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| <b>Document</b><br><b>Element 6 - Training and Competency</b>         |                                          | <b>Title:</b>                                                           | <b>Document Identifier:</b><br>126539325 |
| <b>Document Owner:</b><br>Manager, EHS Mosaic Management System (MMS) |                                          | <b>Approver:</b><br>Director, EHS Services                              |                                          |
| <b>Effective Date:</b><br>April 1, 2025                               | <b>Review Due Date:</b><br>April 1, 2028 | <b>Originating Department:</b><br>EHS - Environment, Health, and Safety |                                          |

## TABLE OF CONTENTS

|                                         |          |
|-----------------------------------------|----------|
| <b>1. PURPOSE</b>                       | <b>2</b> |
| <b>2. SCOPE</b>                         | <b>2</b> |
| <b>3. ROLES AND RESPONSIBILITIES</b>    | <b>2</b> |
| 3.1 Senior Leadership                   | 2        |
| 3.2 Corporate or Business Unit Training | 2        |
| 3.3 EHS Services                        | 2        |
| 3.4 Business Unit                       | 2        |
| 3.5 Site                                | 2        |
| 3.6 Element Sponsor                     | 3        |
| 3.7 Element Owner                       | 3        |
| 3.8 Workers                             | 3        |
| <b>4. SITE REQUIREMENTS</b>             | <b>3</b> |
| 4.1 Orientation                         | 3        |
| 4.2 Training Matrix                     | 4        |
| 4.3 Planning and Conducting Training    | 4        |
| 4.4 Training Records                    | 5        |
| <b>5. TRAINING</b>                      | <b>5</b> |
| <b>6. REVIEW</b>                        | <b>5</b> |
| <b>7. REFERENCES</b>                    | <b>5</b> |
| <b>8. DOCUMENT CONTROL</b>              | <b>6</b> |
| <b>9. REVISION HISTORY</b>              | <b>6</b> |

## **1. PURPOSE**

The Mosaic Training and Competency Element establishes requirements to ensure that workers and visitors have the appropriate training, education, and/or experience to support the competencies needed to carry out assigned roles, responsibilities, and tasks. These requirements also directly contribute to better Environment, Health, and Safety (EHS) outcomes, control of operational risks, and continual improvement of the Mosaic Management System (MMS).

## **2. SCOPE**

The requirements of the MMS apply to all of Mosaic with limited exceptions of mergers and acquisitions that are not yet operated by Mosaic.

## **3. ROLES AND RESPONSIBILITIES**

### **3.1 Senior Leadership**

- 3.1.1** Provide the necessary support for the Business Units (BUs) and sites to effectively execute EHS training programs.

### **3.2 Corporate or Business Unit Training**

- 3.2.1** Provide the tools necessary for scheduling, delivering, tracking, and reporting training activities.

### **3.3 EHS Services**

- 3.3.1** Determine required EHS training and competency needed for company-wide programs and any required refresher training.
- 3.3.2** Develop any company wide EHS training program or content, as needed.

### **3.4 Business Unit**

- 3.4.1** Determine required training and competency needed for BU or site-specific training for each worker and any required refresher training.
- 3.4.2** Develop training materials, schedules, and/or plans unless otherwise provided by EHS Services.
- 3.4.3** Evaluate the effectiveness of the BU level training programs to acquire the necessary worker competence. These training program reviews shall include an evaluation of training completion, as well as an evaluation of the effectiveness of individual training programs such as written exams, observing the completion of tasks, or others.
- 3.4.4** Training content shall be evaluated every three years and as required to ensure the accuracy of the content.

### **3.5 Site**

- 3.5.1** Identify training needs associated with each assigned job task or activity.
- 3.5.2** Develop training materials, schedules, and/or plans unless otherwise provided by EHS Services or the BU.
- 3.5.3** Review training completion reports for the sites and ensure that employees only perform their activities after completing the mandatory training.
- 3.5.4** Ensure workers are aware of:
  - The importance of conforming to EHS and MMS requirements.

