



Phosphate Program – Environmental, Health and Safety (EHS) Department

Powered Industrial Trucks Program

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1. PURPOSE

To establish a program for operation and training for Powered Industrial Trucks as defined by OSHA, MSHA and other regulatory or consensus standards.

2. SCOPE

This program shall cover all Mosaic Fertilizer LLC Phosphates Business Unit employees and contractors performing work in Mosaic facilities, as well as Powered Industrial Trucks owned or rented by Mosaic or contractors.

3. DEFINITIONS

- 3.1 Powered Industrial Truck - A mobile, power propelled truck used to carry, push, pull, lift, stack, or tier materials. Often called forklifts or lift trucks, can be ridden or controlled by a walking operator.
- 3.2 Personnel Platform - Any personnel device certified to lift personnel with forklift.
- 3.3 Overhead Guards - Guards shall be constructed to protect the operator from falling material.
- 3.4 Operator - A qualified person who controls the movement of a Powered Industrial Truck.
- 3.5 Qualified Person - A person who by reason of knowledge, experience and training is familiar with the operations to be performed and hazards involved.

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- 3.6 Rollover Protection Structure (ROPS) - Rollover protection for operator.
- 3.7 Unattended Powered Industrial Truck - When the operator is 25 ft. or more away from the Powered Industrial Truck that remains in view or whenever the operator leaves the Powered Industrial Truck and it is not in view.
- 3.8 High Activity Work Zone – Work activity/project taking place within twelve feet of the centerline of the track that has high potential for workers, materials, or equipment to cross into the eight feet minimum clearance zone.

4. GENERAL REQUIREMENTS

- 4.1 Daily Pre-Operational Checklist
 - 4.1.1 Before use each day or at the beginning of each shift the Powered Industrial Truck shall be given a visual inspection and a functional test using the Pre-Operational Checklist.
 - 4.1.2 Each operator who uses the Powered Industrial Truck during the same shift must review and sign-off on Pre-Operational Checklist (Appendix B) that the operator has inspected the Powered Industrial Truck and acknowledges any potential deficiencies. A copy of the checklist must be kept on the piece of equipment while in operation.
 - 4.1.3 If items are found during the inspection that may affect the safety of the Powered Industrial Truck, the operator must get the approval of the supervisor prior to using the equipment, otherwise it shall be removed from service and tagged out of service until repairs are made.
- 4.2 Operations
 - 4.2.1 Never attach wire, cable or any similar items to forks and platforms.
 - 4.2.2 The Powered Industrial Truck load capacity shall never be exceeded.
 - 4.2.3 Altering or disabling of interlocks or other safety devices is prohibited.
 - 4.2.4 Seat belts shall be worn as provided and adjusted properly to fit snugly against the operator.
 - 4.2.5 Drivers shall slow down in wet, slippery areas.
 - 4.2.6 No one shall reach through the uprights of a forklift at any time.
 - 4.2.7 The driver shall slow down and sound the horn at all locations where vision is obstructed.
 - 4.2.8 If forklift is equipped with latches (locking device) for the forks, then the latches shall be in working order.
 - 4.2.9 Manufacturer's written permission shall be obtained prior to the use of attachments to the forks that may affect capacity.
 - 4.2.10 Trucks shall not be driven up to anyone standing in front of a bench or other fixed object.
 - 4.2.11 No person shall be allowed to stand or pass under the elevated portion of any truck, whether loaded or empty.
 - 4.2.12 Unauthorized personnel shall not be permitted to ride on Powered Industrial Trucks unless a safe place to ride shall be provided where riding of trucks is authorized.
 - 4.2.13 The employer shall prohibit arms or legs from being placed between the uprights of the mast or outside the running lines of the truck.
 - 4.2.14 When a Powered Industrial Truck is left unattended, load engaging means shall be fully lowered, controls neutralized, power the shut off, and the brakes set. Wheels shall be blocked if the truck is parked on an incline.

