



Contractor Safety Program

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1 PURPOSE

The purpose of this program is to provide guidance on the pre-qualification process, training, site access, onsite expectations, incident and monthly reporting, accountability and the recognition process for safety leadership and performance for all contractors.

2 SCOPE

This program applies to all contractors performing work at any Mosaic Phosphate facility.

3 APPENDICES


The following appendices are associated with this Program:

Appendix	Appendix Title
A	Site Risk Mitigation Form
B	New Contractor Vendor Process Flow Chart
C	ISN Subscriber Definitions and Requirements
D	Contractor Pre-Project Site Specific Checklist

4 PRE-QUALIFICATION PROCESS

- 4.1 Prior to commencing work for Mosaic, all contractors shall be evaluated and approved to work on-site (via tools such as ISNetworld). Contractors shall maintain approval on an ongoing basis. See the ISN Contractor Process Flow chart, Appendix C.
- 4.2 If selected, Procurement will send the applicable forms to complete and may request additional information such as, W-9, ACH Form, Terms Letter with Terms & Conditions signed, Ethic Policy signed, Rate Sheet, as applicable. After processing, the company will be added to the Approved Contractor List, (ACL).

5 CONTRACTOR EXPECTATIONS

- 5.1 Contractors shall comply with Mosaic Safety & Health Policies. To assist Companies with compliance, Mosaic’s EHS Policy, Programs, Procedures, Guidelines, and best management practices are accessible on the Mosaic Contractor Website: <https://contractorsweb.mosaicco.com/>
- 5.2 Contractors shall have the required Regulatory training and comply with all applicable Mosaic policies, programs, procedures, and governmental regulations. This includes but is not limited to Mosaic EHS Policy, Site or Location Specific Training, Job Specific Training, and US OSHA/MSHA/EPA/DOT.
- 5.3 Mosaic requires Contractors to have a screening process in place to hire reputable employees who conduct themselves in an appropriate manner. For example, background checks and random drug/alcohol testing shall be part of the screening process.
 -  **Note:** Companies are required to provide a list of employee names, on Company letterhead, to Polk State College for anyone attending the Florida Phosphate Producers ‘Contractor Safety Orientation Training’, confirming the attendees are part of the company’s Drug Free Workplace and a background check has been conducted.
- 5.4 All contractor employees shall be competent to perform duties assigned by the contractor. Documentation of that competency will be maintained by the contractor, as required by law, and available for audit by Mosaic.



- 5.5 Contractors shall subscribe to ISNetworld, unless a deviation request has been granted by Mosaic.
- 5.6 Contractors shall provide monthly safety statistics, which accurately reflect performance. The information is to be entered into ISN's Site Tracker tool (<https://www.isnetworld.com/>) and is due by the 10th of the following month.
- 5.7 Contractors shall provide immediate reporting of safety incidents, timely investigation reports, and implementation of corrective actions.
- 5.8 Contractors shall take full responsibility of their sub-contractors, including ensuring that all of their Sub-Contractors adhere to Mosaic requirements.
- 5.9 Contractors shall supply a competent safety professional on-site for projects as defined by the Mosaic site, based on hours worked and/or the crew size on the project.
 - 5.9.1 Contactor companies with more than 25 full time employees working on site must have a dedicated full time safety representative on site during the TA/Project Work.
 - 5.9.2 Companies with less than 25 employees on site must designate an individual who is responsible for site safety and is the first point of contact for Mosaic.
- 5.10 Contractors shall willingly participate in Mosaic field audits, Mosaic Management Systems assessments, and ISN's RAVs plus Audits.

6 SITE ENTRY TRAINING REQUIREMENTS

- 6.1 Concentrates:
 - 6.1.1 All Contractor Employees, (other than incidental services Contractors performing low risk work in office such as janitorial, engineering and consultant work), entering and doing work at Mosaic Concentrate facilities must provide documentation (Photo ID Badge) of completing the comprehensive Florida Phosphate Producers (FPP) Contractor Safety Orientation Training program, or the Alliance Safety Council Training Card, or recognized member of the Alliance of Reciprocal Safety Councils, (ARSC).
 - 6.1.2 Florida Phosphate Producers Card – Photo ID issued upon successful completion of required training through Polk State College or Learey Technical Institute, background check, and drug screen. All Contractors working in Mosaic facilities are required to have this card. (FPP Card also serves as a security / ID badge for entry into Mosaic facilities.)
 - 6.1.3 Site-Specific Training is required annual training used to advise contractor employees of policy and procedures required to enter and do work at Mosaic Concentrate facilities.
 - 6.1.4 In Florida, Site Specific is provided initially through Polk State College or Learey Technical College and annually thereafter through a Computer Based Training

module at the American Compliance Technologies (ACT) training facility. Upon verification of the training, individuals will be issued a Mosaic Site Specific training date stamp displayed on their FPP photo-identification card.


