For the purpose of this Standard, housekeeping inspections consist of facility walk-throughs conducted by members of the site management team, for the purpose of identifying and documenting housekeeping issues.
- D. Housekeeping Condition Report and Score checklist - The Intelex Inspections checklist used to Report and Score for each subarea.

Global Housekeeping Standard

- E. Mapped inspection route – A depiction of the inspection route for that particular subarea. This depiction can be used to follow the intended route for the subarea inspection.
- F. Orderliness – The degree to which an area is well organized with materials kept in designated areas and free from clutter. In an orderly area, there is safe and easy access to all areas meant for human occupancy, especially to areas where emergency equipment is stored.
- G. Subarea – Site determined portions of the entire facility.
- H. Subarea Owner – The assigned person accountable for the condition, ensuring corrective action are tracked to completion, and reporting of that subarea.
- I. Subarea inspector – The assigned person responsible for conducting the subarea inspection for cleanliness, orderliness, and appearance.

6. Global Application

6.1 Process Implementation

6.1.1 Each facility shall establish a process compliant to this standard by which 100% of the facility is assessed for cleanliness and general safe conditions of all walking and working areas addressed within this document, each quarter.

Note: An established process is one of the following: compliance with the Global Standard, Global Program, a Business Unit Program, or a Site based procedure, which meet or exceeds all of the requirements listed in this Safety Standard.

6.2 Housekeeping Condition (Scoring, Reporting, and Tracking)

- 6.2.1 The Housekeeping Condition is the general term used to describe, score, report, and track the overall cleanliness, orderliness, and appearance of Mosaic facilities.
- 6.2.2 Housekeeping Condition is a reportable KPI that will be stored and tracked in the Mosaic Information Center (MIC). A Housekeeping dashboard will be established to display this data that will be reviewed by both Operations and EHS leadership.

Global Housekeeping Standard

6.2.3 There are five (5) defined Housekeeping Conditions: Red, Yellow, Blue, Green, and Gold with equivalent numeric scores, criteria, and associated actions as depicted below:

Condition	Score	Criteria for score	Action required when receiving this score
Gold	5	100% of subarea meets requirements	- Subarea owner requires a verification of the total subarea score of 5 by the GM / Site Leader prior to score submission. - Applies when entire subarea score is 5. - Submit report with verification.
Green	4	If 80% of subarea meets requirements	- Subarea owner requires a verification of the total score of 4 or combination of 4s and 5s by either the site EHS Manager / senior EHS team member or an Operations Manager (senior to the inspector) prior to score submission. - Applies when entire subarea score is all 4s or combination of 4s and 5s. - Submit report with verification
Blue	3	If 60% of subarea meets requirements	Submit report
Yellow	2	If 40% of subarea meets requirements	Submit report
Red	1	If 20% of subarea meets requirements	- Immediately address safety failures - Inform GM / Site Leader of subarea Red (1) condition - Applies when entire subarea score is 1. - Submit report

6.2.4 The Housekeeping Condition score is determined through the use of the Housekeeping Condition Report and Score in the Intelex Inspections module.

6.2.5 Each site is required to submit their Housekeeping Condition Report, by each subarea submitting, a minimum of one time each quarter, using Intelex.