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- 4.2.15 When the operator of a Powered Industrial Truck is dismounted and within 25 ft. of the truck still in his view, the load engaging means shall be fully lowered, controls neutralized, and the brakes set to prevent movement.
- 4.2.16 A safe distance shall be maintained from the edge of ramps or platforms while on any elevated dock, or platform or freight car. Powered Industrial Trucks shall not be used for opening or closing freight doors.
- 4.2.17 Brakes shall be set and wheel chocks, or other mechanical devices, shall be in place to prevent movement of trucks, trailers, or railroad cars while loading or unloading. Fixed jacks may be necessary to support a semi-trailer during loading or unloading when the trailer is not coupled to a tractor. The flooring of trucks, trailers, and railroad cars shall be checked for damage and weaknesses before they are driven onto.
- 4.2.18 There shall be sufficient headroom under overhead installations, lights, pipes, sprinkler system, etc.
- 4.2.19 A load backrest extension shall be used whenever necessary to minimize the possibility of the load or part of it from falling rearward.
- 4.2.20 Only approved Powered Industrial Trucks shall be used in hazardous locations. Approved trucks are listed in Appendix B.
- 4.2.21 Forklift operators shall keep eyes forward and load shall not block view of path. If load is blocking view in front of the operator, the operator shall back up with load.
- 4.2.22 Empty lift trucks shall not be operated with the forks elevated.
- 4.2.23 Loads shall not be butted with the forks or with the rear end of the truck.
- 4.2.24 A dock board shall be used whenever a truck bed is a different elevation than the dock.
- 4.2.25 Portable dock boards shall be secured in position.
- 4.2.26 The load capacity shall be plainly marked on all dock boards.
- 4.3 Safe Working Distances – Power Line Safety
 - 4.3.1 When operating Powered Industrial Trucks under or in the proximity to power lines they shall be operated in accordance with the High Voltage Lines and Cables Program.
Reference: EHSS North America – High Voltage Lines and Cables
- 4.4 Safe Working Distances – Railroad Safety & Working Near Railroad Tracks
 - 4.4.1 When operating Powered Industrial Trucks near railroad tracks, they shall be operated in accordance with the recommended minimum clearance of at least 8 feet from the center line of the track. Any work on areas less than 8 feet shall be marked as low clearance area.
 - 4.4.2 In high activity work zones, the minimum clearance zone should be clearly delineated by red barricade tape or equivalent. Where there is high potential for workers, materials or equipment to cross into the 8 feet minimum clearance zone, the track should be blue flagged and locked per the Railroad Program lockout procedure.
- 4.5 Personnel Platforms
 - 4.5.1 Platforms Use
 - a. Personnel lifts shall be considered non-routine lifts that require management and safety department approval for each lift.
 - b. The lift shall be made in accordance with OSHA 1910.178 and 1926.602 (and associated LOIs).

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5. TRAINING

- 5.1 Only properly trained and qualified employees shall be permitted to operate Powered Industrial Trucks. Employees will be required to attend a general class and receive practical instruction from a qualified person prior to the operation of Powered Industrial Trucks.
- 5.2 Equipment Specific Training shall also be required.
 - 5.2.1 Before being authorized to operate the Powered Industrial Truck, the Operator shall have:
 - a. Been instructed by a qualified person in the intended purpose and function of each of the controls.
 - b. Read and understood the manufacturer's operating instruction(s) and user's safety rules or been trained by a qualified person on the contents of the manufacturer's operating instruction(s) and user's safety rules.
 - c. Understood by reading or by having a qualified person explain all decals, warnings, and instructions displayed on the Powered Industrial Truck.
 - d. Understood by reading or by having a qualified person explain the function of fork assembly and procedure for adjusting and moving of forks.
- 5.3 An evaluation of each Powered Industrial Truck operator's performance shall be conducted at least every three years.
- 5.4 Powered Industrial Truck operators shall be retrained when:
 - a. The operator has been observed to operate the truck in an unsafe manner;
 - b. The operator has been involved in an accident or near-miss incident;
 - c. The operator has received an evaluation that reveals that he is not operating the truck safely;
 - d. The operator is assigned to operate a different type truck, or
 - e. A condition in the workplace changes in a manner that could affect the safe operation of the truck.
- 5.5 Direct Supervisor responsible for Powered Industrial Truck operations must attend a Powered Industrial Truck responsibility awareness class.

6. PROGRAM REVIEW/PERIODIC INSPECTIONS

- 6.1 Program shall be reviewed annually or as required.
- 6.2 Daily Prior-to-Use inspections will be completed by each operator before operating the Powered Industrial Truck.
- 6.3 Monthly inspections will be required on all Powered Industrial Trucks operated on company property. Monthly inspections will be included in maintenance PM programs.
- 6.4 Annual inspections will be performed no later than thirteen months from the date of the prior annual inspection. Annual inspections will be included in the maintenance PM programs.
- 6.5 Proof of annual inspections shall be required either by a decal affixed to the Powered Industrial Truck and a copy of the annual inspection retained in the waterproof operator manuals compartment.

