Pre-Job Risk Assessment (PJRA) Procedures

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Introduction

Purpose

The purpose of this document is to present two (2) procedures that are part of a Pre-job Risk Assessments (PJRA):

- Pre-Job Risk Assessment
- In-Process Quality Check

Scope

The scope of the PJRA includes:

- all permitted work performed by Mosaic employees
- non-permitted work when a PJRA is considered necessary by employees or supervision
- all Phosphates Concentrates and Mineral sites in Florida and Louisiana

Responsibilities

The following table lists responsibilities for specific groups /jobs as required by this procedure.

Group or Title	Responsibilities

Workers
 	
Note: Contractors that work directly with Mosaic employees participate in the PJRA with employees. Contractors who work independent from Mosaic employees will follow their company's PJRA process.
	• Completes a Job/Task Safety Planning Worksheet:
	  • prior to starting permitted work
	  • whenever workers consider one is necessary
	  • whenever the job changes
	• Performs work according to identified controls
	• Stops work when controls for hazards are not identified, sufficient or implemented

• Supervisors • Safety Managers • Production Coordinators • Maintenance Superintendents • General Managers • VPs of Operations ***Note:*** Not all sites have all job titles.	• Conducts In-Process Quality Checks of the PJRAs completed by workers • Stops work when controls for hazards are not identified, sufficient or implemented • Participates in completing the PJRA when notified by workers that not all identified hazards were able to be controlled • Provides feedback and coaching to workers on quality of completed PJRAs

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Introduction, Continued

Definitions

Key terms used in this procedure are defined below.

Term	Definition
Control	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. ***Examples:*** • Job rotation to reduce employee exposure to a high noise hazard • Use of scaffolding to eliminate elevated work requiring fall protection • Using a tagline to position a heavy load rather than using hands
Hazard	A potential source of harm or adverse health effect on a person or persons. ***Examples:*** • High noise due to equipment • Potential fall from elevated height • Pinch point
Job/Task	A piece of work assigned to a worker with a predetermined beginning and end. ***Examples:*** • Replace acid line or pump • repair the log washer
Pre-Job Risk Assessment (PJRA)	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.

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Introduction, Continued

Training requirements

Any person whose work is governed by this document must be trained. Refresher training will be required when deemed necessary by EHS Management due to results of In-process Quality Checks or Incentive Plan Audits.

Documentation requirements

The following documentation is required as part of this procedure.

Document Title	Unique Identifier	Location
Job/Task Safety Planning Worksheet	36318445	Phosphate BU Programs Folder - Livelink

Pre-Job Risk Assessment Procedure Introduction

Purpose

The purpose of conducting a PJRA is to aid in preventing health and safety incidents from occurring. This is accomplished by identifying potential hazards associated with job/task steps and planning for and implementing controls prior to work starting.

Scope

Completing a PJRA is required from workers completing permitted or other hazardous work:

Scope of Work	Includes work covered by:
Permitted Work	• Hazardous Work/Safe Work Permit (LOTO, Line Break and Hot Work) • Confined Space • Water Safety • Trenching & Excavation • Minerals Pumping System Clearance • High Voltage Line Clearance

Pre-Job Risk Assessment Process

Process

The table below describes how a PJRA is conducted. A flowchart of this process is included in the next section.

<table>
<tr><th>Stage</th><th>Who</th><th>Description</th></tr>
<tr><td>1</td><td>Workers</td><td>Is a PJRA needed?

<table><tr><th>IF</th><th>Then</th></tr><tr><td>Yes</td><td>Go to Stage 2</td></tr><tr><td>No</td><td>End</td></tr></table></td></tr>
<tr><td>2</td><td>Workers</td><td>Job/Task Safety Planning Worksheet is completed.

Note: Contractors are permitted to follow their company procedure and use an alternative form provided it contains at minimum:
Facility, location, task to be performed, and supervisor of work group
Steps of the task to be performed, associated hazards, and hazard controls
Printed names of employees performing work</td></tr>
<tr><td>3</td><td>Workers</td><td>Hazards controlled?