6.3 Housekeeping Condition Inspections and Reporting Process

- 6.3.1 Housekeeping Condition inspections shall be designed to evaluate the overall cleanliness, orderliness, and appearance of Mosaic facilities.
- 6.3.2 The Site Management Team, Global Grades nine (9) and above, are accountable and responsible for ensuring the entire facility is visually inspected and results documented each quarter.
- 6.3.3 The facility shall be divided into an appropriate number of clearly defined subareas, as determined by the site, in order to assist with scheduling and managing the inspection of the entire facility each quarter.
- 6.3.4 Each defined subarea shall be assigned an owner who is accountable for the Housekeeping Condition Report and Score submission for that subarea.
- 6.3.5 Subarea owners shall be of a Global Grade level nine (GG-9) or above.
- 6.3.6 Subarea inspections shall be conducted by a Global Grade level nine (GG-9) or above. Note: A “step-up” or designee is acceptable in the absence of the GG-9.
- 6.3.7 There is no specific training requirement to conduct housekeeping inspections. This should not be confused with the Global Walking and Working Surface Standard / Means of Access Inspector requirements.
- 6.3.8 Inspection scores shall reflect the condition “as found” regardless of whether or not the issue is immediately corrected.
- 6.3.9 All deficient and non-compliant conditions (deviations) identified during any Housekeeping Condition inspections shall:
 - Be corrected immediately (i.e. any EHS risk shall be mitigated immediately) or,
 - Create a Corrective Action and document using the Site’s Housekeeping Corrective Action management system (i.e. Intelex, Teams, a Visual Management System, etc.) and,

Global Housekeeping Standard

- Track corrective actions through completion by site management to ensure timely completion.

6.4 General Requirements for Cleanliness, Orderliness, and Appearance

- 6.4.1 Condition - All walking and working surfaces, including decks, ladders, stairways, handrails, and landings, shall be kept in good repair and free of oil, grease, and any other slippery or foreign material.
- 6.4.2 Leaks - It is essential that the source of leaks and spillage from pumps, process units, or any other equipment be identified and controlled / repaired. Unattended leaks and spillage create elevated corrosion or excessive loading hazards. Repairs shall be scheduled on a priority basis.
- 6.4.3 Material buildup - It is essential that the source of dust, product, or any other dry material buildup be identified and controlled / repaired. Unattended material buildup creates elevated corrosion or excessive loading hazards. Repairs shall be scheduled on a priority basis. Common areas to check include dump chutes, vacuum systems, skirts, and dust collectors.
- 6.4.4 General waste and trash – All trash shall be removed for the ground, surfaces, equipment, etc. and placed in appropriate containers to provide a safe and clean environment within the facility.

7. Standard Categories for Housekeeping

7.1 SURFACES

- 7.1.1 Every floor, working space, and passageway shall be kept free from:
 - protruding sharp objects such as nails, burrs, and splinters
 - unnecessary holes and openings
 - loose boards
- 7.1.2 Any loose, bent, worn, or broken flooring or grating discovered shall be appropriately documented for repair.
- 7.1.3 Spills that create a slip or fall hazard (such as oil or grease) shall be cleaned up immediately, or if not possible, immediately barricaded and cleaned as soon as possible.

Global Housekeeping Standard

- 7.1.4 Work benches shall be maintained in a clean and safe working condition. All tools shall be stored in their proper locations.
- 7.1.5 Wet process areas shall maintain drainage designed for the area. When necessary, gratings, mats, and/or raised platforms shall be provided to prevent workers from walking in the wet material.
- 7.1.6 Any area susceptible to algae growth shall be cleaned as frequently as needed to prevent a slip hazard and assure safe footing.

7.2 ACCESS and EGRESS

- 7.2.1 Emergency equipment - Clear access to safety showers, eyewash stations, and any other emergency equipment is required at all times. All markings legible and associated lighting is working. Materials shall not be placed or stored under or around any emergency equipment preventing quick access for their use.
- 7.2.2 Safety equipment - Clear access to fire extinguishers, hydrants, alarm push stations, electrical switch boxes, or any other safety equipment is required at all times. Materials shall not be placed or stored under or around any safety equipment preventing quick access for their use.
- 7.2.3 Egress - All egress pathways shall remain clean and identified, clear and unobstructed of any material or storage that could inhibit egress. All markings legible and associated lighting is working.

7.3 VEGETATION and SNOW

- 7.3.1 Tall weeds and grass (or snow) shall be removed from and around substations, disconnects, and pumps. A 25-foot clear dirt or stone perimeter shall be maintained.
- 7.3.2 All outside storage areas shall be kept clear of grass and weeds (or snow) to minimize hazardous conditions.
- 7.3.3 A 25-foot perimeter free of dry vegetation (or snow), shall be kept around all reagent, fuel and chemical storage areas.