- The EHS risks associated with their work activities and areas.
- The impact of improved EHS performance on their personal well-being.
- Their roles and responsibilities in complying with the requirements of the MMS.
- The potential consequences of not adhering to operational or EHS standards, programs, and procedures.

**3.5.5** Confirm the effectiveness of training.

**3.5.6** Assign individuals from the site to assume overall responsibility for managing site implementation and compliance with this Element as Element Sponsor and Element Owner.

### **3.6 Element Sponsor**

**3.6.1** Champion the implementation, maturity, and improvement of this element at the site-level.

**3.6.2** Ensure the training system is established and maintained.

**3.6.3** Address resolution of identified issues and resource needs associated with site-specific training requirements.

**3.6.4** Ensure integration of requirements into operations and site objectives.

**3.6.5** Communicate training issues and opportunities to site leadership, ensure resource requirements, operational impacts, and compliance is achieved and maintained.

### **3.7 Element Owner**

**3.7.1** Facilitate and influence the application, integration, maturity, and improvement of this element.

**3.7.2** Establish and implement a process to ensure identification and implementation of element requirements applicable to the site's scope.

**3.7.3** Ensure EHS training requirements, schedule, and programs are identified, developed, and executed.

**3.7.4** Ensure competent trainers are identified to deliver training.

### **3.8 Workers**

**3.8.1** Complete required training as assigned.

**3.8.2** Only perform tasks for which training has been completed and is valid.

## **4. SITE REQUIREMENTS**

### **4.1 Orientation**

#### **4.1.1 New and Transferred Workers**

New and transferred workers shall receive a general and job specific EHS orientation from their supervisor or designated person within the first week of assignment prior to beginning independent work. This training shall include:

- An overview of the MMS;
- Site EHS expectations including applicable MMS requirements;
- Specific EHS responsibilities pursuant to their role and work activities;
- Hazard identification and risk management.
- Training required to safely complete their assigned work activities with consideration for the associated EHS risk and controls to minimize the risk; and

- Permitting process, work procedures, MMS requirements, operational controls, and the importance of following those requirements.

**4.1.2** If pre-job specific training is not completed upon hire or transfer, the worker shall not work independently until the training has been completed.

**4.1.3 Supervised and Non-Supervised Contractors**

Contractors, working on behalf of Mosaic, are required to ensure their employees/representatives are competent based on appropriate education, training, or experience prior to arriving on site.

**4.1.4 Visitors**

Visitors will receive training prior to being exposed to any on site hazards. This training shall include:

- General EHS risks and controls applicable for their visit,
- Emergency alarms and evacuation procedures, and
- Other EHS standards, programs, or procedures applicable to their visit.

**4.2 Training Matrix**

**4.2.1** A Training Matrix shall be developed to ensure that all EHS training needs are tracked. The site or BU Training Matrix shall identify the:

- Titles or job classification required to receive training of Mosaic personnel.
- Training programs and applicable testing frequency required for each job or job classification; and
- Retraining or refresher requirements.

**4.2.2** The training matrix shall identify the method of effectiveness. The effectiveness of training or other action is to be evaluated through:

- Oral question and answer,
- Written test,
- Field observation (LEGO, FLHA quality checks, etc...), or
- Practical skill check.

**4.2.3** Once every three years, conduct a documented review of the site or BU's EHS Training Matrix. Performance of the review must include documentation of the following:

- The names of those who conducted the assessment; and
- The date of the assessment.

**4.2.4** The EHS Training Matrix shall be updated to reflect changes to the workplace, activities, equipment, processes, procedures, and legal and other requirements.

**4.3 Planning and Conducting Training**

**4.3.1** Trainers must be competent in the specific content to train others.

**4.3.2** The frequency of refresher training (if required) and competency validation must be defined.

- 4.3.3** Appropriate training materials and methods shall be developed and selected considering:
- The need for demonstrated competence, including competency validation.  
*Note: Equivalent methods, such as past work experience and previous training, may be used to deem the worker competent to execute an operational control.*
  - The need for training in specific MMS roles and responsibilities.
  - Requirements established in standards, programs, and procedures.
  - Intended audience, including organizational level, job or task assignment, abilities, and literacy.
  - Difficulty, importance, and frequency of tasks covered by the training.
- 4.3.4** Evaluate the effectiveness of the site training programs to acquire the necessary worker competence. This training program review shall include an evaluation of training completion, as well as an evaluation of the effectiveness of individual training programs such as written exams, observing the completion of tasks, or others.
- 4.3.5** Site training content shall be evaluated every three years and as required to ensure the accuracy of the content.

#### **4.4 Training Records**

- 4.4.1** Records of competence for non-supervised contractors working on behalf of Mosaic must be made available upon request.
- 4.4.2** Training records for Mosaic employees must be tracked. Directly supervised contractor training records shall be tracked if local regulation requires it.
- 4.4.3** Records of training shall be created and maintained in accordance with Element 8 - Documentation and Record Control.
- 4.4.4** Integrate training programs into the site's Document Control and Records process or equivalent means of tracking. Records of training programs shall include:
- Training subject;
  - Delivery method;
  - The name and job title or classification of those who received training;
  - The name of the training program and the date the training was received; and
  - Results of competency assessments, as required.

### **5. TRAINING**

All employees will receive MMS training as appropriate to their duties/tasks. MMS People Leader and Worker trainings are sufficient to cover this requirement. Refresher training will be provided in the event the MMS is modified or otherwise revised.

### **6. REVIEW**

The Training and Competency Element will be reviewed at least every three years by EHS Services and updated as needed. Appropriate communication will occur, as needed, to ensure all employees and contractors are aware of the changes.

### **7. REFERENCES**

- Site or BU Training Matrices

- Element 7 - Communication, Participation, and Consultation
- Element 8 - Documentation and Record Control

## 8. DOCUMENT CONTROL

All MMS documents will be controlled in the Mosaic document management system. Any printed documents must be date stamped with the date printed to monitor that the most current version is reviewed.

All documents and records must be retained per the requirements of Element 8 - Document Control and local retention schedules.

## 9. REVISION HISTORY

| Revision Date | Revision Number | Description of Change                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| April 1, 2024 | 1.0             | 5. changed review from “yearly” to “at least every three years”<br>4.2.4 - Removed language requiring contractors to be on the training matrix<br>4.1.2 – Added “supervised contractors” to the title and removed 4.1.3<br>4.2.4, 4.2.5 - Added “or BU” to training matrix requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| April 1, 2025 | 2.0             | 3.3.1., 3.4.1. Removed “timing for training completion”<br>3.5.3. Remove “create action plans” and add “ensure employees only perform their activities independently after completing the mandatory training.”<br>3.6.3. Added “site-specific”<br>3.7.4. Remove owner responsibility of “Ensure EHS training quality and efficient application of element requirements.”<br>4.2.2. Moved under “Orientation”<br>4.2.3. Added “LEGO, FLHA quality checks, etc”<br>4.2.4. Moved under 4.2.1.<br>4.2.5. Change “Annually” to “Once every 3 years”<br>4.3.1. Changed “must have demonstrated knowledge and experience” to “must be competent in”<br>4.3.4. Copied to BU and added “site” to existing 4.3.4.<br>4.3.5. Copied to BU<br>4.4.2. Removed “directly supervised contractor training records must be tracked” Added “Directly supervised contractor training records shall be tracked if local regulation requires it.” |

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|  |  | <p>4.4.4. Removed "Name and qualification of the trainer"</p> <p>5 Added "MMS People Leader and Worker trainings are sufficient to cover this requirement."</p> |
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