<table><tr><th>IF</th><th>Then</th></tr><tr><td>Yes</td><td>Go to Stage 6</td></tr><tr><td>No</td><td>Go to Stage 4</td></tr></table></td></tr>
<tr><td>4</td><td>Workers</td><td>Supervisor is notified.</td></tr>
<tr><td>5</td><td>Supervisor & Workers</td><td>Job/Task Safety Planning Worksheet is reviewed and revised if needed - go to Stage 3.</td></tr>
</table>

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Pre-Job Risk Assessment Process, Continued

Process, (continued)

<table>
<tr><th>Stage</th><th>Who</th><th>Description</th></tr>
<tr><td>6</td><td>Workers</td><td>Job is started.</td></tr>
<tr><td>7</td><td>Workers</td><td>Has scope, hazards or personnel changed?

<table><tr><th>IF</th><th>Then</th></tr><tr><td>Yes</td><td>Go to Stage 8</td></tr><tr><td>No</td><td>Go to Stage 9</td></tr></table>
Note: The worker(s) should identify a change when any part of the job is not going as originally planned/expected</td></tr>
<tr><td>8</td><td>Workers</td><td>Job is stopped.</td></tr>
<tr><td>9</td><td>Workers</td><td>Job/Task Safety Planning Worksheet is reviewed and revised - go to Stage 3.</td></tr>
<tr><td>10</td><td>Workers</td><td>Work is completed.</td></tr>
<tr><td>11</td><td>Workers</td><td><table><tr><th>If</th><th>Then</th></tr><tr><td>If PJRA required due to permitted work</td><td>Route completed Job/Task Safety Planning Worksheet to work group supervisor. Return permit to permit issuer.</td></tr><tr><td>If PJRA initiated by workers/supervisors for non-permitted work</td><td>Route completed Job/Task Safety Planning Worksheet to work group supervisor</td></tr></table>Note: Permits/PJRA worksheets are then routed to Safety Department to retain per site record retention.</td></tr>
</table>

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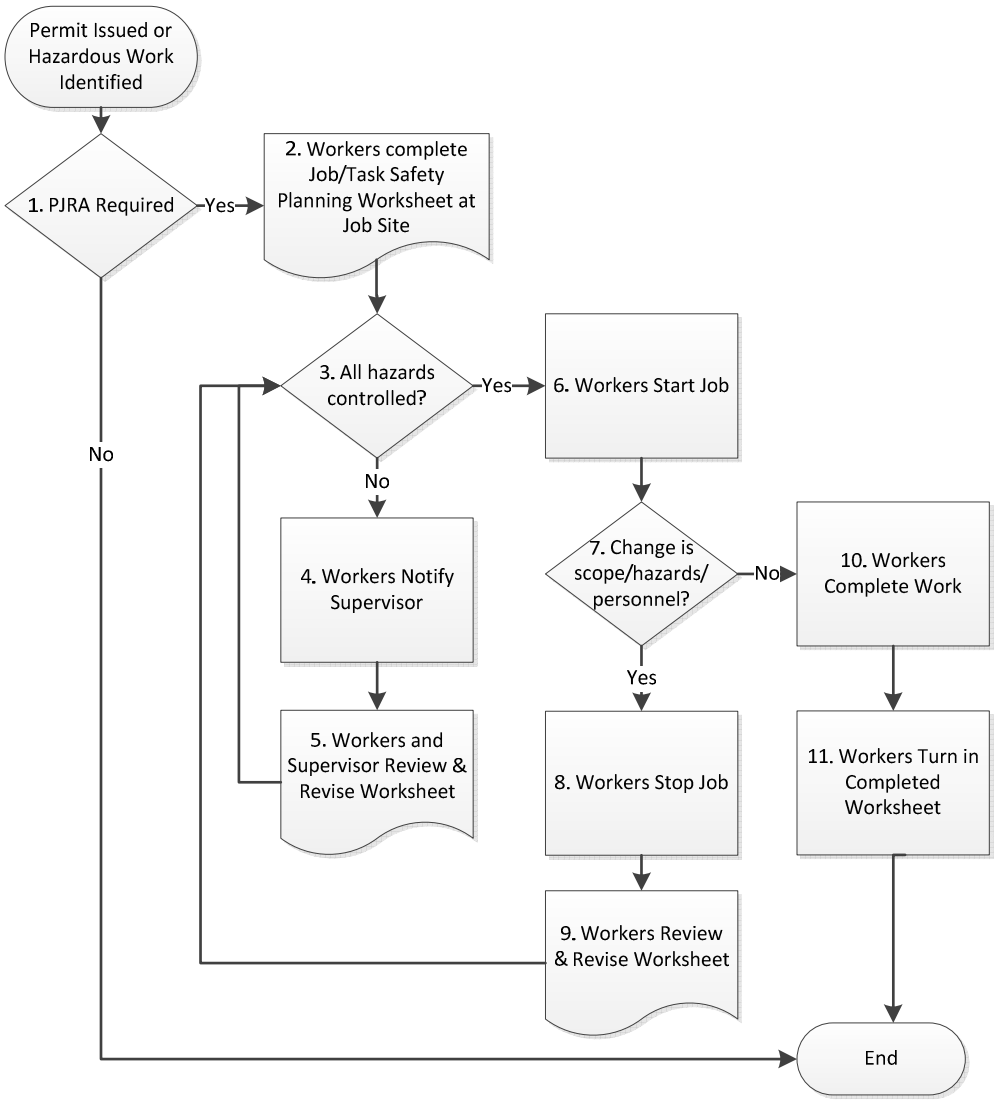
Pre-Job Risk Assessment Process, Continued