7. EQUIPMENT SPECIFICATIONS

- 7.1 Backup alarm is required.
- 7.2 Manufacturers Operating & Safety Manual shall be maintained on the Powered Industrial Truck and available for use or review by the operator.
- 7.3 A fire extinguisher must be mounted on the Powered Industrial Truck.
- 7.4 A STROBE LIGHT, amber in color, is required.
- 7.5 A Horn is required.

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- 7.6 An overhead guard shall be used as protection against falling objects. It should be noted that an overhead guard is intended to offer protection from the impact of small packages, boxes, bagged material, etc., representative of the job application, but not to withstand the impact of a falling capacity load.
- 7.7 Seat belts are required.
- 7.8 Tires shall meet specifications of manufacturers and the terrain assigned to the type of Powered Industrial Truck.
- 7.9 Equipment shall have all load rating and operating instruction plates and decals.
- 7.10 Equipment must have manufactured Rollover Protection.
- 7.11 Equipment must have rear work lights.
- 7.12 Attachments that are modified for Powered Industrial Trucks must have, in writing, the manufacturer's approval with instructions and decals or sign off by a structural engineer.
- 7.13 Any modification documentation from the manufacturer should be retained.

8. CONTRACTORS

- 8.1 Contractors will only be allowed to bring and operate Powered Industrial Trucks that meet the requirements of the equipment specifications of this program.
- 8.2 Contractors must be able to show by documentation that the operator has received Powered Industrial Truck training and has been trained on the specific piece of equipment that the operator will be required to operate.
- 8.3 Anytime a contractor uses a Mosaic Powered Industrial Truck, he must have the equivalent documented training to a Mosaic operator.

9. APPENDICES

- 9.1 Appendix A - Designations of Industrial Trucks/Tractors
- 9.2 Appendix B - Daily Prior-to-Use Checklist
- 9.3 Appendix C- PIT Forks-Adjusting and Moving Guideline

10. RECORD RETENTION

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

11. REFERENCES

- 11.1 ANSI
 - 11.1.1 B56.1, 1975 - Safety Standard For Low Lift And High Lift Trucks
 - 11.1.2 B56.6, 1978 - Safety Standard For Rough Terrain Forklift Trucks
 - 11.1.3 MH11, 1973 - Hook-Type Forks and Fork Carriers
 - 11.1.4 MH14.1, 1978 - Loading Dock Levelers And Dock
- 11.2 MSHA
 - 11.2.1 30 CFR 56.16016 - Lift Trucks
 - 11.2.2 30 CFR 56.9200 – Transporting Persons
 - 11.2.3 30 CFR 56.9100 - Traffic Control
 - 11.2.4 30 CFR 56.9101 - Operating Speeds And Control Of Equipment
- 11.3 OSHA
 - 11.3.1 29 CFR 1910.178 - Powered Industrial Trucks

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- 11.3.2 29 CFR 1910.110 (e)(2)(iii) - (e)(3)(11) - Storage And Handling Of Liquefied Petroleum Gases
- 11.3.3 29 CFR 1926.602 c - Material Handling Equipment
- 11.3.4 29 CFR 1917.17 (l), (j) - Railroad Facilities
- 11.3.5 29 CFR 1917.43 - Powered-Industrial-Trucks
- 11.3.6 29 CFR 1917.27 - Marine Terminal Machinery Operators and Supervisor
- 11.3.7 29 CFR 1918.98 - Qualifications Of Machinery Operators And Supervisory Training

12. 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 for Mosaic	Safety Dept.	Safety Dept.	5/14/07
1	Change Safe Working Distances	Safety Dept.	Safety Dept.	7/28/10
	Reformat for ISO		D. Allen	7/7/2011
2	Safety Dept	Mike Neal	Lex Dixon	7/21/2012
3	Safety Dept	Mike Neal	R. Withers	8/27/2012
4	Past Due review date	PMO	PMO	06/30/2021
5	RCA Corrective Action	Safety Dept.	PMO	09/20/2022
6	MSHA Annual Review Required	EHS	EHS PMO	08/15/2024