- 6.1.5 In Louisiana, Site specific training is provided by the Alliance Safety Council (ASC) and is displayed on the Baton Rouge Safety Council (BRSC) photo ID card.
- 6.1.6 TWIC cards and MARSEC training are required to enter our maritime regulated facilities, including Uncle Sam, Taft, Faustina, Hookers Point, Riverview and Big Bend, Black Point Terminal, Henderson, Port Sutton, Sulphur Galveston Texas, Sulphur Pendola Point, Sulphur River Facility, Sulphur Tampa Port, and Tampa Marine.

6.2 Minerals:

- 6.2.1 All Contractor Employees entering and working on Mosaic Minerals properties must have completed all MSHA required training. (24 hour initial training or 8-hour annual refresher training). Upon completion of training, an MSHA Form 5000-23 Certificate of Training will be issued to each employee, which must be in their possession at all times and available for review if requested by Mosaic or MSHA personnel.
- 6.2.2 Hazard Training is conducted by the Mosaic Contact Person AND MUST BE OBTAINED FOR EACH MINE VISITED at least once every 12 months or if there is a change in hazards.
- 6.2.3 Upon completion of Hazard Training, the Mosaic Contact will issue Contractor Employees an MSHA Form 5000-23 Certificate of Training or Mosaic Minerals Operations MSHA Hazard Training form.
- 6.2.4 Mosaic does not recognize any “five-day” grace period in its requirement for MSHA training.
- 6.2.5 Contractors will ensure that all training required by Mosaic and regulatory standards is provided to their employees, documented and that these records shall be available for auditing review by Mosaic representatives.


7 CONTRACTOR VARIANCE REQUESTS AND SITE RISK MITIGATION FORM REQUIREMENTS

- 7.1 The request for a contractor that is not on the Approved Contractor List or is an emergency contractor or who has an unacceptable rating in ISNetworld, will utilize the contractor safety variance workflow: [Contractor Variance Workflow](#). Requests for these contractors will be based on Mosaic’s needs requiring a contractor’s unique knowledge, expertise or equipment and is necessary to prevent significant losses or reduce the risk of losses associated with safety, environmental aspects, production, or equipment assets damage.

-  **Note:** If the contractor is not on the Approved Contractor List the Purchasing Department MUST be contacted before issuing a PR/PO.
- 7.2 Contractor Variance and Site Risk Mitigation requests are to be used for a contractor used at an individual site.
 - 7.3 Business Unit (BU) Variance and Site Risk Mitigation requests are to be used for a contractor used across the BU.
 - 7.4 The Contractor Variance and Site Risk Mitigation form is to be used in the following situations:
 - 7.4.1 For Emergency Work, not in ISN, or not on the Approved Contractor List – only a variance is required. Only the General Manager or in his/her absence the designee, may approve the use of an emergency contractor. It is the responsibility of the General Manager to notify the Vice President of Operations within 24 hours of the variance.
 - 7.4.2 Contractor’s ISN Grade is “C”; a Site Mitigation Plan and Variance is required and must have Department Manager Review/ Approval.
 - 7.4.3 Contractor’s ISN Grade is “F”; a Site Mitigation Plan and Variance is required; direct Mosaic or Mosaic representative supervision is required at all times while on site and approval from the Facility General Manager.
 - 7.5 The Site Risk Management Plan documents additional precautions the contractor must take while on site, and how the company plans to improve their ISN rating. See Appendix A.
 - 7.6 The Variance Form is an electronic process initiated by the requestor in Content Server here: [Contractor Variance Workflow \(mosaicco.com\)](https://mosaicco.com).
 - 7.7 Completed Variance and Site Risk Mitigation forms should be forwarded to the site buyers and site safety and are also stored within the variance workflow in Content Server.
 - 7.8 Any contractor employee not meeting the training requirements must be accompanied by a qualified Mosaic representative while on Mosaic property.

