|  |  |
| --- | --- |
| **Document Title:** Potash Contractor and Vendor Requirements Guide | **Document Identifier:** <Generated by Content Server> |
| **Applies To:** North America Potash | **Managed By:** EHS PMO |
| **Document Owner:** Contractor Safety Lead, Potash | **Document Approver:** Contractor Safety Lead, Potash |
| **Current Version Effective Date:** | 19 June 2025 | **Formal Review Cycle Due Date:** | 19 June 2028 |

1. **Purpose**

The purpose of this guide is to outline the Environmental, Health and Safety (EHS) requirements for contractors engaged in any activities performed at Mosaic North America Potash sites. It provides guidance to ensure that the contractor:

* 1. Understands Mosaic’s EHS requirements when working on Mosaic Potash projects.
	2. Understands the process to meet and exceed Mosaic EHS requirements from bid process to closeout.
	3. Minimizes negative impacts to schedule, budget, quality, and safety performance.
	4. Provides documented evidence to ensure that their company and employees are competent, qualified, and capable of safety completing tasks assigned on the project.
	5. Has programs and processes that meet and/or exceed jurisdictional regulatory requirements, codes of practice, guidelines and standards in addition to Mosaic’s EHS requirements.
	6. Implements a Plan, Do, Check and Act cycle to support continuous improvement.
	7. Acts as a partner with Mosaic in incident and injury prevention.
1. **Scope**
	1. This guide applies to all contractors, subcontractors, and their employees conducting work at any of the North America Mosaic Potash sites. For the purposes of this guide, contractor, subcontractors and their employees will be referred to as “contractors” throughout.
	2. Engineering, Procurement, Construction Management (EPCM) projects can follow their own program; however, they must meet and/or exceed the requirements outlined in this document.
2. **Responsibilities**
	1. Contractor Project Manager

The Contractor Project Manager has direct responsibility for managing the safe execution of and ongoing compliance with the contract, and will:

* + 1. Act as the primary Contractor contact on the project for the Mosaic Project Manager.
		2. Complete the PSMP/PEMP as part of the bid package.
		3. Ensure accountability for meeting and/or exceeding jurisdictional regulatory requirements, codes of practice, guidelines and standards in addition to Mosaics EHS requirements.
		4. Ensure all subcontractors meet and/or exceed EHS requirements.
		5. Ensure the EHS risks and hazards identified in the PSMP/PEMP, Mosaic Contractor and Vendor EHS Requirements Guide and all applicable regulatory requirements have been addressed.
		6. Monitor contractor and subcontractor performance and compliance throughout the project.
		7. Lead or participate in Incident Investigations, Cross Company Audits (CCA’s), and Focus Audits.
		8. Resolve overall project EHS issues in accordance with Mosaic policy as required.
		9. Ensure all contractor employee hours, including subcontractor hours, are submitted through ISNet Site Tracker a minimum of one time per month on or before the 3rd business day of the following month.
	1. Mosaic Project Manager

The Mosaic Project Manager will:

* + 1. Assume overall responsibility for the execution, performance, and financial controls of the contracted work.
		2. Ensure the management of all associated EHS risks.

The responsibilities of the Mosaic Project Manager may be delegated to another individual (eg. Manager, Supervisor, etc.) depending on the business area’s organizational structure and/or the nature of the contracted work.

* 1. Contractor Supervisors

The Contractor Supervisor will:

* + 1. Supervise the contractors that report to them.
		2. Ensure that required work types and all specified documentation is completed.
		3. Supervision will be non-working and trade appropriate and if this can’t be met then approved mitigation plan implemented. (A “working supervisor” role will not be permitted on our projects.)
	1. Contractors (including Subcontractors)

All contractors and subcontractors will:

* + 1. Understand and comply with jurisdictional regulatory requirements and workplace health, safety, and environmental requirements.
		2. Follow policies, procedures and guidelines within Mosaic’s EHS Programs.
		3. Use all safety equipment, including but not limited to machine guards, safety devices, and personal protective equipment.
		4. Report unsafe acts and workplace hazards.
		5. Report all incidents, including injuries, illnessess, property damage, and near misses immediately.
		6. Work and act safely and help others to work and act safely.
		7. Co-operate with the occupational health committee (or representative) and others on health and safety issues.
		8. Refrain from causing or participating in the harassment of another worker.
1. **Definitions**
	1. Contractor – authorized person(s) working under the direction of Mosaic to perform work on Mosaic property.
		1. The following are not included in the contractor definition:
			* Visitors, vendors or delivery personnel
			* Regulatory agency representatives
			* Incidental service providers (food services, copier repair, etc.)
			* Third party or independent transportation services or carriers who do not physically operate equipment (valves, pumps, etc.) when loading/unloading
			* Utility companies (power, rail, gas, telephone, etc.) accessing or conducting work on their owned systems or equipment
	2. Exclusion zone – an area established below work at heights where a potential of falling objects exists. Only those immediately associated with the task are allowed in the exclusion zone.
	3. Contractor Project Manager – the person who has overall responsibility for the safe execution, performance and financial controls of the project and therefore needs to ensure ongoing compliance regardless of the length of the contract.
	4. Mosaic Project Manager - the Mosaic employee who identifies the need for and is authorized to request contractor services, with overall responsibility for the execution, performance, and financial controls of the contracted work.
	5. Mobile Equipment - any type of vehicle including attached machinery used to transport people and/or material. Such equipment includes mining equipment, tractors, loaders, skid steers, fork lifts, aerial work platforms, semi-truck and/or trailer, flat bed trailers, trailered welders and compressors. If you are unsure what equipment applies, ask your Mosaic contact.
	6. Contractor Supervisor - the supervisor, employed by the contractor, designated to interact with Mosaic, supervise resources, will not have hands on tools, and expedite performance of the contract.
	7. Job - work performed as part of the routine of one's occupation.
	8. Maintenance - work usually involving repair, replacement in-kind, or a minor change, or service work (window cleaning, repair to HVAC units, and small-scale electrical activity) conducted by contractors, subcontractors or Mosaic employees.
	9. Subcontractor - a person, firm, or corporation having a contract with the contractor or other subcontractor for the execution of a part of the work (including those who furnish materials only).
	10. Task - a piece of work assigned or done as part of one's duties and typically a smaller component of an overall job activity.
2. **General Requirements**
	1. The contractor shall provide components of their EHS Program as per the PSMP.
	2. The contractor will ensure that the performance of all work is supervised and that no work will commence or continue without supervision present on site.
	3. The contractor will ensure job planning is completed up front – ensuring good communication on the mobilization requirements of work scope and any specific tools and equipment. Expectation for the contractor is to hold a pre-mobilization meeting (kick-off) with the client’s project team regardless of the complexity of the work.
	4. Any site required leadership meetings will be attended by the contractor representative.
	5. Contractors and subcontractors will use Safety Notice Boards and Meetings as primary sources of visual communication. Contractors are required to use leading indicators for measuring and communicating safety performance.
	6. Contractors having a prescribed number of workers as per the Occupational Health and Safety Regulations will have an Occupational Health Committee or Occupational Health Representative on site.
	7. Smoking and the use of vape devices is only permitted in designated areas. Smoking areas will be identified during the pre-mobilization meeting with the Mosaic Project Manager, and the contractor is responsible to inform their employees.
	8. Contractors will comply with reporting procedures including hours worked on site along with any incidents that occur.
	9. Contractor EHS performance will be included in Mosaic metrics.
	10. Mosaic must approve all subcontractors.
3. **Specific Requirements**
	1. Fit for Duty Program
		1. The contractor will comply with Mosaic’s Fit for Duty Policy, the details of which are found in Appendix J. If reviewed and approved by the Mosaic Project Manager, contractors may use their own Fit for Duty policy. A minimum of five working days notice is required for review and approval.
		2. The contractor will ensure that all personnel including subcontractors do not at any time take or work under the influence of alcohol or any drugs other than for medical reasons while working or on company property.
		3. Personnel under the influence of alcohol or drugs will be removed from site.
		4. Alcohol and drug (A&D) testing programs are in place for Site Pre-Access testing, Reasonable Cause testing, Drug Dog Inspections, and Post-Incident testing.
		5. The contractor is responsible for all costs related to testing personnel under their control and authority.
		6. A clearance certificate for tested personnel must be provided to Mosaic upon completion of testing. Site pre-access certificates must be current within 90 days.
	2. Working Hours
		1. Proposed hours of work must be identified in the bid package submitted to Mosaic by the contractor.
		2. Maximum working hours per day and minimum rest times between shifts are to be specified in the contractor’s PSMP and will comply with the requirements for the project site unless specifically approved by Mosaic.
		3. Any work schedule that extends beyond a 14-day rotation or extending over weekends must be approved by a Mosaic Project Manager.
		4. Work hours shall not exceed those specified in legislation.
		5. The contractor is responsible for the administration of the working hours of its employees, including subcontractors.
	3. Contractor Safety Manpower
		1. The Contractor will ensure that at least one of their employees is assigned the responsibilities of a Safety Advisor.
		2. For 20 or less employees, the Safety Advisor is required to spend at least two full days (20 hours) per week on site.
		3. For 20 to 75 employees, the contractor will appoint a dedicated Safety Advisor. The Safety Advisor will be located at the work site for the duration of the project.
		4. For 75 up to 150 employees, two Safety Advisors are required on site.
		5. For every additional 100 employees on site, further Safety Advisors muts be assigned. (Eg. 250 employees = 3 Safety Advisors; 350 employees = 4 Safety Advisors)
		6. The rotation of the Safety Advisors should ensure that night and off-shifts are covered according to the formula above.
		7. Mosaic reserves the right to request additional safety coverage if work scope, risk or safety activities warrant.
	4. Site Trailers
		1. Contractors are responsible for ensuring that all site trailers used as offices or storage meet the following requirements:
* Installed as per manufacturer’s requirements or engineering specifications
* At minimum, a 10 lb ABC rated fire extinguisher installed at each doorway or as required by local fire code
* Smoke detectors and CO detectors installed and tested and logged monthly
* Trailers must be grounded
* Proper access and egress and stairways with handrails must be provided
* Lighting appropriate to the trailer’s use must be provided
	+ 1. Prior to mobilizing a site trailer, the contractor shall obtain approval from the Mosaic Project Manager.
	1. Disciplinary Process
		1. There are three categories for discipline regarding violations of any Mosaic safety rules which include the applicable format of discipline for each situation:

|  |  |  |
| --- | --- | --- |
| Category | Violation | Discipline |
| 1 | Employee has acted with disregard for Mosaic rules | Termination for first offense |
| 2 | Employee violated a rule due to a lack of understanding, a technical mistake, or a failure to correctly apply the policy | Range: From two-day suspension up to termination |
| 3 | Employee’s behaviour did not have the potential for serious injury, property loss, or environmental damage. | Minimum one-day unpaid suspension. |

* + 1. If the contractor fails to take the necessary steps to resolve a breach or violation promptly, Mosaic may exercise its rights of termination according to the default provisions of the contract.
		2. Should any Mosaic employee observe an unsafe act or become aware of an unsafe act, Mosaic may direct the contractor to stop the unsafe work.
		3. The contractor will, at its own expense, modify its method of work in order to work safely.

All costs associated with an investigation shall be the responsibility of the contractor involved with or causing the incident. This could include any costs associated with any third party forensic or testing services, repair to Mosaic equipment, and lost production cost.

* 1. Work Permits
		1. Certain jobs require work permits prior to starting work. These permits can be obtained from the Mosaic Project Manager.
		2. Contractors are to remain in their permitted areas of work and are not allowed to enter areas outside their scope of work.
1. **Records and Documentation**
	1. Prior to the contractor starting work, the following documentation is required to be provided to the Mosaic Project Manager:
2. Completed Project Safety/Environmental Management Plan (PSMP/PEMP – Appendix X)
3. Mobilization Checklist (Appendix P)
4. Proof of safety leadership training or the equivalent for all Contractor Managers, Supervisors, and Foremen
5. Proof of incident investigation training for the Site Lead or Safety Advisor
6. Safety Advisor and Site Safety Lead resume reviewed and approved by the Mosaic Contractor Safety Lead

6. A letter of good standing from the appropriate workers compensation board or insurance company

7. Proof of public liability insurance

8. Competency records for all mobile equipment operators

9. Job Hazard Analyses (JHAs – Appendix A) for each major task identified

10. List of all equipment to be used along with relevant inspection certificates

11. Alcohol and drug (A&D) clearance certificates for all workers

12. Proof of attendance at site specific orientation training.

1. **Hazard Identification, Assessment, and Risk Control Tools**
	1. Prior to starting work at various stages of the project, contractors will perform thorough hazard and risk assessments for the job and associated tasks, using the following required methods:
		1. Project Safety Management Plan (PSMP) / Project Environmental Management Plan (PEMP) – Appendix X

|  |
| --- |
| Purpose:* Assist the Mosaic Project Manager and Contractor(s) in identifying EHS risks and hazards from the early stages of project planning through execution
* Act as a baseline for the contractor(s) to develop an EHS Management Plan for the project
* Initiate dialogue between potential contractors(s) and Mosaic regarding EHS associated with the project
* Eliminate and/or minimize unforeseen impacts to workers, work environment, project schedule, costs, and safety performance
* Clearly define contractor roles and responsibilities regarding EHS
* PEMP Purpose – to identify risks and mitigation options, regulatory and approval requirements, and alignment with environmental components of the project
 |
| Process: * Complete during the Bid Stage, taking into account all phases of the project cycle from mobilization, site set-up activities, execution and close out. It will be referenced throughout the project when developing TRAPs, JHAs, and FLRAs
* Include documentation requested in Section 1 and Section 2 of the PSMP within the bid package or provide clarification on why it is not included. All elements in Section 2 must be addressed
* Ensure compliance with this guide, any on-site requirements, and jurisdictional regulatory requirements related to workplace EHS
* Contact the Mosaic Project Manager identified on the PSMP for clarification or additional details related to the PSMP if required
* Proposed amendments or revisions to the PSMP are to be submitted to the Mosaic Project Manager for acceptance prior to work commencing. This may result in an amendment to the contract
 |

* + 1. Task Risk Assessment Package (TRAP) – Appendix Y

|  |
| --- |
| Purpose:* To provide the project team with a tool to document how a job will be executed safely through identifying hazards and managing risk by implementing the appropriate controls
 |
| Process:* To be developed when performing work or when a standard operating procedure is not available for the task
* Must include the following elements:
	+ Methodology – a step-by-step description of how the work will be performed including major equipment and tools to be used
	+ TRAP Checklist (required documents checklist) – used to help determine which plans and documents are required for the work. Applicable items on the checklist are selected and supporting documentation is included within the TRAP
	+ Job Hazard Analysis (JHA) – integrates safety and health principles and practices into a particular task or job through idenfication of hazards and mitigation strategies. See 8.1.3. for more information
	+ Approvals – The signatures area is included within the TRAP checklist. All approvals must be obtained prior to starting the work
* TRAPs developed during project execution must be completed and submitted for approval 5 working days before the execution of a significant task or job. It must include required permits and procedures
* Contractor Supervisors will communicate TRAPs to every employee involved on the job, and the employees will acknowledge receipt of the communication of the risks by way of signature
 |

* + 1. Job Hazard Analysis (JHA) – Appendix A

|  |
| --- |
| Purpose:* To examine all jobs that have been identified in the PSMP as having a potential for significant injury or damage, to assess each for risk and hazard identification and controls
* To transfer hazard recognition and controls down to field level and acts as a baseline for developing Field Level Risk Assessments (FLRAs)
 |
| Process:* The contractor will prepare the various JHA documents and work procedures to be presented to the Mosaic Project Manager prior to mobilization
* In the JHA, each basic step of the job is examined for potential hazards
* Contractor Supervisors will use a team approach to involve individuals who have specific knowledge of the job, the inherent hazards, and required controls to mitigate those hazards
* The risk shall be assessed based on the Risk Assessment Matrix found in Appendix L and documented in the JHA
* JHAs will include the following information:
	+ Describe the job to be performed in the sequence of the basic task steps
	+ Identify the hazards or potential hazards at each step
	+ Describe how the hazard is controlled to reduce the risk as much as possible
	+ Identify any related procedures, if applicable
* JHAs will:
	+ Be reviewed prior to the start of the task
	+ Be reviewed, approved, and signed by all personnel when updated
	+ Be updated as changes occur, if task changes or additional hazards or controls have been identified (eg. findings from audits or investigations). Appropriate signature and revision number must be applied to updated JHAs.
 |

* + 1. Field Level Risk Assessment (FLRA) – Appendix B

|  |
| --- |
| Purpose:* For workers to assess the risk, identify hazards in the field, and have controls in place prior to work commencing
* Ensure that upon completion of the daily work, the area is left safe and without risk to employees who will be entering the work area
 |
| Process:* FLRAs will be completed at the start of each shift
* The Contractor Supervisor and workers are to review the tasks to be carried out for the day and identify the hazards, assess the risk, and determine the controls to minimize or mitigate the hazards to reduce risk
* Hazards are written into the FLRA form and controls for each hazard are listed
* Reference SafeStart principles when identifying hazards and risk
* All employees involved in the task will sign the FLRA acknowledging that the items were discussed and understood
* The FLRA will be reviewed and signed by the supervisor early in the shift
* If the scope of work or job changes, the FLRA is to be updated and the changes communicated before resuming work
* Project Managers reserve the right to ask for individual FLRAs on their projects
 |

1. **Required Meetings**
	1. Daily Toolbox Meetings
		1. Each Contractor Supervisor will hold a daily toolbox meeting which will include:
* Positive and negative environmental, health and safety issues and any specific interest or topics requested by Mosaic Management
* Identification of unsafe behaviours and unsafe conditions with focus on behaviour
* Reference to SafeStart principles observed to create a common language among workers
* Focus on aspects and hazards specific to the relevant work area or the overall Mosaic site and any recent incidents in the workplace
* Responses to questions or concerns from the previous day’s toolbox meeting
	+ 1. Meeting minutes will be taken and retained for review.
		2. All employees will attend toolbox meetings and will sign the meeting attendance sheet.
		3. All employees are to sign off at the end of the day acknowledging there were no incidents or injuries during their shift.
	1. Weekly EHS Meetings
		1. The Contractor Supervisor will conduct weekly EHS meetings with all employees.
		2. Records of action items arising from the meetings will be submitted to the Mosaic Project Manager.
		3. Meeting content will include:
* Safety incidents or near misses reported
* Hazard Advisories
* Weekly SafeStart Extra sent out to contractors by Mosaic and completed by contract employees
* Unsafe behaviours and unsafe conditions with focus on behaviour
* Environmental concerns
* OHC items, work conduct, practices and related procedures
* Housekeeping
* Job or work look-ahead issues
* EHS statistics/performance
1. **Performance Monitoring and Reporting**
	1. Monthly Focus Audits will be required, and a summary provided weekly to the Contractor Safety Lead.
	2. Cross Company Audits will be performed in coordination with the Contractor Safety Lead. See Appendix O.
	3. Participation is required in reviews of significant incidents including near misses.
	4. Scheduled reviews and analysis of prioritized risk activities on site will be conducted. These reviews must be consistent with those identified as part of the PSMP.
	5. Required safety statistics must be submitted to the Mosaic Project Manager by Friday at noon for the preceding week for the contractor and each of its subcontractors.
	6. At any time, Mosaic will conduct audits and inspections of the contractor’s PSMP, its implementation, operations, work areas, equipment, employee conduct, and emergency procedures to verify compliance. Full co-operation of contractors, subcontractors, and their employees during these audits and inspections is required.
	7. Contractors will provide a regular status report on all outstanding corrective actions associated with audit results or incidents.
	8. Contractors will implement a system to recognize, correct, and report unsafe acts or conditions consistent with the principles of SafeStart.
	9. All contractor employee hours, including subcontractor hours, are submitted through ISNet Site Tracker a minimum of one time per month on or before the third business day of the following month.
2. **Training and Competency**
	1. General
		1. The Contractor Supervisor will provide the Mosaic Project Manager with a list of all current contractor employees including their date of orientation, special skills, and any relevant certifications, training, and licences.
		2. Contractors can use various training vendors as long as they meet the training content criteria as per regulatory requirements. Online training courses will not be accepted for content within the scope Mosaic’s Global Life Saving Rules.
		3. The contractor must have documented competencies or job descriptions for all on-site positions.
		4. The contractor must have a process to ensure that employees maintain certifications and licences.
		5. Certain training can be done by Mosaic staff at the discretion of site management.
		6. The contractor training program will include:
* Site training schedules aligned with the on-site Mosaic program in areas of high risk
* Methods to review the effectiveness of training where appropriate; and
* Methods for briefing personnel on new or changed standards, site rules, or procedures, particularly after an absence from the site.
	1. EHS Orientation
		1. The contractor will ensure that their employees and subcontractor employees, including transport and delivery services, attend Mosaic Contractor Orientation. The contractor will provide the Mosaic Project Manager at least 48 hours notice in order to schedule orientation training. Any individuals who are not scheduled for orientation or arrive late will be advised to return on the next available date at the contractor’s expense.

