



1. All contractors are required to adhere to NSC Minerals Ltd. safety rules while onsite. NSC Minerals has a zero-tolerance policy on harassment and violence in the workplace. This includes maintaining a respectful, inclusive environment for everyone at site. **Violation of this policy is a Major Infraction.** First offence will result in a 3 month ban and lifetime ban thereafter- to be issued by a site Manager.
2. Carrier administrator must ensure their drivers complete the orientation and that the signed document is returned via email to the NSC Minerals Logistics Team at [nsc.order@nscminerals.com](mailto:nsc.order@nscminerals.com) **PRIOR TO DISPATCHING THE DRIVER TO OUR FACILITIES. ORIENTATIONS WILL NOT BE COMPLETED AT THE SITE.**

Drivers are not considered orientated until the following steps have been completed:

- Driver has reviewed and **understands** the information provided in the document.
- The document has been signed by the driver and the carrier administrator and returned to [nsc.order@nscminerals.com](mailto:nsc.order@nscminerals.com).
- The carrier has received confirmation from [nsc.order@nscminerals.com](mailto:nsc.order@nscminerals.com) that the orientation has been received and processed.

**Note** – It is imperative that printed first and last names of the drivers are legible, that we have the correct spelling of the drivers first and last names, and that no nicknames are provided. Provide the name that matches their drivers licence and ensure this is also the name they are providing to NSC personnel when arriving to load/unload at our facilities.

3. Online Booking System – loading/unloading is by appointment only. Carriers are responsible for booking their appointments online here: <https://nscminerals.ca/Rock-Salt/Book-Load>. If you are unable to complete your booking online, please contact [nsc.order@nscminerals.com](mailto:nsc.order@nscminerals.com) for assistance. All bookings must contain the following information: Truck # and Driver’s full name (First and Last, no nicknames).

Example:

**Load Origin Schedule**

Date : 03/28/2022 00:00

Manual Entry

LOADOUT #1 - COARSE/DRIED/FINE/STANDARD	
INTERVAL	30 MINUTES
07:30 CST	+
08:00 CST	+
08:30 CST	+
09:00 CST	+

**Schedule Appointment**

Truck Number : 123

Comments [28/200]: DRIVER'S FIRST AND LAST NAME

Submit



4. Arrival Procedures - All carriers will communicate to the scale office to check in upon arrival. Use CB or VHF LAD Channel as directed on the signage at the sign entrance. Drivers may also call the scale house if no radio is available. Refer to #11 below regarding proper cell phone usage. Contact numbers for each site are listed below with the site directions. Follow all posted signs. (See Rocanville Site for specific arrival procedures.)

- In the event there is a line up to load, drivers will be asked to park and wait on the road with their truck (except Rocanville). Priority is given to trucks loading for rail.
- Remain in your truck and report info using CB or VHF LAD Channel or phone as per site signage. (Not required at Brooks Facility.)
- Report to the scale house to weigh in. Do not pull onto the scale without permission from the Scale Operator. They will tell you which scale to use and when to pull on the scale. **Failure to check in with the scale house is a Minor Infraction.** (Not required at Brooks.)
- Follow all posted signage and obey all posted speed limit traffic signs. **Not following posted signage is a Minor Infraction.** Respect all designated routes for traffic and pedestrians. Refer to each sites' traffic flow map for reference.
- NSC Minerals has a maximum Height Restriction of 13'-6" to be followed at all sites unless specified.
- **Specific Arrival Procedure – Rocanville Site**
  - Approach the security kiosk in the far-right lane and come to a complete stop at the kiosk.
  - Contact Nutrien Security using CB Channel 3, by calling (306) 645-5002, or by using the phone to your left at the kiosk. **Failure to check in with Nutrien Security is a Major Infraction.**
  - Proceed to NSC Minerals (follow signs). **Do not drive through or park in the Nutrien Laydown Area (this is a Major Infraction.)**
  - There is small staging area available for a limited number of trucks (see red section in image). There is no overnight parking available on Nutrien or NSC property. Drivers are to overnight in Rocanville or Moosomin.
  - Do not stop (park/wait) on the yellow highlighted road identified in the image.



5. An NSC Minerals Ltd. employee must be present on site at all times while carriers are on site.
6. Loaders and other heavy equipment have the right of way on site, NO EXCEPTIONS. Outgoing loaded trucks have priority and right of way over incoming trucks.
7. All drivers must ensure the vehicle or equipment they are operating is maintained and in good repair with all lights and safety devices functioning properly, including backup beepers (when installed.) Trailers must be properly sealed as to avoid any product leaks. **Leaking trailers or spilled salt is a minor infraction.**



8. Drivers operate the loadout system unless instructed otherwise by the NSC site.
9. All contractors are required to wear the following PPE while outside their truck on any NSC Minerals Ltd. Site. **Failure to wear proper PPE is a Minor Infraction.**
  - Body Protection – non-melting long-sleeved high visibility clothing, or non-reflective long-sleeved clothing worn with a high visibility vest, and work grade trousers (shorts are not allowed).  
Note: hoods are not allowed unless they are tear-away style.
  - Eye Protection – CSA approved safety glasses
  - Foot Protection – CSA/ANSI approved certified Grade 1 footwear (steel toed boot with good tread), proper boots will have the Green Triangle and Orange Omega symbols; boots must also have metatarsal protection (factory installed) and cover the ankles
  - Head Protection – CSA/ANSI approved hard hat. Anything that is not tight fitting around the hard hat suspension area is non-compliant. Turbans/head coverings that do not allow the suspension to properly fit around the head are therefore not permitted in PPE required areas.
  - Hand Protection – glovesThe following are recommended items as per the driver's own hazard assessment:
  - Hearing Protection – ear plugs or ear muffs
  - Respiratory Protection – face mask
10. Fall protection must be worn when on top of trailers. Drivers are expected to provide their own fall protection equipment; it is the responsibility of the carrier to ensure drivers and trailers are outfitted with the necessary equipment. **Failure to wear fall protection is a Major Infraction.** This includes End Dump trailers.
11. Using a cellular phone while operating trucks is prohibited. **Failure to follow this policy is a Major Infraction.** Use of hands-free devices are permitted.
12. No smoking on our site. Smoking within your own truck is permissible. No sunflower seeds on our site.
13. No photographs or videotaping allowed unless approved by an NSC supervisor or manager.
14. Emergency Situations & Need of Assistance
  - Pause and Evaluate – do not approach if it is not safe to do so.
  - Notify the scale or pump house of the emergency and ask the scale or pump house operator to sound the emergency horn.
  - **If the emergency horn sounds (three short blasts), stop work immediately, leave your vehicle, and walk to the muster point. Muster points locations:**
    - **Rocanville and Vanscoy - at the flag poles at the entrances**
    - **Ft. Saskatchewan – primary muster point is at the flag poles in the NE corner of the property; secondary muster point at the c-can in the truck turn-around in the SE corner of the property**



○ **Brooks – at the site entrance gate**

- Remain at the muster point until given the “all clear” or further instructions from a site manager or supervisor.
- If you are a witness, give a statement or other information if requested.

15. Truck Loading Procedure

- Be aware of each site’s Traffic Management plan (see bottom of this document.)
- It is the driver’s responsibility to ensure all trailer compartments are clean and free of all foreign material prior to loading. Trailers hauling feed salt, or international shipments, will be inspected prior to loading. Additionally, carriers contracted by NSC to haul feed salt must sign a compliance certificate annually stating trailers will be thoroughly **washed** prior to loading if the previous load contained any prohibited, hazardous or other products of concern, as identified on the compliance certificate, and wash ticket must accompany paperwork provided to the customer should the previous load have contained said product(s).
- Clean out your trailers in the clean-out area of the yard ONLY. Do not dump product in any other area. **Dumping in unapproved zones is a Major Infraction.** Note that Clean Out Areas are PPE-required zones.

- Use the sled provided to catch product you are cleaning out of your trailer and empty contents of the sled into the waste bin once done, per posted signage.



- The scale operator will instruct drivers which load out to use at Rocanville and Vanscoy. Note – Trucks must be south facing while loading at Vanscoy. **Note that the red Emergency Stop button is for EMERGENCIES ONLY.**
- At Brooks and Ft. Saskatchewan, follow the NSC operator’s instructions for the loading procedure.
- Reminder to open your tarps (if applicable) prior to loading. Do not climb on tarps to remove product.
- Stay with your truck at all times while on site. Do not walk across the yard into the scale house (refer to traffic flow map.) **Walking through the traffic area is a Minor Infraction.**
- Salt loads - once loaded, the scale operator will adjust your gross weights if needed. Please note that correct axle weights are the driver’s responsibility. If requested, we will check axle weights when the truck pulls onto the scale.
- Salt loads - stay on the scale ramp unless otherwise instructed. Proceed to the scale house to complete paperwork.
- All drivers must show photo ID either before or after loading. Loads will not be released without proper identification and a valid release number.
- Hopper, live bottom, and end dump trailers must be tarped; and pneumatic hatches must be closed. Once paperwork is completed, tarp your trailer or close hatches in the yard, not on the scale. All loads exiting NSC with product must be properly secured prior to leaving the site. Remember to use fall protection when atop trailers.



- Tote bags will be placed inside your trailer. Drivers will have to move the totes into position as required. We supply a pallet jack to assist in maneuvering if needed.
  - All trucks will be loaded as close to capacity as possible.
  - It is the driver's responsibility to be aware of any road restrictions.
  - US Bound Trucks – all trailers will be subject to inspection prior to loading.
  - Marker lights to be on when parked in the yard at night.
16. Before you arrive at your destination, be sure to phone ahead to the customer to arrange unloading. Do not unload unless the customer is present, or you have permission to unload unattended. Make sure to get the customer's signature on the paperwork after unloading or indicate "unattended delivery." Leave a copy of the paperwork for the customer. If a customer requests the load be diverted to another destination, make sure NSC Minerals is aware of this request BEFORE diverting the load.
17. Unloading procedures – be aware that salt sheds have strict environmental requirements. Do not unload outside of the salt shed unless the customer has specifically requested you to do so and is available to push the salt up.
18. If there is a spill, property damage, or incident of any kind while on a customer's site, notify the customer and call NSC at (306) 934-6477 (choose Option #1, 1 during business hours and Option #1 then 9 after hours) to report the issue immediately. Try to contain any spills to prevent further environmental damage, if it is safe to do so.



## Carrier Infraction System

The Site Supervisor or Manager can refuse loading to a driver who is found to be in violation of NSC Minerals Ltd. safety rules, including but not limited to the following:

Major Infractions (15 demerits)	Minor Infractions (5 demerits)
<ul style="list-style-type: none"> <li>• Failure to use Fall Protection</li> <li>• Dumping in unapproved zones (including failing to use and empty sled at Rocanville &amp; Vanscoy)</li> <li>• Driving through laydown (<i>Nutrien Rocanville only</i>)</li> <li>• Failure to check-in at Security (<i>Nutrien Rocanville only</i>)</li> <li>• Using Hwy 600 North (Spy Hill to Rocanville Rd) to access mine site/plant (<i>Nutrien Rocanville only</i>)</li> <li>• Using the gravel road from the Town of Vanscoy to NSC Road to access NSC Vanscoy (<i>Vanscoy only</i>)</li> <li>• Use of cell phone while operating truck (non hands free)</li> </ul>	<ul style="list-style-type: none"> <li>• Failure to comply with NSC PPE requirements</li> <li>• Failure to check in/out with scale desk upon arrival/departure.</li> <li>• Failure to follow posted signage including speed limits</li> <li>• Leaving truck unattended, or walking around or through the traffic area</li> <li>• Failure to tarp or close lids prior to leaving site</li> <li>• