



Task Risk Assessment Program

Location/Applicability:		Document Identifier: 694232	
Document Owner: Director EHS Services - Phosphates Business Unit			
Effective Date:	November 1, 2012	Review Due Date:	November 1, 2015

TABLE OF CONTENTS

1.	Purpose	1
2.	Scope	1
3.	Definitions	1
4.	Procedure	2
5.	Program Review	3
6.	Contractors	3
7.	Appendices	3
8.	References	3
9.	Revision Log	4

1. PURPOSE

- 1.1 To establish and maintain a best management program to ensure that the risks associated with jobs are recognized and the necessary controls, education and / or protective equipment are provided for the protection of the employee and the environment.
- 1.2 To eliminate or control unsafe conditions and unsafe acts or practices which may result in injuries to employees or affect the environment.
- 1.3 To define the Task Risk and Hazard Assessment process as a method for identifying the risks that may result in an employee injury or affect on the environment.

2. SCOPE

- 2.1 The Task Risk Assessment Program applies to all Mosaic Phosphate employees. A Task Risk Assessment should be written for tasks in the facility that meet the criteria based on probability, and severity. TRA's are not to replace safety manuals, but are to document permissible standards for specific tasks.

3. DEFINITIONS

- 3.1 TRA Review - Review of TRA's by the employees who perform that task.
- 3.2 Tasks - Tasks are assignments that employees are asked to do – such as: “clean cooling tower screen”; “clean pit screens”; “pull packing out of scrubber”; “repair the log washer”.
- 3.3 Mosaic Risk Assessment Matrix (RAM) – Matrix to identify the tasks associated with a certain job classification. Matrix should include ranking each individual task based on likelihood and consequence for health, safety, environmental, and business impacts and determining which tasks meet the criteria for a written task risk assessment.
- 3.4 Task Risk Assessment (TRA) – A written assessment of a job related task, which identifies risks and lists specific safety precautions and procedures for that task. It is a technique that focuses on job tasks as a way to identify risks, hazards, and environmental exposures before they occur, and the relationship between the worker, job task, tools, and the work environment



- 3.5 Hazard - Potential for harm. Often associated with a condition or activity that, if left uncontrolled, can result in injury or illness.

4. PROCEDURE

4.1 General

- 4.1.1 An inventory of hazardous tasks will be maintained in a hazard matrix and reviewed annually. Based on the (RAM) in Appendix 'A', these tasks shall be ranked according to consequence and likelihood for health, safety, environmental, and business impacts to determine the total potential risk of the task. Guidelines for this can be found in the Mosaic Risk Assessment Matrix Procedure. An example of a hazard matrix that includes rankings can be found in Appendix 'B'. For facilities with an established environmental, health and safety management system, the Hazard and Aspect Matrix will meet the requirements.
- 4.1.2 TRA's should be written for each task that net a risk ranking score that falls in the RED portion of the risk assessment matrix or a high level YELLOW (B3, C3, C4, or C5). These tasks have a history of occurrence and have the potential to present a risk to the worker performing the task, a fellow worker, the environment, or the business.
- 4.1.3 TRA's should be prepared using the Task Risk Assessment Form in Appendix 'C'. TRA's, JSA's, JSHA's, Critical Tasks, or other formats prepared prior to program revisions are satisfactory, but should be upgraded as changes occur or as part of the annual review.
- 4.1.4 TRAs shall be reviewed annually with all affected employees in the job classification or when employees are new or transferred to the job classification. During the annual review, changes shall be noted and TRAs shall be updated in accordance with the North American Management of Change (MOC) Program. This excludes changes in format or clarification.
- 4.1.5 TRAs are not required:
- For tasks that do not fall within the RED or upper YELLOW portions of the matrix; or
 - Where written operating procedures or instructions are available which address the health, safety, environmental and business risk aspects of jobs.
 - But may be created for tasks outside of the required areas with the approval of a department supervisor.

4.2 Task Lists / TRA Book

- 4.2.1 Lists of TRAs are to be developed and maintained for each job classification and stored with the applicable TRAs. These shall be kept in accessible, controlled hard copy books, the Mosaic intranet, or livelink.
- 4.2.2 Hand written TRA's are acceptable and may be used temporarily. These must go through the proper channels of review, approval and training (MOC), though, as soon as reasonably possible.

4.3 Authoring TRAs

- 4.3.1 TRAs will be written by the employees familiar with the work.
- 4.3.2 When writing TRAs and defining the "risks", the authors should consider other employees who may be affected as well as any environmental aspects.
- 4.3.3 TRAs should be written first using the following criteria:
- Tasks that fall in the RED or high YELLOW (B3, C3, C4, or C5) portion of the matrix;
 - Jobs that have produced incidents of property and product damage as well as near-misses among workers where risks to employees are significant;
 - Jobs that are new to the work area or have undergone changes in processes and procedures



- 4.4 Approval Process
 - 4.4.1 Phosphates
- 4.5 TRAs will be created and altered per the North American Management of Change Program. Multiple TRA's may be combined into one MOC.
 - 4.5.1 Each TRA shall be reviewed by the affected employees who perform those tasks. Reviews should be conducted:
 - a. Annually for every TRA in the TRA list . This will assure that each person is familiar with the proper way to do each job.
 - b. While training employees who are new to the area or job.
 - c. As per Management of Change when
 - i. equipment or procedures change to see if the TRA is affected.
 - ii. equipment is added or changed.
 - iii. procedures change.
 - d. When an incident investigation occurs.
 - e. If a new hazard is recognized.
 - f. When a safer way to do the job is discovered.
 - 4.5.2 After completing the review, the effective and review dates on the TRA should be updated..

5. PROGRAM REVIEW

- 5.1 Approved Task Risk Assessment Program will be reviewed:
 - 5.1.1 At least once every three years.

6. CONTRACTORS

- 6.1 All contractors and temporary employees must adhere to the same safety and health policies required for Mosaic employees.

7. APPENDICES

- 7.1 Appendix A - Risk Assessment Matrix
- 7.2 Appendix B - Hazard Matrix Example
- 7.3 Appendix C - Task Risk Assessment Form

8. REFERENCES

- 8.1 Mosaic Risk Assessment Matrix
- 8.2 Mosaic Risk Assessment Matrix Procedure
- 8.3 North American Management of Change Program
- 8.4 Corporate Document and Record Control Procedure (for EHSMS facilities)
- 8.5 Proper Loss Control Leadership, 3rd Edition, Bird, German, and Clark (DNV)
- 8.6 MSHA Publication No. 43, OJT Training Modules – Surface Metal and Nonmetal
- 8.7 MSHA Publication IG No. 83, The Job Safety Analysis Process – A Practical Approach Participants Guide (1990)
- 8.8 OSHA Publication 3071, Job Safety Analysis



9. REVISION LOG

Revision Log				
<u>Rev. No.</u>	<u>Requested By</u>	<u>Approved By</u>	<u>Revised By</u>	<u>Rev. Date</u>
0	Initial Issue	Safety Advisory Panel	Task Team	7/22/04
1	Logo Change	Safety and Health	J. Marshall	12/6/06
2	Minor revisions to standardize format	D. Allen	D. Allen	5/14/06
3	Program Revision		Joe Alderdice.	7/21/10
4	Program Revision		Joe Alderdice	3/08/2011
5	Reformat for ISO		D. Allen	6/16/2011
6	Revision for new RAM		Joe Alderdice	2/22/12

Contact the Subject Matter Expert for additional information on this program.