Process flow chart The process flow below visually illustrates the PJRA described above.



Conducting a Pre-Job Risk Assessment (PJRA) Procedure

Procedure

Follow the steps in the table below to complete a pre-job risk assessment (PJRA).

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Obtain a Job/Task Safety Planning Worksheet

Note: PJRAs must be completed at the job site with participation from all workers conducting the job.</td></tr>
<tr><td>2</td><td>List the job/task steps that are required to complete the job.</td></tr>
<tr><td>3</td><td>List specific hazards that may be associated with each job/task step.</td></tr>
<tr><td>4</td><td>Identify an acceptable control for each identified hazard.

<table>
<tr><th>IF</th><th>THEN</th></tr>
<tr><td>Acceptable controls are identified</td><td>Go to Step 7</td></tr>
<tr><td>Acceptable controls cannot be identified</td><td>Go to Step 5</td></tr>
</table>
</td></tr>
<tr><td>5</td><td>Notify the supervisor of the hazards not controlled for job to be completed.</td></tr>
<tr><td>6</td><td>Review the Job/Task Safety Planning Worksheet (Supervisor and Workers together).

<table>
<tr><th>IF</th><th>THEN</th></tr>
<tr><td>New acceptable controls are identified</td><td>• Revise the Job/Task Safety Planning Worksheet .
• Proceed with the job.
• Go to Step 7</td></tr>
<tr><td>Acceptable controls are not identified</td><td>• Do not proceed with the job until further review and actions are planned to control the hazard.
• Contact Area Manager/local Safety leader for assistance.
• Go to Step 3</td></tr>
</table>
</td></tr>
</table>

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Conducting a Pre-Job Risk Assessment (PJRA) Procedure, Continued

Procedure, (continued)

Step	Action
7	Fill out Workgroup Agreement section. *Note:* All workers involved in the job/task are required to participate in completing and initialing the Job/Task Safety Planning Worksheet prior to start of the job/task.
8	Begin work once the Job/Task Safety Planning Worksheet is complete, including the Workgroup Agreement section. ***Warning:*** The job must be stopped and the Job/Task Safety Planning Worksheet reevaluated if changes in the job/task are experienced. In the event one of the following situations occurs:

IF…	THEN…
• Scope of the job changes • New task steps are identified • New hazards are identified • Changes to work group members • New tool needed • Change in work location • Change in working conditions • Etc…	• Stop the job • Review and Revise the PJRA • Return to Step 2

Note: The worker(s) should identify a change when any part of the job is not going as originally planned or expected.

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Conducting a Pre-Job Risk Assessment (PJRA) Procedure, Continued

Procedure, (continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>9</td><td>Return worksheet.
<table>
<tr><th>If</th><th>Then</th></tr>
<tr><td>If PJRA required due to permitted work</td><td>Route completed Job/Task Safety Planning Worksheet to work group supervisor. Return permit to permit issuer.</td></tr>
<tr><td>If PJRA initiated by workers/supervisors for non-permitted work</td><td>Route completed Job/Task Safety Planning Worksheet to work group supervisor</td></tr>
</table></td></tr>
</table>

In-Process Quality Check Introduction

Purpose

The three (3) purposes of quality audits are:

- to gather information to be used for continuous improvement of the process
- for mentoring/coaching workers using the PJRA process
- to ensure quality and execution of the PJRA process

Scope

Any completed Job/Task Safety Planning Worksheet is eligible for an In-Process Quality Check.

