MOSAIC PHOSPHATES CONTRACTOR SAFETY MANAGEMENT PROCESS

Mosaic Fertilizer LLC
Phosphates Business Unit

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Effective Date: January 1, 2007
Revision No.: 3
Contractor Safety Management Process

1. EXECUTIVE SUMMARY

1.1 This document sets policy for all Mosaic Contractor’s safety leadership and performance; as well as, establishes the process for Mosaic to review and recognize contractor safety performance. Contractor safety performance guidelines must be similar as those for Mosaic employees.

2. PERFORMANCE EXPECTATIONS

2.1 This policy covers any Contractors performing work on Mosaic property other than incidental services Contractors performing low risk work in office such as janitorial, engineering and consultant work. Any contractor exposed to the hazards of the process while performing work is a Mosaic defined contractor.

2.2 Prior to commencing work for Mosaic, all Contractors will be pre-qualified by the Mosaic Purchasing/Sourcing Department (purchasing policy).

2.3 Contractors are expected to comply with all applicable Mosaic policies and governmental regulations. This includes but is not limited to Mosaic Safety Policy, Site/Job Specific Training, and OSHA/MSHA/EPA/DOT regulations.

2.4 Mosaic requires that Contractors hire reputable employees who conduct themselves in an appropriate manner. Contractors will conduct background checks and random drug/alcohol testing as part of ongoing maintenance of employee certification. All contractor employees will be trained to perform duties assigned by the contractor and documentation will be maintained and available for audit by Mosaic.

2.5 Contractors will be required to provide safety statistics which accurately reflect performance. This includes immediate reporting of safety incidents, providing timely investigation reports, implementation of corrective actions, and providing monthly reports on safety performance data to Mosaic via the Mosaic Contractor Website. Data provided for each Mosaic site worked will include all information found on the attached contractor’s monthly safety report. (See Appendix No. 1.)

2.6 All Contractors will be evaluated at quarterly review meetings by Mosaic leadership or more frequently depending on incident history. Consequences of the review may include limiting the scope of work assigned, limiting the amount of work assigned, or removal from the approved contractor list. The review committee will also recognize Contractors who demonstrate exemplary safety leadership and performance.

2.7 It is the contractor’s responsibility to ensure all sub-Contractors adhere to Mosaic policies and procedures.

3. SAFETY POLICY COMPLIANCE

3.1 Contractors are expected to comply with all applicable Mosaic policies and governmental regulations. This includes but is not limited to:
3.1.1 Mosaic Safety Policy

3.1.2 Mosaic Health & Safety Procedures – Procedures and guidelines developed by Mosaic consistent with regulatory requirements and best management practices. (Posted on the Mosaic Contractor Website: www.mosaicco.com/contractors)

3.1.3 Training requirements - Site Specific, Hazard Training, job specific, task training, mobile equipment, etc.

3.1.4 Florida Phosphate Producers Card – Photo ID issued upon successful completion of required training, 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. See appendix 6.)

Louisiana River Region- The contractor shall ensure that all employees (including sub-contractors) are adequately trained to carry out their particular duties or tasks including operating equipment. All contract employees must have:

- Baton Rouge Safety Council Training Card (or recognized reciprocal)
- Site specific orientation for the facility being worked at.
- Both cards must be current (within 1 year of issue date)

3.1.5 OSHA Standards, 29 CFR, Parts 1910 & 1926 - Occupational Safety & Health Administration safety regulations for general industry and construction; www.osha.gov.

3.1.6 MSHA Standards, 30 CFR, Parts 48 & 56 – Mine Safety & Health Administration safety and training regulations for Surface Non-Metal mining operations; www.msha.gov.


3.1.8 EPA Regulations – Environmental Protection Agency regulations; www.epa.gov.

4. CONTRACTOR EMPLOYER/EMPLOYEE SAFETY TRAINING

4.1 Definitions

4.1.1 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 properties. Hazard training is conducted by the Mosaic Contact Person.

4.1.2 Site-Specific Training - Required OSHA training used to advise contractor employees of policy and procedures required to enter and do work at Mosaic Concentrate facilities. Sites-specific training is conducted by the Mosaic Safety Training Department located at the Nichols Pavilion.

4.2 Requirements

4.2.1 Contractor or Subcontractor Employees will not be allowed to enter and work on Mosaic properties without receiving the required Mosaic Concentrates and/or Minerals safety training.