8 ON-SITE REQUIREMENTS

- 8.1 A Mosaic representative shall be designated as the Mosaic representative responsible for the contractor company.
- 8.2 Safety Meetings held by Mosaic
 - 8.2.1 Pre-Job meetings – will be conducted at Mosaic’s discretion. See Appendix D.
 - 8.2.2 Safety Kick-off meetings – shall be conducted for all major or high-risk projects to review job hazards and mitigation of those hazards. Safety kick-off meetings may also be conducted for any jobs as determined by the site.
 - 8.2.3 Monthly safety meetings – sites shall conduct at least monthly reviews to communicate safety issues, program updates, safety shares, etc.

- 8.2.4 Quarterly safety meetings – contractor safety lead shall conduct at least quarterly reviews to communicate safety issues, program updates, safety shares, etc.
- 8.2.5 Assessments – Mosaic will conduct periodic field audits of contractors working at the site and provide the contractors with the results of those audits.
- 8.2.6 Post Job or Project Evaluation – may be conducted at Mosaic’s discretion which may include not only the MMS elements, but other components relating to the overall management of the project.
- 8.3 Safety Meetings held by Contractors
 - 8.3.1 Daily safety meetings will be required at least once a shift to review hazards, permits and other items deemed necessary for discussion prior to beginning work.
 -  **Note:** This does not apply to Incidental Service Providers, such as truck drivers, delivery personnel, UPS, Coffee Vendor, etc. or individual workers providing services who are not part of a crew.
 - 8.3.2 In addition, Contractors working on-site for more than seven days are required to hold documented weekly safety meetings on site.
 - 8.3.3 In addition, Contractors, who are nested or remain onsite for an extended period, shall conduct monthly safety meetings. Mosaic management has the right to attend and participate in these safety meetings.
- 8.4 Incident Reporting
 - 8.4.1 Contractor will immediately notify a Mosaic representative of “Any incident /event that could or does result in unintended harm or damage.” These include injury with any severity, a chemical or petroleum substance spill, property damage to either Mosaic or Contractor’s materials or equipment, or a near miss.
 - 8.4.2 In a medical emergency, if applicable follow the Mosaic site medical Emergency Action Plan (EAP). Otherwise, follow the contractor’s EAP or call emergency services 911. Immediately following medical response, if necessary, the Contractor’s on-site supervisor or Safety Contact will notify their Mosaic Contact person.
 - 8.4.3 In case of a chemical or petroleum spill or an environmental release, an immediate notification shall be made to the Mosaic Contact person and/or Mosaic Environmental Dept.
 - 8.4.4 By the end of the shift, the Contractor’s site supervisor or safety contact will provide a written Incident report to their Mosaic contact. The Mosaic contact will ensure that the incident is entered into the EHS event database, AON Risk Console. The Mosaic contact will provide hard copies to the contractor if requested.

9 ACCOUNTABILITY AND RECOGNITION

9.1 Accountability

9.1.1 Mosaic has the right to remove and ban any contract employee from any and all Mosaic facilities for not following Mosaic Policy.

9.2 Recognition:


9.2.1 On an annual basis, Contractors that qualify will be awarded a recognition classification and invited to attend a banquet highlighting their improvements to Mosaic’s commitment to safety. Communications to the local media will be provided by Mosaic.

10 PROGRAM REVIEW

10.1 Phosphates EHS team will review this program at least every seven years and update as required.

11 RECORD RETENTION

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

 **Reference:** Mosaic Document and Record Control policy

12 DEFINITIONS

Key terms used in this program are defined below.

Term	Definition
Association of Reciprocal Safety Councils (ARSC)	ARSC serves mostly the Gulf Coast and provides audit control and curriculum for the contractor and owner training accessible throughout this area. It is accepted in both Florida and Louisiana Operations. A list of locations can be found here: https://arsc.net/locations .
Contractor	<ul style="list-style-type: none"> • Person(s) authorized and working at the direct or indirect request of Mosaic to perform work on a Mosaic controlled site. • Contractors and sub-contractors will comply with reporting procedures including hours worked on site along with any incidents experienced. • Contractor and sub-contractor EHS performance and work hours will be included in Mosaic metrics. • Exclusion examples (work hours are not collected): <ul style="list-style-type: none"> ○ Vendors or delivery personnel ○ Incidental service providers (external food services, copier repair, etc.)



	<ul style="list-style-type: none"> ○ 3rd party or independent transportation services or carriers who do not physically operate Mosaic equipment (valves, pumps, etc.) when loading/unloading ○ Utility companies (e.g. power, rail, gas, telephone) accessing a Mosaic controlled site with the sole reason to conduct work on their own systems or equipment ○ Externally mandated service providers who are on a Mosaic controlled site to perform work under the direction of an outside agency (e.g., remediation company needing access to a Mosaic controlled site to perform work being directed by a regulatory agency) ● The following are examples of Mosaic locations where contractor activities and work hours would not be included in Mosaic’s EHS performance metrics: <ul style="list-style-type: none"> ○ Real estate that is not part of a Mosaic-controlled site (e.g., off-site truck staging areas, donated land, etc.)
Florida Phosphate Producers (FPP)	Consists of Mosaic and Nutrien
Florida Phosphate Producers (FPP) Card	Photo ID badge issued upon successful completion of required background check, and drug screen and subsequent training conducted by Polk State College or Learey Technical Institute.
Incident	An unplanned event which does or has the potential to result in a loss. This includes environmental releases, reportable injury/illness (medical aid), lost-time accident, property loss, property damage occurrences, near misses and security breaches. Any event that could or does result in unintended harm or damage
Incidental Service Provider	Person performing services or delivery (such as vending machine/coffee/water vendor, UPS, salesperson or vendor with similarly low levels of exposure). These are exempt from ISN and do not post hours to the ISN's Site Tracker tool.
ISNetworld (ISN)	A contractor safety management/information database Mosaic uses as one of the tools to pre-qualify our contractors.
MARSEC (MARitime SECurity)	The three-tiered United States Coast Guard Maritime Security system designed to easily communicate to the Coast Guard and the maritime industry pre-planned scalable responses for credible threats.



MSHA Hazard Training	Required MSHA training used to advise Contractors and Visitors of known hazards that may be encountered when performing contracted duties or visiting Mosaic mine property.
Site Risk Mitigation Plan (see Appendix A)	Used to document Management approval for use of an emergency contractor or those with C or F ratings in ISN. It also documents additional precautions the contractor must take while on site and how they plan to improve their ISN rating.
Site Specific Training	Required to advise Contractors and Visitors of known hazards that may be encountered when performing contracted duties or visiting Mosaic Concentrates property.
Transportation Workers Identification Credentials, (TWIC)	The TWIC™ program provides a tamper-resistant biometric credential to maritime workers requiring unescorted access to secure areas of port facilities.
Variance Form	Used to document Management approval to use any contractor not on approved contractor list, emergency contractors or those with C or F ratings in ISN.

13 REFERENCES

References (Number and title)
OSHA Standards, 29 CFR, Parts 1910 & 1926 - Occupational Safety & Health Administration safety regulations for general industry and construction; www.osha.gov .
MSHA Standards, 30 CFR, Parts 48 & 56 – Mine Safety & Health Administration safety and training regulations for Surface Non-Metal mining operations; www.msha.gov .
DOT Standards, 49 CFR – Department of Transportation regulations; www.dot.gov .
EPA Regulations – Environmental Protection Agency regulations; www.epa.gov .
Mosaic Document and Record Control Policy
Mosaic EHSS-Phos Turnaround and Major Project Safety Reference
Mosaic NAB Access Control and Visitor Management Procedure

14 REVISION LOG

Rev. No.	Rev. Date	Revised By	Reason for Revision
0	Oct 2006	Contractor Policy Team	Initial release
1	May 2017	Contractor Policy Team	



Rev. No.	Rev. Date	Revised By	Reason for Revision
3	Feb 2008	Contractor Policy Team	
4	August 2011	Contractor Policy Team	
5	Nov 2011	Contractor Policy Team	
6	Sept 2012	Contractor Policy Team	
7	Nov 2023	Phos Contractor Safety Lead and EHS PMO	Update current practices and requirements