In-Process Quality Check frequency requirements

In-Process Quality Checks shall be incorporated into the facility self-assessment process. Frequency of the checks shall be established by facility management and may be variable based results of checks and audit scores.

The monthly count and pass/fail rate shall be tracked as part of EHSMS scorecard and reviewed prior to changing IPC frequency.

In-Process Quality Check questions

The In-Process Quality Check will answer the following six (6)questions:

- Steps cover the entire job/task and include enough detail so potential hazards can be identified?
- Hazards are identified for each step?
- Controls are identified for each hazard so risks can be reduced to as low as reasonably achievable?
- All affected workers participated in the completion of the PJRA?
- Changes in the steps are reflected on Job/Task Safety Planning Worksheet? (N/A if no changes occurred.)
- Are controls identified by the Job/Task Safety Planning Worksheet being executed as indicated?

Answers to these questions are recorded on In-Process Quality Check section of the Job/Task Safety Planning Worksheet.

In-Process Quality Check Procedure

Procedure

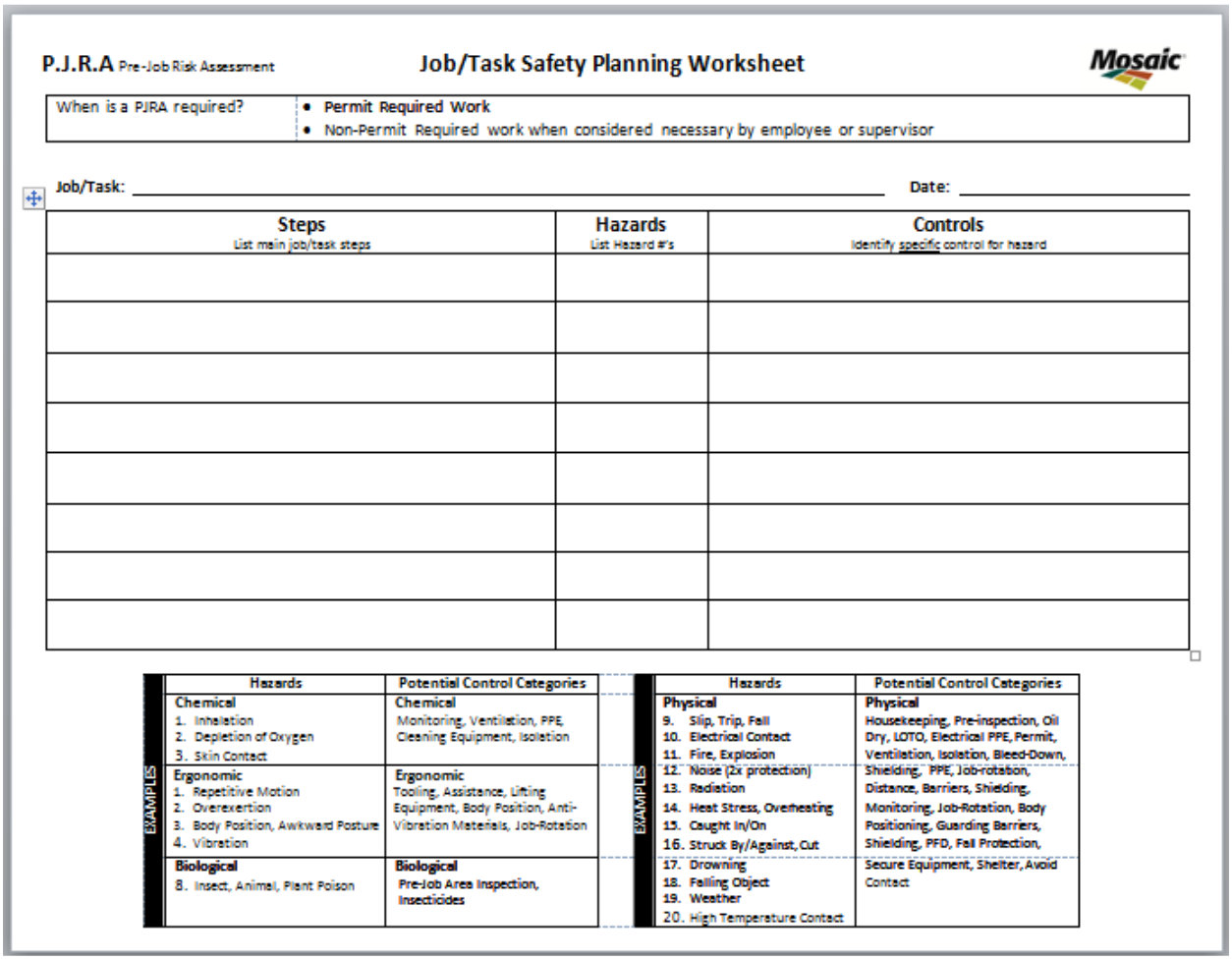
Follow the steps in the table below to conduct an In-Process Quality Check.

Step	Action
1	Visit the job site.
2	Review the Job/Task Safety Planning Worksheet with members of the work group
3	Complete the In-Process Quality Check section of the worksheet. **IF…** / **THEN…** All in-process quality check questions are answered **"YES"** → • Provide feedback and allow job to continue. Any field in-process-check questions are answered **"NO"** → • Stop Job. • Review and revise PJRA. Return to Step 2 of the procedure.

Job/Task Safety Planning Worksheet

Job/Task Safety Planning Worksheet

The following is the Job/Task Safety Planning Worksheet – front page.



P.J.R.A Pre-Job Risk Assessment

Job/Task Safety Planning Worksheet

When is a PJRA required?	• **Permit Required Work** • Non-Permit Required work when considered necessary by employee or supervisor

Job/Task: _____ **Date:** _____

Steps List main job/task steps	Hazards List Hazard #'s	Controls Identify specific control for hazard

EXAMPLES

Hazards	Potential Control Categories
Chemical 1. Inhalation 2. Depletion of Oxygen 3. Skin Contact	**Chemical** Monitoring, Ventilation, PPE, Cleaning Equipment, Isolation
Ergonomic 1. Repetitive Motion 2. Overexertion 3. Body Position, Awkward Posture 4. Vibration	**Ergonomic** Tooling, Assistance, Lifting Equipment, Body Position, Anti-Vibration Materials, Job-Rotation
Biological 8. Insect, Animal, Plant Poison	**Biological** Pre-Job Area Inspection, Insecticides

EXAMPLES

Hazards	Potential Control Categories
Physical 9. Slip, Trip, Fall 10. Electrical Contact 11. Fire, Explosion 12. Noise (2x protection) 13. Radiation 14. Heat Stress, Overheating 15. Caught In/On 16. Struck By/Against, Cut	**Physical** Housekeeping, Pre-inspection, Oil Dry, LOTO, Electrical PPE, Permit, Ventilation, Isolation, Bleed-Down, Shielding, PPE, Job-rotation, Distance, Barriers, Shielding, Monitoring, Job-Rotation, Body Positioning, Guarding Barriers, Shielding, PFD, Fall Protection,
17. Drowning 18. Falling Object 19. Weather 20. High Temperature Contact	Secure Equipment, Shelter, Avoid Contact

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Job/Task Safety Planning Worksheet, Continued

Job/Task Safety Planning Worksheet, (continued)

The following is the Job/Task Safety Planning Worksheet – back page.

Are all hazards identified and controlled? YES - Print Name & Start Job NO - Stop & Correct the PJRA and/or Notify Supervisor

Workgroup Agreement All employees and contractors have the right & responsibility to stop unsafe work. By printing your name below you agree the hazards are identified and controlled	
Name (Print)	**Name (Print)**

In-Process Quality Check This section is for ensuring completeness and quality of PJRA process. It is used to help ensure consistent measurement of process through multiple team points of contact, coaching, feedback.			
Question	**Yes**	**No**	
Steps cover the entire job/task and include enough detail so potential hazards can be identified?			**If answer to any questions above is NO, STOP the job, provide coaching and update the PJRA**
Hazards are identified for each step?			
Controls are identified for each hazard so risks can be reduced to as low as reasonably achievable?			
All affected workers participated in the completion of the PJRA?			
Changes in the steps are reflected on Job/Task Safety Planning Worksheet? N/A if no changes occurred.			
Are controls identified by the Job/Task Safety Planning Worksheet being executed as indicated?			
Name:			Date:
Coaching/Feedback Provided:			

Revision Log

Rev. No.	Requested By	Approved By	Revised By	Rev. Date
Version 01	Tracy Young	Bill Shelton	Tracy Young	03/05/15
Version 02	Pat Kane	Alan Lulf	Pat Kane	08/23/17