4.2.2 Contractors will ensure that all training required by Mosaic and regulatory standards is provided to their employees working on Mosaic properties. Contractors will document required training and be responsible for maintaining the
training records. These records shall be available for auditing by Mosaic representatives.

4.2.3 The request for use of a contractor that is not pre-qualified will be made to the appropriate Facility Manager or in his/her absence to the designee. Requests for use of non-qualified Contractors will be restricted to one-time contractor needs requiring unique knowledge, expertise, or equipment and necessary to prevent significant losses or reduce the risk of losses associated with safety, environmental interests, production, or equipment asset damage.  

(Note: Any contractor employee not meeting the training requirements must be accompanied by a qualified Mosaic representative while on Mosaic property.)

Only the Plant Manager may approve the use of an emergency contractor. It is the responsibility of the Plant Manager to notify the Vice President of Operations within 24 hours of the variance. Requests will be documented on the Contractor Variance Form. (See Appendix 5)  

Note: If you cannot create a PR in Maximo for the contractor desired, the Contractor is not Pre-qualified for use in Mosaic facilities.

4.2.4 Concentrates:

a. All Contractor Employees entering and doing work at Mosaic Concentrate facilities must have completed the comprehensive Florida Phosphate Producers (FPP) Safety and Health Training program or the Baton Rouge Safety Council (Reciprocal) Safety and Health Training at the Baton Rouge Safety Council in Louisiana.

b. New Contractor Employees must attend the 16-hour Initial Training Program (basic course) or Baton Rouge Safety Council in Louisiana.

c. Subsequent annual training requires attendance at a 10-hour Refresher Program or Baton Rouge Safety Council in Louisiana Refresher and Site Specific.

d. Upon completion of the FPP training, each individual will be issued an FPP photo-identification card or Baton Rouge Safety Council in Louisiana Refresher and Site Specific.

e. All Contractor Employees entering and doing work at Mosaic Concentrate facilities must receive Mosaic Site Specific Safety Training. The Site Specific course is offered by Mosaic’s Training Department in Florida and by the Baton Rouge Safety Council in Louisiana. Contact the training department for a schedule of sessions.

f. The Site Specific course is in a “Train the Trainer” format, which allows designated contract employees (normally management or safety personnel) to present Site Specific training to their employees. (Florida Only)

g. Subsequent training by the Contractor trainer must be documented by sending the following information on letterhead stationery to the Mosaic Training Department: Contractor Employee’s full name; social security number or employee number; training date; method used to verify understanding (i.e., written test, oral question and answer, etc.); and trainer’s signature. (Florida Only)

h. Upon completion of Site Specific training, individuals will be issued a Mosaic Site Specific training sticker, which is displayed on their FPP photo-identification card. (Florida Only)  

Louisiana site specific training is located on the back of the Baton Rouge Safety Council card.
4.2.3 Minerals:

a. All Contractor Employees entering and working on Mosaic Minerals properties must have completed comprehensive Mine Safety and Health Administration training. New miners shall have 24-hour new miner training and experienced miners shall have the 8-hour annual refresher training. Upon completion of training, an MSHA Form 5000-23 Certificate of Training will be issued to each employee.

b. All Contractor Employees must have a copy of their MSHA Form 5000-23 Certificate of Training in their possession at all times and must show the MSHA Form 5000-23, if requested by Mosaic or MSHA personnel.

c. Mosaic does not recognize any “five-day” grace period in its requirement for MSHA training.

d. All Contractor Employees entering and doing work on Mosaic Minerals properties must receive Mosaic Hazard Training at least once every 12 months. The Mosaic Contact will ensure Mosaic Hazard Training is completed at the beginning of each job or if there is a change in hazards.

e. Upon completion of Hazard Training the Mosaic Contact will issue Contractor Employees an MSHA Form 5000-23 Certificate of Training or equivalent.

Safety Incident Reporting

4.3 An event is defined as: an injury accident; a chemical or petroleum substance spill; an environmental release; property damage to either Mosaic or Contractor’s materials or equipment; or a near miss.

4.4 In a medical emergency, follow the Mosaic medical emergency procedures posted on Mosaic bulletin boards, in site specific training, or in hazard training.

