



North America Business Program – Environmental, Health and Safety (EHS) Department

Field Level Hazard Assessment (FLHA) Program

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1 PURPOSE

The purpose of this program is to provide a safer work environment through the use of an assessment process, completed by workers in the field. This program provides guidance intended as a preventative measure to injury or environmental damage by identifying certain work and its associated hazards, then implementing the control measures required to mitigate those identified hazards surrounding that work.

2 SCOPE

This program applies to all Mosaic North America Business operations facilities and covers all employees and contractors performing work on Mosaic property.

3 APPENDICES

The following appendices are associated with this Program:

Appendix	Appendix Title
A	Concentrates FLHA Form
B	Florida Mining FLHA Form
C	Carlsbad Mining FLHA-SLAM Form
D	Esterhazy & Colonsay FLHA Form
E	Belle Plaine FLHA Form


4 GENERAL REQUIREMENTS

4.1 A Field Level Hazard Assessment, or FLHA, is conducted to aid in preventing injury or environmental incidents from occurring. This is accomplished by identifying potential hazards associated with job/task steps and planning for and implementing control measures.

4.2 An FLHA shall be conducted prior to the start of work activity.

Situations of when an FLHA is required include but are not limited to the following:

- Operations employees shall participate in at least one FLHA per shift

 **Note:** *If a non-routine or higher risk activity is being performed by operations that shift, focus of the FLHA should be on that task.*

- ALL permit required work
- Work in maintenance shops and areas designated as hot work areas

- Prior to performing preventative maintenance, or PM, activities – minimum one per shift
- Prior to loading and offloading equipment or materials with the use of lifting/mobile equipment
- High Risk Vehicle Recovery (refer to the Phosphates Vehicles and Roadways Program, section 4.8, and Appendix D)
- Prior to conducting a tour (if visitors are not familiar with the site or process)

4.3 Exceptions to the FLHA requirement include the following activities:

- Traveling or moving equipment and vehicles through plant/operating areas
- Performing administrative work in an office/shop
- Control board operators who do not perform operations tasks outside the control room
- Walking through the plant/PPE required area/operations area
- Incidental Service Providers (persons performing services or deliver such as vending machine, coffee/water vendor, UPS, salesperson, or vendor with similarly low levels of exposure)



Note: *An FLHA can be filled out anytime an employee or contractor considers it necessary.*

4.4 Contractors are required to have a similar risk assessment and control process of their own or may elect to use Mosaic's FLHA process.

- Contractors are expected to establish and maintain a quality assurance process where FLHAs are reviewed periodically, and feedback is received (similar to Quality Reviews).
- Contractor FLHAs can be reviewed as part of the Mosaic Quality Review Process

4.5 The previously completed FLHA shall be updated if additional hazards are identified while completing the work. Examples include:

- Change in condition of weather, number of workers, or focus of the task.



Note: *Any updates made to the FLHA shall be communicated to all workers.*

4.6 A new FLHA shall be completed if a condition changed significantly, or new hazards become evident.

4.7 Each facility shall use the FLHA form associated with their site and listed in the Appendix.

- 4.8 Each site may choose to add additional requirements in respect to when an FLHA is needed prior to work.
- 4.9 The Area Specific section of the FLHA form may be updated using the EHS Program Change Submission Request form as required.
- 4.10 Sites are responsible for determining, developing, and assessing their site-specific additional needs to the FLHA form.
- 4.11 Quality Reviews
 - A Quality Review is an evaluation of the accuracy and completeness of the associated job/task hazard identification and mitigation controls (FLHA form).
 - Quality Reviews may be conducted by anyone (except those signed onto the FLHA being evaluated) but are typically performed by Supervision.
 - Quality Reviews are conducted for three (3) reasons:
 - To ensure quality of the process and execution of controls in the field
 - For mentoring/coaching workers using the FLHA process
 - To gather information to be used for continuous improvement of the process
 - All portions of the FLHA form are eligible to be part of the Quality Review.
 - Frequency at which Quality Reviews occur shall be established by facility management and may vary based on the results of Quality Review scores.
- 4.12 Digital platform
 - Each facility may choose to use paper or digital forms of the FLHA.
 - Quality Reviews shall be completed through a digital platform.

5 PERSONAL PROTECTIVE EQUIPMENT (PPE)

- 5.1 There are no specific PPE requirements for this program.

6 TRAINING

- 6.1 Training

Table 1 outlines the training required for the Field Level Hazard Assessment:

Table 1			
Audience	Training Elements/Topics	Frequency	Method
Any person whose work is governed by this document must be trained	<ul style="list-style-type: none">Purpose and function of the FLHAWhen an FLHA is requiredHow to complete an FLHA form	Initial	Instructor Led Training (ILT) or Computer Based Training (CBT)
Any person required to complete a Quality Review	<ul style="list-style-type: none">Purpose and function of a Quality ReviewHow to complete a Quality Review	Initial	Instructor Led Training (ILT) or Computer Based Training (CBT)

6.2 Retraining

- An employee shall receive additional training (or retraining) if any of the following conditions exist:
 - Program requirements change;
 - Changes in the workplace render previous training obsolete;
 - Inadequacies in the employee's knowledge is of concern.

6.3 Training records

- Training records shall be maintained by the Mosaic Learning Management System.
- Training records shall be maintained as per ***Mosaic Document and Record Control*** policy.



Reference: *Mosaic Document and Record Control policy*

7 SELF-ASSESSMENTS

7.1 Site self-assessment shall be conducted in accordance with the MMS requirements.



Note: Recommend any changes to the Program EHS Project Management Office (PMO) via the [PMO Change Request form](#).

8 PROGRAM REVIEW

- 8.1 The EHSS North America Business team will review this program every 7 years and update on an as needed basis.

9 RECORD RETENTION




- 9.1 Refer to the ***Mosaic Document and Record Control*** policy for record retention requirements.



Reference: *Mosaic Document and Record Control policy*

10 DEFINITIONS

- 10.1 Key terms used in this program are defined below.

Term	Definition
Control	<p>A countermeasure put in place to eliminate or significantly reduce any risk associated with a hazard. Acceptable controls reduce the risk as low as reasonably achievable.</p> <p> Examples:</p> <ul style="list-style-type: none">• Job rotation to reduce employee exposure to a high noise hazard• Use of scaffolding to eliminate elevated work requiring fall protection• <i>Using a tagline to position a heavy load rather than using hands</i>
Hazard	<p>A potential source of harm or adverse health effect on a person or persons.</p> <p> Examples:</p> <ul style="list-style-type: none">• High noise due to equipment• Potential fall from elevated height• Pinch point
Job/Task	<p>A piece of work assigned to a worker with a predetermined beginning and end.</p> <p> Examples:</p> <ul style="list-style-type: none">• Replace acid line or pump• Repair the log washer

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Field Level Hazard Assessment	A documented assessment completed in the field prior to start of work that identifies task steps, associated hazards, and controls.
Supervisor	Person who is accountable for the worker being assigned a task/job.
Worker	Mosaic worker/Work Group who is assigned a job and is conducting tasks within the job in scope.

11 ROLES and RESPONSIBILITIES

11.1 The following table contains a list of responsibilities for specific groups/jobs as required by this program.

FACILITIES SECTION	
Group or Title	Responsibilities
General Manager	<ul style="list-style-type: none">• Ensure compliance with the program requirements at their facility• Conducts Quality Reviews or IPCs of the FLHAs completed by workers
Area Managers / Superintendents	<ul style="list-style-type: none">• Ensure compliance with applicable program requirements• Conducts Quality Reviews or IPCs of the FLHAs completed by workers• Stops work when controls for hazards are not identified, sufficient, or implemented• Participates in completing the FLHA when notified by workers that not all identified hazards were able to be controlled• Provides feedback and coaching to workers on quality of completed FLHAs
Site EHS	<ul style="list-style-type: none">• Support program at site level• Provide subject matter expertise and support of the implementation of the program at facility level
Supervisor or designee	<ul style="list-style-type: none">• Conducts Quality Reviews or IPCs of the FLHAs completed by workers

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	<ul style="list-style-type: none">• Stops work when controls for hazards are not identified, sufficient or implemented• Participates in completing the FLHA when notified by workers that not all identified hazards were able to be controlled• Provides feedback and coaching to workers on quality of completed FLHAs
All Employees  Note: <i>Contractors that work directly with Mosaic employees participate in the FLHA with employees. Contractors who work independent from Mosaic employees will follow their company's FLHA process.</i>	<ul style="list-style-type: none">• Be familiar and comply with program requirements• Complete training requirements• Completes a FLHA in accordance with this document and site requirements.• Performs work according to identified controls• Stops work when controls for hazards are not identified, sufficient or implemented

12 REFERENCES

References (Number and title)
United States <ul style="list-style-type: none">• MSHA Act and Standards – 56/57.18002 – Examination of working places• OSHA Act and Standards – OSHA 1970 Sec 5
Mosaic Document and Record Control Policy
Phosphates Vehicle and Roadways Program

13 REVISION LOG

Rev. No.	Rev. Date	Revised By	Reason for Revision
01	NA	PMO	Initial Release