7.4 STORAGE

- 7.4.1 Storage areas, both inside and out, shall be kept clean and orderly with no items protruding into walkways or roadways.
- 7.4.2 Material in bags, containers, bundles, or other packaging shall be stored as not to create a tipping or falling hazard.

Global Housekeeping Standard

- 7.4.3 Reagent, fuel, and chemical storage areas shall be kept in a clean and organized condition in accordance with all legislation/regulatory requirements.
- 7.4.4 All secondary containment areas shall be checked for cracks in the containment material, drain valves in the proper open or closed position / working order, and overall condition.

7.5 WASTE AND TRASH

- 7.5.1 All waste and trash shall be disposed of in its proper category receptacle.
- 7.5.2 Job sites shall be maintained in a clean and orderly fashion throughout work tasks. Parts, old material, scrap, and trash shall be removed from job sites on a daily basis and disposed of in the correct designated receptacles/containers.
 - Example: Oily rags shall be disposed of properly in designated containers.
 - Empty drums (oil, grease, solvents) shall be labeled and stored neatly in designated areas.
- 7.5.3 Waste receptacles should be constructed of smooth, corrosion-resistant, easily cleanable materials with a solid tight-fitting cover.

7.6 ROADWAYS AND PARKING

- 7.6.1 Plant roads shall be maintained free of trash and spilled product or materials.
- 7.6.2 All intersections shall be kept free of obstructions that can obscure the line of sight for vehicle operators and pedestrians.
- 7.6.3 All crosswalk markings shall be clear and in legible condition.

7.7 SIGNAGE

- 7.7.1 All road and facility signage shall be properly maintained so that they remain in their intended locations, are displayed in the proper manner, and are legible. Where applicable, all signs shall be in accordance with legislation / regulation.
- 7.7.2 Where required by legislation / regulation all internal routes within the facility will contain direction signs and identified escape routes.

7.8 ADMIN/GENERAL BUILDINGS

Note: This section includes facility buildings intended for the use as: a gym, locker room, control room, administrative functions, nursing station, guard station, and storage.

- 7.8.1 Bathrooms shall have properly working plumbing, running water and appropriate hygiene supplies (i.e. soap, paper towels or hand drier, etc.).

Global Housekeeping Standard

- 7.8.2 Kitchens – any area designated for food storage, preparation, and cooking/reheating is considered a kitchen for the purpose of this standard. These areas shall have proper working plumbing and running water, appliances shall be clean and in proper working order, and appropriate supplies for hygiene and utensil cleaning.

Note: This is not intended for a designated cafeteria / food service location.

- 7.8.3 Heating, Ventilation, and Air Conditioning (HVAC) units shall be in proper working condition. There shall be a posted schedule or date depicting filter changes.

8 Assurance Process

- 8.1 This standard and the requirements within are subject to Mosaic's EHS Assurance process.

9 Recognition

- 9.1 The business will develop a process intended to recognize sites for both major improvement gains, and sustained periods of a high housekeeping condition.
- 9.2 Each site should develop a process to provide recognition to subareas owners that achieve major improvement gains or sustained periods of a high housekeeping condition.

10 Training Requirements

- 10.1 All Mosaic employees will receive initial awareness training on the concept and details of Housekeeping.
- 10.2 Additional or refresher training can be provided if/when the business or the Vice President of EHS or Operations Leadership deem necessary.
- 10.3 Instructor Led (ILT) or Computer Based (CBT) training formats are both acceptable for Housekeeping training.
- 10.4 Training records shall be maintained by the Mosaic Learning Management System.

11 Housekeeping Expectations Visual Aids

- 11.1 Appendix 2 provides a set of visual depictions for the level of expectation around different areas/conditions deemed acceptable; or known as "what good looks like."

12 Revision Log

Global Housekeeping Standard

Rev. No.	Rev. Date	Revised By	Reason for Revision
00	N/A	N/A	Initial release