4.5 Immediately following medical response, if necessary, the Contractor’s on-site supervisor or Safety Contact will notify their Mosaic Contact person. It is the Contractors responsibility to report accidents per government regulations.

4.6 In case of a chemical or petroleum spill or an environmental release, an immediate notification shall be made to the Mosaic Environmental Hotline (1.800.282.9024). Following this response, the Contractor’s on-site supervisor or Safety Contact will notify their Mosaic Contact.

4.7 By the end of the shift, the Contractor’s site supervisor or Safety Contact will make the following written Incident Report to their Mosaic contact. Mosaic contact will enter into EHS event data base. The Report must be completed fully; use the Event Report guidelines to assure the report is correctly filled out. The Mosaic contact will provide hard copies to Facility Safety Superintendent and Facility Manager, or River Region Safety administrative assistant, and the Facility Manager.

5. SAFETY METRICS / REPORTING

5.1 Safety Audit Requirements: Each contractor will have a safety audit program and maintain documentation.

5.2 Safety Meetings: Safety toolbox meetings will be required at least once a shift to review hazards, permits and other items deemed necessary for discussion prior to beginning work. Contractors whose employees are used for more than five days are required to hold documented weekly safety meetings on site. The Mosaic contact person will be notified 24 hours prior to the scheduled weekly safety meeting and Mosaic management may attend contractor safety meetings.

5.3 Safety audit and safety meeting documentation shall be maintained by the contractor and be available for auditing by Mosaic representatives.
5.4 Contractors are required to report Monthly Safety Statistics to Mosaic via the Mosaic Contractor Website (www.mosaiccco.com/contractors). This report must be submitted by the 4th of the following month.

6. DISCIPLINE

6.1 Contractor Review Committees

6.1.1 Mosaic contractor review committees will be established at each site to review safety performance on a quarterly basis. The site committees will report performance issues to the Phosphates Contractor Review Steering Committee on a quarterly basis. Charters of both committees are attached as Appendices 2 and 3.

6.2 Safety Infractions

6.2.1 Appendix 4 contains Mosaic disciplinary guidelines for EHS violations and should be considered the minimum disciplinary guidelines for all contract employees.

6.2.2 Mosaic has the right to remove and ban any contract employee from any and all Mosaic facilities.

6.2.3 Infractions identified as Category 3 violations will result in remedial action plans being issued, if required, as a first step. Continuing safety performance related issues shall be elevated to a member of the Site Contractor Review Committee. Written remedial action plans addressing the problem areas may be used in conjunction with business curtailment/reduce spend at the discretion of Contractor Review Committee.

6.2.4 Infractions identified as Category 1 or 2, or a contractor who fails to improve performance as directed through action plans which have been issued, shall be forwarded by the Facility Contractor Review Committee to the Phosphates Contractor Review Committee for further punitive measures and/or removal from the Qualified Contractor List. Duration and extent of the business loss will be determined by this Committee.

6.3 Recognition / Feedback:

6.3.1 Audit Review Process

a. By the 4th of every month, safety statistics will be submitted via the Mosaic Contractor Website by the contractor for review and compilation. Discrepancies and trends will be addressed by the Site Leadership Team for positive and negative feedback.

b. On an annual basis, Contractors 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.

7. REVISION LOG

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## Appendix 1

### Contractors Monthly Safety Report

**Mosaic Facility Name:**

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| OSHA Recordable Cases | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
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| Lost Time Rate YTD   |   |   |   |   |   |   |   |   |   |   |   |   |
| Severity Rate YTD    |   |   |   |   |   |   |   |   |   |   |   |   |
| Safety Index YTD     |   |   |   |   |   |   |   |   |   |   |   |   |

Reporting Year: 200_
Appendix 2

Committee Charter

Team: Facility Contractor Review Committee

Mission: To review and report the safety performance of Contractors utilized by the group as defined in the Mosaic Contractor Management Policy.