Contractors that do not possess or have not submitted their pre-access A&D card prior to orientation will not be issued a card allowing access to Mosaic property.

* + 1. The contractor is responsible for providing orientation training on:
* The requirements of the PSMP details
* Rules of conduct including specific site rules such as working underground, working around water (eg. TMA), and working in areas deemed hazardous by Mosaic (eg. loadout, roofs, rail, etc.)
* Mosaic Life Saving Rules
	1. SafeStart
		1. SafeStart is a safety training program adopted by Mosaic that is used to increase knowledge and understanding of the causes of incidents and injuries. It focuses on human factors that are involved in the majority of incidents.
		2. SafeStart training will be provided as part of Mosaic Contractor Orientation.
	2. Energy Recognition Training (SKETCH)
		1. SKETCH is an energy recognition training that raises awareness of energy source identification and control.
		2. SKETCH training will be provided as part of Mosaic Contractor Orientation.
1. **Emergency Response Plan**
	1. The contractor will develop an Emergency Response Plan (ERP) for use while working on Mosaic site.
	2. The ERP must align with the Mosaic site plan and must include a list of trained rescuers, first aid personnel, and equipment that meets the requirements of the legislation based on manpower numbers.
	3. The contractor will establish a test schedule for appropriate emergency evacuation procedures that aligns with Mosaic’s ERP.
	4. Emergency evacuation routes and applicable diagrams and instructions will be displayed by the contractor in prominent areas of all buildings and field areas.
	5. The contractor will ensure and provide, upon request, records of awareness training for all staff members and personnel, including subcontractors, and evidence of emergency response and regular evacuation drills.
	6. Any planned use of Mosaic emergency response resources must be identified during the bid stage and agreed upon with Mosaic.
	7. Solely relying on 911 is not acceptable as emergency response planning.
2. **Incident Reporting and Investigation**
	1. Any incident, including injuries, property damage, and near misses involving the contractor, subcontractor or any third party’s personnel, property, or equipment will verbally be reported immediately to Mosaic.
	2. Mosaic will be notified immediately of any Dangerous Occurrence that the contractor is reporting to the Mines Branch for work related to Mosaic.
	3. Within four hours of an incident, a brief written report stating the known facts and conditions, including a preliminary assessment of the most likely potential consequence of the incident in the circumstances will be submitted to Mosaic. A full incident report is to be submitted within 24 hours.
	4. Mosaic’s incident reporting system does not exempt the contractor from providing incident reports required by regulatory agencies.
	5. The contractor will investigate the causes of all incidents and provide Mosaic with the results of the investigation including recommendations to prevent a recurrence. A formal Root Cause Analysis (RCA) investigation process will be used for all potentially serious incidents (PSIs) and recordable incidents.
	6. All investigations must be recorded on the Mosaic Incident Report Form.
	7. Mosaic has the right to designate a representative to participate in the investigation.
	8. Where the results of any investigation are not completed and issued to Mosaic within 24 hours of the time of occurrence, the contractor will supply Mosaic a written update every 24 hours with the progress and results of the investigation until the incident report has been fully completed.
	9. A Management Review meeting shall be held within a reasonably practicable timeframe for all recordable injury cases and potentially serious incidents (PSIs). Attendees shall include the site Mosaic Project Manager, Contractor, and senior project leadership.
3. **Initial Injury Care and Case Management**
	1. Contractors and subcontractors are required to have an injury care and case management program in place when working on Mosaic property.
	2. Contractors must immediately report all injuries no matter the severity to their Mosaic representative.
	3. Contractors will be held responsible for employee injuries that are related to the Mosaic work site. This includes their employees who seek medical attention after hours.
4. **Potentially Serious Incidents (PSI)**
	1. Mosaic and contractors will work in partnership to take action on incidents and near misses that have the potential for a serious outcome. Any incident that scores in the A-B category of the Mosaic Risk Assessment Matrix (Appendix L) will be deemed a Potentially Serious Incident (PSI).
		1. Incidents deemed a PSI require a Root Cause Analysis investigation.
		2. Incidents that are recordable injuries or reportable environmental events that do not have the potential to be serious will require a formal investigation with the exact method determined by Mosaic.
	2. For environmental scenarios, both the impacts to the environment and impacts to the company’s image must be considered, as both can affect the company’s license to operate (the ability to obtain necessary permits and approvals and to maintain public goodwill). When assessing environmental events, both the environmental category and the image category on the RAM shall be reviewed. Image impacts are considered PSI only when environmental enforcement would be likely due to:
* An operational condition that would result in non-compliance,
* Environmental equipment not operating/maintained properly,
* A regulatory or internal inspection finding, or
* Not meeting a regulatory requirement/permit condition (eg. numeric limit, inspection, submission, etc.)
	+ 1. If one factor was changed that would result in enforcement and any type of media coverage (A or B on the RAM), then the event would be considered a PSI.
		2. If enforcement is likely, but no media coverage is likely, then the event is not considered a PSI.
	1. For safety related scenarios, any injury that could be life altering will be considered a PSI, and therefore only the safety category of the RAM shall be reviewed. A life altering injury is one that:
* Permanently alters life function
* Is life threatening (ie. emergency services required to prevent loss of life)
* Requires life-long medical care, or
* Results in long-term illness from an acute exposure event.
	+ 1. If one factor was changed that would result in a fatality or permanent disabling injury (A or B on the RAM), then the event is considered a PSI.
1. **EHS – Global Life Saving Rules and Related Programs**
	1. Global Life Saving Rules

The Global Life Saving Rules are based on safety standards, programs and procedures that address the areas of greatest risk and activities that have the highest historical potential for life threatening incidents. Failure to comply with the Global Life Saving Rules will be met with discipline up to and including termination. (See Section 6.5 – Disciplinary Process).

The Global Life Saving Rules are as follows:

1. Mobile Equipment and Driving Safely
2. Working from Heights
3. Lockout/Tagout
4. Lifting Operations
5. Confined Space Entry
6. Equipment Safeguarding and Barricading
7. Electrical Safety
8. Geotechnical, Ground Control and Stability
9. Hazardous Chemicals and Explosives

In addition to the requirements of each of the Global Life Saving Rules outlined in Appendix D, the following sections providing additional information about the related programs shall apply.

* 1. Mobile Equipment
		1. All mobile equipment and vehicles to be used by the contractor/equipment owner shall be inspected by a licenced mechanic, competent in the equipment/vehicle being inspected, within 30 days prior to mobilizing on the project. A copy of the inspection report shall be given to the Mosaic Project Manager with enough time to process before mobilization.
		2. All personnel using mobile equipment and vehicles shall be in possession of a valid driver’s license or certificate for the specific mobile equipment.
		3. All personnel using mobile equipment and vehicles must be deemed competent to safely operate the vehicle or mobile equipment they are operating.
		4. Loads shall not be left suspended while the equipment is unattended.
		5. All vehicles left unattended will have the parking brake applied and the motor turned off. Wheel chocks are required for all mobile equipment and vehicles. Mobile equipment over 4000 kg must be equipped with two wheel chocks.
		6. If the equipment leaves Mosaic site for more than 30 days, a re-inspection must be completed, with the exception of cranes. Cranes leaving site for any amount of time will require a re-inspection.
		7. Equipment shall use secondary containment to prevent spills/leaks from contacting the surface beneath.
		8. Drivers must be aware of all site speed limits and follow them at all times.
		9. Where there is potential for a vehicle rollover such as areas with sloping terrain, vehicles must be equipped with a Rollover Protective Structure (ROPS). See Appendix N.
		10. For reversing vehicles that carry a driver and passengers, one of the passengers is to act as a spotter and guide the vehicle based on risk.
		11. A daily pre-inspection must be completed before using each site vehicle and record of the inspection kept in a log. Any deficiencies with the equipment must be recorded in the log and reported to the supervisor. Maintenance logs shall also be maintained and be available for inspection at all times.
	2. Working from Heights / Falling Objects
		1. All work at height practices shall follow the Mosaic Life Critical Standard (Appendix E) which establishes a minimum standard for Work at Height.
		2. The contractor will submit a fall protection and rescue plan to the Mosaic Project Manager for approval before any elevated work commences. The fall protection plan will include location of anchor/connection points for fall protection equipment along with connection method.
		3. Each employee working at or above 1.2m (4 feet) must use an approved fall arrest / fall restraint system.
		4. Fall protection equipment must be utilized at 3.1m (10 feet) or less from the edge of an elevated work surface or opening where no engineered controls exist to prevent a fall.
		5. The use of step stools to perform work is *not permitted* – must provide the detail in methodology of how you will perform these tasks.
		6. Fall protection equipment such as lifelines and anchors that are not part of an approved manufactured system must be certified by a professional engineer.
		7. Fall arrest equipment can only be used by personnel who are trained in its proper use.
		8. A fixed 4 foot lanyard must be used while travelling in an aerial work platform.
		9. Competent personnel will complete a pre-use inspection of lifelines which shall be documented on an appropriate inspection sheet.
		10. Mosaic will make available structural drawings of existing anchors on site.
		11. All falling objects practices shall follow the Mosaic Life Critical Standard (Appendix E) which establishes a minimum standard for Falling Objects.
		12. All contractors shall be familiar with and adhere to the Mosaic Falling Object Prevention brochure (Appendix F).
		13. Employees working overhead will ensure that the materials and tools are properly secured to prevent articles from falling.
		14. All tools in elevated positions must be attached to lanyards and to either the person or a structure.
		15. Equipment in elevated positions is tied back to the structure.
		16. Loose items such as bolts and nuts must be secured, for example, in pouches (kuny bags), not paper boxes.
		17. Where there is a danger of falling materials, the area below is to be barricaded off to prevent workers from entering a drop zone.
		18. Tools or materials will not be thrown from above or from below to elevation, but transported in an approved manner.
	3. Lockout / Tagout
		1. All lockout/tagout practices shall follow the Mosaic Life Critical Standard (Appendix E) which establishes a minimum standard for Lockout/Tagout (LOTO).
		2. Where there are multiple contractors or brownfield work on Mosaic property/equipment the LOTO permitting system that will be followed must be identified prior to working on equipment.
		3. Lockout authority must keep a record of locks, locations, and purpose – job, task, etc.
		4. A LOTO Permit must be filled out before work on equipment can begin.
		5. Locks must not be removed without permissions and proper documentation.
		6. Before work can begin, verification must be completed that the energy source is isolated, stored energy released, bump tested, and locked out.
		7. Each person working on the system requires a personal lock. Personal locks will be uniquely keyed and be labelled with the name of the lock owner and the company they work for.
		8. Tags being used for lockouts must have the name of the person completing the tag and their contact information.
		9. Blinds are required for pressure testing, vessel entry purposes, and to provide isolation from live systems.
		10. The use of valves for isolating confined spaces is prohibited where leakage from the valve may pose a hazard to workers.
		11. Valves will not be used to isolate sections of pipe for pressure testing.
		12. All safety blinds will have red handles and only be removed when authorized.
	4. Lifting Operations
		1. This section contains minimum requirements pertaining to lifting operations. In addition, site-specifc procedures should be followed and adhered to.
		2. All crane operators will have a valid operator’s certificate for the equipment they are using.
		3. Rigging of loads must be carried out by competent persons or under direct supervision by a competent person.
		4. Lifting apparatus or lifting device log books must be completed for both contractor supplied and Mosaic equipment.
		5. Records of all inspections will be retained by the contractor and made available upon request by Mosaic.
		6. Prior to use on site, a documented proof of structural and mechanical integrity of the unit must be provided. Inspections shall include, but are not limited to,

the following components:

* Ropes and cables
* Hooks
* Slew brakes
* Outriggers and pads
* Boom and guides
* Anti-two block device
* Load indicating system
* Wheel and tire condition
* Brakes and air system
* Operational safety devices.
	+ 1. If a contractor requires the use of a Mosaic-owned lifting device, the contractor is responsible for having the piece of equipment inspected by a qualified individual as outlined above.
		2. Wind speed will be monitored before every lift and must be factored in when lifting a load. All cranes associated with a critical lift shall be equipped with an anemometer.
		3. Lifting operations where material will be loaded on a roof will require an approved Roof Permit (Appendix H)
		4. Requirements for using Mosaic Overhead cranes greater than 5 tons is as follows:

|  |  |
| --- | --- |
| User | Requirement |
| Ironworker/Millwrights | * Covered if they completed the hoisting and rigging training in their journerman program
* 8-hour training course not required but need to be deemed competent by a competent Mosaic employee
 |
| Non-ironworker/millwrights who have already completed the 8-hour in-class course that meets Section 16 of the Mines Regulations and have over 40 hours | * Must be deemed competent by a competent Mosaic employee prior to crane use
 |
| Non-ironworker/millwrights with no previous training | * Required 8-hour in-class training
* Require mentoring to 40 hours minus in-class training hours
* Must be deemed competent by a competent Mosaic employee before using a crane without supervision
 |

* + 1. All lifting equipment will be pull-tested or inspected using an accepted non-destructive method prior to initial use on a project and annually thereafter.
		2. Visual inspection, logging and colour coding will be done quarterly.
		3. Log books for use of Mosaic’s permanently installed hoists, cranes, and lifting systems shall be used to record inspections.
		4. The use of Mosaic’s lifting hoists requires Mosaic approval as part of the JHA/risk assessment process.
		5. Contractors will keep clear of suspended loads, including excavators, and will not stand between a load and solid object. They will not work under the boom of any crane or excavator while there is a load on it.
		6. Contractors will ensure that crane loads are not carried over top of any work crew.
		7. No crane will be left unattended while there is a load on the hook.
		8. Taglines are to be used to prevent loads from swinging.
		9. Only certified manbaskets will be used if attaching to the hook of any crane for lifting personnel, and the following must be adhered to:
* The contractor will strictly comply with written procedures for the use of the manbasket on the crane.
* Personnel working the manbasket will have their feet on the floor of the basket at all times and remain within the basket.
* Personnel working in the manbasket will wear an approved safety harness and be attached to a suitable anchor point.
* A secondary safety sling will be attached to the basket rigging and anchored above the crane hook/ball.
* Appropriate means of communication will be provided for personnel in the manbasket.
* A tagline will be used to control the manbasket.
* A Critical Lift Plan must be completed.
	+ 1. A Critical Lift Plan will be completed and approved by the Mosaic Project Manager prior to performing any critical lift. A Critical Lift Plan, including a Critical Lift Permit and engineering drawings, is required under the following circumstances:
* All loads greater than 20 tons
* Any load in excess of 70% of crane capacity where the crane stability could be compromised by the operating range (ie. the load required that will tip the crane at a given radius)
* Any crane lift involving two or more cranes
* When the lifting device is operating over or near critical lines or equipment

A Critical Lift Permit is also required when a manbasket is used on a crane to lift personnel, but an engineered drawing is not required.

* 1. Confined Space Entry
		1. All confined space entry practices shall follow the Mosaic Life Critical Standard (Appendix E) which establishes a minimum standard for Confined Space Entry.
		2. All work conducted in a confined space requires a permit.
		3. The contractor will ensure all personnel working in or managing entry to a confined space are properly trained. Contractors entering into a confined space must complete an 8 hour Confined Space training course.
		4. The contractor will provide all necessary equipment to manage confined spaces, including all necessary monitoring and rescue equipment such as tripods or breathing equipment.
		5. Oxyacetylene equipment or propane must not be left unattended inside a confined pace. Alternatively, it may be isolated by placing the tanks outside and using long hoses to reach the work area.
		6. Continuous atmospheric and personnel monitoring of the confined space work and area must be in place when potential atmospheric hazards exist.
		7. Trained rescue teams must be available on site and must be notified in advance of a confined space entry to ensure adequate ERT resources are available.
		8. Adequate radio communication must be provided and understood.
		9. Adequate ventilation of the confined space must be in place before entry.
		10. The use of valves for isolating confined spaces is prohibited where leakage from the valve may pose a hazard to workers.
	2. Equipment Safeguarding and Barricading
		1. Contractors will follow Mosaic Barricading Program Requirements as outlined in Appendix M.
		2. Only operate equipment when all machine guards and critical safety devices are in place.
		3. Anytime we remove a guard on rotating equipment a detailed methodology must be included in the TRAP and alternative safeguards in place.

Trap process to be updated for job plan to include more details on how the task will be performed, the associated hazards & the mitigation required to address the hazards, in these instances.

* + 1. Hard barricades or banner guarding will be erected in all cases where a hazard has been identified.
		2. Hard barricades will be used at all openings in floors, stairwells, staircases, open-sided buildings and/or any structure in the process of erection.
		3. Where there is an open hole that presents a risk to workers, the Open Hole Registry must be followed as described in Section 17.7. Open holes are to be protected with physical barriers meeting functional requirements similar to equivalent handrail on a temporary means.
		4. Barricade tape must be removed after the hazard has been eliminated.
		5. Barricades shall be used to delineate exclusion zones to prevent people and vehicles from entering any area in or adjacent to the site where there is a risk of injury or damage from cranes lifting, lowering or moving material or equipment.
		6. Excavations will have hard barricades or barrier fencing.
		7. All barricades require a tag or sign indicating the nature of the hazard.
		8. Critical Safety Devices (CSDs) include but are not limited to emergency stops on conveyors, fire suppression equipment, sprinkler systems, etc. The following requirements apply to CSDs:
* CSDs cannot be bypassed or modified without proper approval from Mosaic.
* Any tampering or bypassing a CSD will result in discipline up to termination.
* A CSD Bypass Permit must be completed and approved prior to deactivating/bypassing any CSD.
	1. Electrical Safety
		1. Contractors shall consider all elements of an electrical safety program prior to performing any electrical work. Elements include:
* Qualified Electrical Worker training, High Voltage training Journeyman/Apprentice tickets, Arc Flash awareness
* Arc Flash Hazard ID/mitigation
* Ground fault circuit interrupter (GFCI) protection
* Electrical specific JHA/FLRA
* Switching permits
* Specific PPE requirements
* Training requirements and documentation
* Competency to operate electrical equipment such as temp power equipment – splitters, disconnects, crane disconnect switches, etc
	+ 1. All temporary and/or construction power related equipment (splitters, disconnects, transformers, etc.) must be CSA approved or have equivalent certification accepted by the local electrical authority (SaskPower). Eg. ground fault protection requirement and cable disconnect/extension requirements for portable/moveable welding machines above 150V to ground.
		2. Refer to the NAB Electrical Safety Program.
	1. Geotechnical, Ground Control and Stability
		1. All underground mine/ground control practices shall follow the Mosaic Life Critical Standard (Appendix E-10) which establishes a minimum standard for Underground Mine/Ground Control.
		2. All contractors working underground are required to inspect their work area for hollow or drummy areas of back and for loose on the walls.
		3. Scaling activities shall be performed by a competent worker after completing a pre-job hazard assessment.
		4. Any unsafe ground conditions that are discovered and cannot be scaled down must be relayed to the apppropriate Mosaic supervisor or Project Manager and barricaded.
		5. All surface excavation work requires a Mosaic Excavation Permit.
		6. Contractors and Supervisors participating in excavation/ground distrubance must have Level 2 (8 hour) Ground Distrubance training.
		7. A Mosaic Trench Entry Permit must be issued when an employee intends to enter a trench or excavation.
		8. The contractor will ensure that all excavation work is carried out under the supervision of a competent person. A drawing highlighting underground obstructions is required prior to the start of any excavation or trenching activity.
		9. A competent employee must be on the surface while employees are in a trench or excavation.
		10. During excavation, personnel will immediately report to the Mosaic Project Manager any unusual conditions such as underground power lines, pipelines, sewers or inconsistent materials. Excavation work cannot continue until approval from the Mosaic Project Manager is granted.
		11. When an excavation is 1.2 metres or deeper, then an extra person will be present in the immediate vicinity.
		12. The contractor shall be responsible for third party professional engineering costs to provide the design for excavations requiring designed engineered retaining walls, shoring, sheet piling, etc. The design shall be reviewed by the Mosaic Project Manager and Mosaic Engineering.

All excavations will be inspected and declared safe by the contractor’s appointed competent person daily before work commences and after inclement weather.

* 1. Hazardous Chemicals and Explosives
		1. All chemicals must be approved by Mosaic prior to arriving on site.
		2. The contractor will be responsible for maintaining an up to date SDS database on site that is readily available to their employees and Mosaic upon request.
		3. The contractor will provide Mosaic SDS information sheets for chemicals that will be left on site when completed.
		4. The contractor will ensure that proper labelling is in place on all chemicals brought to and stored on Mosaic site.
		5. It is the responsibility of the contractor to ensure their employees are trained in the handling of all chemicals brought to a Mosaic site. This will include practices for the use, transportation, training, handling, labeling, spill clean-up, storage of fuel, and hazardous materials.
		6. The contractor will ensure that all hazardous materials and waste products are properly labelled when thay are removed from site and disposed of in accordance with applicable laws and regulations.
		7. Approval is required from the Mosaic Project Manager before any contractor tanks are allowed to be brought on site and the secondary containment must be 110% of the tank.
		8. Hazardous waste and any material (water, woil, wood, metal, etc) impacted by hazardous material, or containing hazardous material residue, must be disposed of using GFL. Hazardous waste materials must be placed in appropriate labelled containers and placed on the containment pad for GFL collection.
		9. Non-hazardous waste materials are transported by Waste Management.
		10. Employees using explosives must have a current blasting license.
		11. Blasters must not leave explosives unattended.
		12. Employees must not enter a marked blasting area without permission.
		13. Personnel must not use any frequency transmitting devices such as satellite, OnStar, two-way radios and cell phones in close proximity to the blasting.
1. **Other EHS Programs, Standards, and Best Practices**
	1. Hot Work
		1. Contractors will follow the site specific Hot Work Procedure for the facility where work is being completed.
		2. A Hot Work Permit is required for all hot work activities.
		3. A dedicated Fire Watch will be provided for all hot work activities. The fire watch may have other duties but must be present to monitor the work area for at least two hours after the operation is completed.
		4. Fire extinguishers will be available at all grinding, cutting and welding activities and the contractor will provide shields and fire blankets where needed.
		5. No welding or cutting is permitted where hot metal or sparks can fall onto walkways, work areas, cable ladders or electrical equipment.
		6. Contractors will only use an approved flint striker for lighting torches. The use of matches or disposable lighters is not permitted.
		7. Falling sparks and hot cuttings will be contained.
		8. Hot work will not be carried out in the vicinity of flammable liquids.
		9. Combustible floors will be wetted down and covered with damp sand or fire proof sheets.
		10. All wall and floor openings will be covered.
		11. Containers and pipes will be purged of flammable vapours.
		12. The area below the hot work activity must be barricaded.
		13. Contractors will instruct personnel in the safe use of welding equipment.
* All arc-welding cables are to be properly maintained and completely insulated. There will be no repairs or splices within 3 metres of the electrode holders, except where splices are insulated equal to the cable
* Defective cables are to be repaired or replaced
* The ground cable will be connected to the workface
* During welding operations, the ground lead is to be attached as close as possible to the work area. The ground lead must not run through equipment bearings or clearance gaps of any sort
* Fuel gas and oxygen hoses will be approved, easily distinguishable, and will not be interchangeable. Hoses are to be inspected at the beginning of each day and repaired or replaced if defective
* Objects rigged into place to weld will be secured with non-conductive rigging
	1. Compressed Gas Cylinders
		1. Contractors will establish storage areas for their compressed gas cylinders according to the following requirements:
* Adequate ventilation will be in place for oxygen, acetylene, and liquid propane gas (LPG) cylinders
* Oxygen and fuel gas cylinders will be stored separately, at least 6 meters (20 feet) apart and in an upright position
* Cylinders will be stored in rows with aisles in between for easy removal in the event of a fire
* When possible, storage areas will be clear of buildings and never against structural members or walls
* Storage areas will be kept free from all combustible materials; no other materials may be stored in the cylinder enclosure
* Full cylinders will be stored separately from empty cylinders, and the full and empty storage locations will be identified with signage.
* Cylinders will always be kept in an upright position and chained
* Signage will be in place to identify dangers (“No Smoking” or “No Open Flame”)
* A minimum 20lb ABC fire extinguisher will be in place
	+ 1. Tanks will be shut off and oxygen and acetylene lines drained when not in use.
		2. Regulators will be removed from cylinders when not in use.
		3. Protective covering will be provided over cylinder valve assemblies.
		4. During hot work processes:
* oxyacetylene units shall be placed in areas where they are not exposed to slag, sparks or debris. If this cannot be achieved, a physical barrier must be installed to protect the cylinders.
* A fire watch will be in place when the operator is not in sight of the cylinders. In the event of a fire, they will be able to shut off the valves before a fire reaches the cylinder heads.
	+ 1. When cylinders are transported, only specially approved cylinder crate or cradles are to be used. Transporting cylinders by magnetic attachment is not allowed
		2. Cylinders will never be used as rollers, even if they are marked “empty”.
		3. Carts that have a fire resistance with a minimum of 30 minutes barrier between the oxygen and acetylene cylinders shall be used so a fire from the acetylene cylinder cannot damage the oxygen bottle.
		4. No more than twenty-five feet of oxyacetylene hose may be stored on a cart to minimize a potential fuel source if the hose catches fire. Do not store hoses over valves.
		5. Gas equipment must be permitted and installed by a certified gas fitter.
		6. Gas appliances shall be safety checked on a daily basis.
		7. Regulator vents for pressure reducing stages on temporary fuel gas trains must have their diaphragm and pressure relief valves piped or hosed outside of the workspace.
		8. Propane LPG containers are not allowed in the Mosaic mill and plant buildings without risk mitigation measures outlined in the JHA and approved by the Mosaic Project Manager.
	1. Working Around Water
		1. Specific orientation is required to enter the Tailings Management Areas (TMA).
		2. An approved flotation device must be worn when working on, near, or over a body of water.
		3. Fall restraint must be worn near an unguarded water’s edge.
		4. Speeding is not allowed on pond dyke roads.
		5. Use of Mosaic watercraft or working on water must be authorized by Mosaic.

A window breaker and seatbelt cutter is required to be within reach of the operator in all contractor vehicles/equipment working on Mosaic sites. A personal flotation device must be within reach when driving or working near water.

* 1. Personal Protective Equipment (PPE)
		1. All contractor and subcontractor employees working on site, including visitors, will use the following personal protective equipment outlined in Appendix C:
* Hard hat with ratchet suspension; chin straps or hard hat tethers may be required based on risk assessment.
* Safety footwear with minimum 203 mm (8 inch) high boot in good condition; that is, good soles, no toe cap exposed, and fully laced up. Boots shall be equipped with internal metatarsal protection.
* Full seal or half seal safety glasses must be worn at all times when in a PPE required area. Specific groups may mandate full seal glasses based on increased hazards associated with the type of work that is commonly performed.
* Gloves suited to the task are to be worn in all PPE required areas. Refer to Appendix D within the PPE Program.
* Outer protective clothing including arc flash garments for all workers.
* Fire Resistant long pants and long-sleeved shirts.
* Hearing protection when exposed to noise levels exceeding 85 dBA for any period of time or where signs indicate hearing protection required. Noise exposures over 105 dBA require double hearing protection.
* Other personal protection items such as face shields, leather spats, safety harnesses and aprons as required.
	+ 1. Workers completing any switching activities are required to wear appropriate clothing per the arc flash label on the equipment.
		2. Workers conducting electrical work must follow appropriate E rating requirements rated for hardhats. Hardhat must not be modified to defeat E rating (ie cap lamp holders must be bonded versus screwed/bolted).
		3. All legislative requirements under Part 7 of the OHS Regulations, 2020 shall be adhered to. This includes the fit testing of all PPE including eyewear, proper storage of PPE in sanitary conditions, and removal and replacement of defective or inadequate PPE.
		4. Hoodies must be tear-away and cannot obstruct vision.
	1. Mobile Trailers
		1. “Mobile trailer” includes trailered welders, pumps, generators, compressors, cargo trailers, and any trailer requiring road insurance.
		2. Mobile trailers require a profile including insurance, serial number, employers’ declaration, and proof of preventative maintenance.
		3. Brakes, lights, safety chains, and any other requirements for operating the trailer on Saskatchewan highways will apply on Mosaic sites.
	2. Quarterly Tool Inspection Program
		1. Quarterly tool and equipment inspections will be completed to ensure all equipment meets Mosaic site requirements, manufacturer’s requirements, and to verify that the equipment is not damaged. All records will be maintained and will apply to at least the following:
* Ladders
* Electrical equipment such as cords, electrical tools and GFIs
* Pneumatic tools
* Rigging equipment such as shackles, slings, hooks, come-alongs, and chainfalls.
* Fall arrest equipment such as harnesses, lanyards, lifelines, horizontal cable lines, rope grabs.
* Hand tools including hammers, wrenches, and metal punches.
	+ 1. Mosaic’s Tool Program quarterly identification colours are:
* January-March – BLUE
* April-June – BROWN
* July-September – GREEN
* October-December – ORANGE
* RED TAG indicates a defective tool
	1. Open Hole Registry
		1. Contractors are required implement and maintain a documented Open Hole Registry and Inspection Program to verify all holes (barricaded, open, and covered) in the designated work area are properly monitored.
		2. Location and date of inspections must be identified on the registry.
		3. The removal of handrails and/or unprotected leading edges is considered an open hole and must be captured on the registry.
		4. Any changes to floor holes must be documented immediately and verified daily.
		5. At shift closure the registry is checked and validated.
		6. A hole in an open state is protected by a barricade and/or fully covered.
		7. Hole covers must be visible with fluorescent orange paint, marked “Open Hole”, numbered, and fastened/secured.
		8. Open holes must be covered with suitable covers. If using plywood as a cover, it must meet 360kg/sqm capacity and be protected with barricade tape.
		9. If the hole cannot be covered, fall protection requirements must be followed in addition to barricading put in place to prevent workers from entering the areas that are not wearing fall protection.
		10. During new construction, any open hole for equipment, pipe penetrations, lifts wells, etc. must be protected and captured on the open hole register. If a construction level is transferred to another contractor, and the open hole remains, the open hole will transfer to the new contractor and be theirs to maintain.
	2. Cutting and Grinding
		1. Certain hand tools used for cutting are prohibited for use at Mosaic sites. This includes knives with break-off blades, blades of multi-tools, unguarded locked blades, utility knives, pocket knives and hooked blade knives. If there is a task where this type of knife is the only tool to accomplish the job, then a written Job Hazard Analysis will be completed and approved by the Mosaic Project Manager, and Mosaic Capital Projects Health and Safety.
		2. For the use of a cutting tool type NOT included in the Approved Cutting Tools list, a variance reviewed and approved by Mosaic which includes a written JHA and training for the task the cutting tool is being used for can be considered.
		3. Adequate PPE must be worn when using cutting tools such as full-length sleeves and cut resistant gloves. Chaps must be worn for all required cutting activities. Cut resistant gloves, sleeves, and chaps must be worn for all required cutting activities.
		4. Approved cutting and grinding tools are identified in Appendix I.
	3. Conveyors
		1. The contractor will instruct their employees not to cross conveyors. This includes jumping over or crawling under a conveyor whether or not it is in operation.
		2. Riding on conveyor belts is prohibited.
		3. Decking complete with toe-boards must be installed if there is a risk that tools, material, or debris may fall on the conveyor below. During the installation of the decking the conveyor must be locked out if there is a potential hazard for those installing the deck to come in contact with the moving belt.
	4. Roofing and Cladding
		1. Mosaic production employees or contract employees required to go on to the roof as part of their duties do not require a Roof Permit as long as they stay on an approved roof walkway at all times, maintaining a distance of at least 3.048m (10 feet) from any leading edge.
		2. Any activity outside the walkways or on a portion of the roof not equipped with an approved walkway will require a Roof Permit.
		3. No material shall be stored on a roof without approval from Mosaic. The Roof Permit will specify what requirements must be taken when placing anything on the roof, for example that weight is properly distributed and supported, and any other requirements to be met to ensure the work activity can be completed safely.
		4. The employees involved in the work activity will follow the requirements and controls outlined in the TRAP and FLRA.
		5. All work activities on the roof that require the use of a hot work process such as welding, oxyacetylene cutting, or grinding need a Roof Permit, FLRA, and Hot Work Permit.
		6. All approved materials that are to be stored or staged on the roof must be secured to prevent the material from being blown off. All efforts must be taken to limit the time these materials are stored or staged on the roof.
		7. Fall protection equipment must be worn for all work being performed outside the approved walkways. This equipment must be attached to a suitable anchor point unless otherwise stated on the Roof Permit.
		8. Fall protection equipment attached to a suitable anchor point must be worn for all work being perfomed within 3.048m (10 feet) of a roof’s edge unless there is a physical barrier.
		9. When work activity is finished, all tools and materials must be removed from the roof.
		10. Storing or staging flammable liquids such as gasoline on a flammable roof is prohibited.
		11. Storing roof or siding panels containing asbestos on the roof is prohibited.
		12. Smoking on a roof is prohibited. Any employee found smoking on the roof will be disciplined.
		13. All work on a roof is to stop if severe weather conditions exist such as strong winds, heavy rain, and lightning.
1. **Appendices**

|  |  |
| --- | --- |
| **Appendix** | **Appendix Title** |
| A | Job Hazard Analysis Record (JHA) |
| B | Field Level Risk Assessment (FLRA) |
| C | Mosaic PPE Requirements  |
| D | Mosaic Global Life Saving Rules |
| E | Life Critical Standards |
| F | Prevention of Falling Objects Brochure |
| G | Electrical Shock Procedure |
| H | Roof Safety Procedure / Roof Safety Permit |
| I | Approved Cutting Tools / Use of Rotary Grinding/Cut-off Tools |
| J | Mosaic Fit for Duty Program |
| K | Mobile Equipment Checklists |
| L | Mosaic Risk Assessment Matric (RAM) & Potentially Serious Incidents (PSI) |
| M | Mosaic Barricading Program Requirements |
| N | Rollover Protection |
| O | Cross Company Audit (CCA) |
| P | Mobilization Checklist |
| Q | Open Hole Permit / Open Hole and Unguarded Edge Registry |
| R | SafeStart Program |
| S | H&S Best Practice Metal on Metal Contact |
| T | Abrasive Blasting |
| U | Material Loading and Unloading Program |
| V | Mosaic Environment, Health and Safety Policy |
| W | Aerial Lift Platform Specifications |
| X | PSMP / PEMP |
| Y | Task Risk Assessment Program (TRAP) |
| Z | Energy Recognition Program (SKETCH) |
| AA | Mosaic Incident Report |