



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

Task Risk Assessment Program

Document Title: Phosphate Task Risk Assessment Program		Document Identifier: <Generated by Content Server>	
Applies To: North America Phosphates		Managed By: EHS PMO	
Document Owner: Director, NA Health & Safety Department		Document Approver: VP EHS	
Current Version Effective Date:	15 July 2021	Formal Review Cycle Due Date:	15 July 2028

TABLE OF CONTENTS

1.	Purpose	1
2.	Scope	1
3.	Definitions	1
4.	Procedure	Error! Bookmark not defined.
5.	Program Review	3
6.	Contractors	3
7.	Appendices	3
8.	References	3
9.	Revision Log	3

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 the environment.
- 1.4 TRA's are not to replace safety manuals, but are to document permissible standards for specific tasks.

2. SCOPE

- 2.1 The Task Risk Assessment Program applies to all Mosaic Phosphate employees. A Task Risk Assessment should be written for any task in the facility that meets the criteria based on probability and severity.
- 2.2 This program works in conjunction with the Risk Register and the Field Level Hazard Assessment (FLHA) Program.

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”, or “repair the log washer.”

EHS Mosaic – Task Risk Assessment Program

- 3.3 Mosaic Risk Assessment Matrix (RAM) – Matrix used to identify the risk rating of tasks. Matrix use 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. GENERAL REQUIREMENTS

4.1 General

- 4.1.1 Sites shall keep and maintain all existing Life Critical TRAs.
- 4.1.2 As of the July 2021 Program update, Sites should conduct a review of their existing TRA inventory to determine which TRAs provide value add and choose those to keep and maintain. All other TRAs considered non-value add should be archived.
- 4.1.3 Written Operating Procedures or Operating Instructions that are current and maintained are an acceptable form of the TRA as long as they address the health, safety, environmental and business risk aspects of tasks.


4.2 Writing a TRA

- 4.2.1 Risk ranking scores are determined by following the steps on the the RAM (Appendix A).
- 4.2.2 A TRA is written for a task that nets a risk ranking score that falls in the RED or a high level YELLOW (B3, C3, C4, or C5) portion of the RAM. Tasks in this score range have a history of occurrence and the potential to present a risk to the worker performing the task, a fellow worker, the environment, or the business.
- 4.2.3 A TRA is prepared using the Task Risk Assessment Form in Appendix B.
- 4.2.4 TRAs will be written by the employees familiar with the work.
- 4.2.5 When writing TRAs and defining the “risks,” the authors should consider other employees who may be affected as well as any environmental aspects.
- 4.2.6 Hand written TRA's are acceptable and may be used temporarily. These must go through the proper channels of review, approval and training (MOC) as soon as possible.

4.3 TRA Inventory

- 4.3.1 Sites shall keep and maintain a lists of all active TRAs. It shall be kept in an accessible, controlled hard copy books, the Mosaic intranet, or LiveLink.
- 4.3.2 All active 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 Program.

 Note: This excludes changes in format or clarification.

 Note: TRAs are not required for tasks that do not fall within the RED or upper YELLOW portions of the matrix.

- 4.3.3 TRAs that fall outside the RED or upper YELLOW may be created with the approval of a department supervisor.

4.4 Approval Process

EHS Mosaic – Task Risk Assessment Program

- 4.4.1 TRAs will be created and altered per the North American Management of Change Program. Multiple TRA's may be combined into one MOC.
- 4.4.2 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.
- 4.4.3 After completing the review, the effective and review dates on the TRA shall be updated.

5. PROGRAM REVIEW

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

EHS Mosaic – Task Risk Assessment Program

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
7	Past review date	PMO	PMO	06/30/2021



Phosphate Business Unit
Environmental, Health and Safety (EHS) Department

The Mosaic Company
3033 Campus Drive, Suite E490
Plymouth, MN 55441