Leaders: Facility Manager
– NWF, BAR/MUL, GB/SPC, RVR, FCR, HOP, SFM, HP, **FST/UNS** Engineering, Reclamation, Permitting, and Land Management

Members:
– EHS Representative
– HR Representative
– Purchasing Representative
– Accounting Representative
– Maintenance Manager
– Department Superintendents
– Gyp Stack Engineer

Steering Committee:
– Mosaic Contractor Review Committee

Tasks:
– Meet the 1st month of each FY Quarter to review the performance of all Contractors used during the previous quarter.
– Meet as needed to resolve violations to the Mosaic Contractor Management Policy.
– Review all safety incidents/violations by Contractors over the previous quarter.
– Review contractor EMR’s and audit Contractor Performance Evaluations completed during the previous quarter.
– Provide a representative to the Mosaic Contractor Review Committee who will report the Facility’s/Area’s contractor safety performance.
– Recognize exemplary safety leadership and performance by Contractors utilized by the group.
Appendix 3

Committee Charter

Team: Phosphates Contractor Review Committee

Mission: To maintain and oversee policy and guidelines as defined in the Mosaic Contractor Management Policy, providing a process for reviewing contractor safety violations, instituting appropriate action, and recognizing exemplary performance.

Leaders:
- VP EHS/ VP Operations/VP HR

Members:
- Procurement Manager
- Technical Manager
- Safety/Health/Security Manager
- Contractor Safety Superintendent
- Representative from Each Facility Contractor Review Committee
  - NWF, BAR/MUL, GB/SPC, RVR, FCR, HOP, SFM, HP, FST/UNS, Engineering, Reclamation, Permitting, and Land Management

Tasks:
- Meet the 2nd month of each FY Quarter to review the performance of all Contractors used during the previous quarter.
- Meet as needed to review/approve disciplinary measures taken against Mosaic Contractors.
- Receive reports and recommendations from each of the Facility Contractor Review Committees.
- Review proposed changes to the Mosaic Contractor Management Policy.
- Approve changes to the Qualified Contractor List and ensure that the Qualified Contractor List is being maintained per the Mosaic Contractor Management Policy.
- Recognize Contractors who demonstrate exemplary safety leadership and performance.
PURPOSE

There is no job so important that adequate time cannot be taken to perform it safely. As employees of Mosaic, it is our responsibility to work in a safe manner and encourage similar behaviors within our fellow workers.

To this end, the primary purpose of these EHS (Environmental, Health and Safety) Discipline Guidelines is to influence positive, sustained change in an employee’s conduct before the occurrence of an injury. Additionally, it is also designed to remind you of your responsibility to follow environmental guidelines and procedures.

GENERAL GUIDELINES FOR ALL DEPARTMENTS:

CATEGORY I

The definition of a Category 1 incident is any behavior that demonstrates a willful disregard and/or blatant failure to assure compliance with policies regarding or pertaining to safety, property or the environment. These behaviors have the potential for very serious and significant injury, property loss or environmental damage.

DISCIPLINE

1st offense Termination

BEHAVIORS

Failure to provide physical evidence of:

- Lock Out / Tag Out and verification that equipment is in a zero energy state
- A Critical Safety Device bypass Permit
- Confined Space Permit
- Line breaking Permit
- Hot Work Permit
- Operating tagged out equipment
- Unauthorized removal of Lock Out Devices
- Willful and/or deliberate disregard of environmental guidelines or practices
**CATEGORY II**
The definition of a Category II is any behavior that has the potential for serious injury, property or environmental damage.

**DISCIPLINE**

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<td>1st offense</td>
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<td>2nd offense</td>
<td>Suspension - same as above</td>
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<td>3rd offense</td>
<td>Termination - if three category II occur within 24 months or time noted on contract</td>
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</table>

Note: EHS discipline in the employee’s file older than 24 months or time frame noted on contract will not be considered for further EHS discipline.

Examples include, but may not be limited to:
- Failure to use job specific personal protective equipment such as fall protection, respiratory protection, etc.
- Failure to report Serious Safety incidents as soon as possible or failure to report less serious incidents during the shift it occurs.
- Unsafe operation of equipment.
- Failure to obtain Radiation Work Permit.
- Failure to follow "Management of Change" in covered Processes, such as NH3, SO2 and SO3.
- Failure to report Environmental incidents according to the Mosaic Spill Reporting Guidelines.
- Property damage above $2,000.

**CATEGORY III**
The definition of a Category III is other behaviors that have the potential for injury, property or environmental damage. Progressive discipline will be utilized. Less serious violations of personal protective equipment should be dealt with appropriately after a complete review of the facts.
CONTRACTOR VARIANCE

The request for use of a contractor that is not pre-qualified will be made to the appropriate Facility Manager or in his/her absence to the designee. Requests for use of non-qualified Contractors will be restricted to one-time contractor needs requiring unique knowledge, expertise, or equipment and necessary to prevent significant losses or reduce the risk of losses associated with safety, environmental interests, production, or equipment asset damage. Only the Plant Manager may approve the use of an emergency contractor. It is the responsibility of the Plant Manager to notify the Vice President of Operations within 24 hours of the variance. Note: If you cannot create a PR in Maximo for the contractor desired, the Contractor is not Pre-qualified for use in Mosaic facilities.

Person Requesting Variance______________________

Non-Qualified Contractor_______________________

Type of Work Being Performed______________________________________________

Date Contractor Needed_________________________

The following questions should be considered as you evaluate the need to use a non-qualified contractor:

1. Can this project be delayed until a pre-qualified contractor with appropriate training can be scheduled? If not, explain___________________________________________

______________________________________________________________________

2. Does the non-qualified contractor (company) being considered for this job have adequate Safety Policies and Procedures in place?

3. Do the contract employees have appropriate training per the Mosaic Contractor Safety Management Policy? Chemical plants: Phosphate Producers training (PCC) / Site Specific Training; Mining Operations: MSHA Annual Refresher / Site Specific Hazard Training, Baton Rouge Safety Council/Site Specific Hazard Training. (Note: Any contractor employee not meeting the training requirements must be accompanied by a qualified Mosaic representative while on Mosaic property.)

4. Are the contract employees that will be performing the work properly trained for the task assigned?

Plant Manager Approval______________________________________________

APPENDIX 6
Contractor Security / ID Badge Process

- Effective June 1st 2007, all contractors entering Mosaic facilities are required to have successfully completed a background check and drug screen.

- For consistency with security / ID badges in our Florida operations, all contractors working at our Florida facilities are required to obtain a security / ID badge from Polk Community College or Learey Technical Center. 
  
  **Louisiana facilities shall issue badges to personnel as appropriate.**

- After June 1, 2008 no contractor employee will be allowed in Mosaic Florida and Louisiana facilities if they do NOT have the approved security / ID badge.

**Requirements for contractors working in Florida facilities:**

- **Attend PCC or LTC training**
  
  Contractors attending PCC / LTC training are required to submit as part of the class registration, a letter verifying a background check and drug screen were completed for that individual.
  
  Upon successful completion of the training, the participant will be issued an ID badge that serves as a security / ID badge and training certification.

**Requirements for contractors working in Florida MSHA regulated facilities:**

- **Do not attend PCC / LTC for training**
  
  Written documentation that a background check and drug screen have been completed must be provided to Polk Community College before a security / ID badge will be issued to the contractor employee. (Note: Security / ID badges issued by PCC under these circumstances will be for security / ID badging only and not for training documentation. This will be clearly stated on the badge.)
  
  Polk Community College will provide this service by appointment only. (No “walk ins”)
  
  Badges will be the property of Mosaic Fertilizer. This service will be provided at no cost to the contractors.

**Requirements for contractors working in Louisiana facilities:**

The following forms of identification shall be deemed as acceptable for identification for entry to the facility, all must contain the person’s full name and photograph:

- Any identification that meets the requirements of the Transportation Workers Identification Card (TWIC) requirements.
- Government issued identification
- Company identification, if not easily reproducible.
- Union card, if not easily reproducible, includes maritime identification.
- Mosaic issued Card Access ID
- Mosaic Identification cards from other facilities
- All types of identification specified by government regulations as acceptable.

**No access to our facilities will be granted without proper ID.**

**NOTES:**

ehss_phos_contractors_policy-2.doc
For contractors attending PCC or LTC for training, this will be an ongoing effort for the next 12 months as contractor employees renew annual retraining requirements. Completion date: May 31, 2008.

All contractor employees working **exclusively** at our MSHA facilities will have until September 30, 2007 to comply with this requirement.

Contractors who have already been issued a **Mosaic Geotech / Reclamation ID card** will have until June 1st, 2008 to obtain the approved PCC security / ID badge under the following stipulation: Documentation verifying that the contractor employee has successfully completed a background check and drug screen must be provided to Larry Rials, Geotech / Reclamation Safety Specialist by September 30, 2007.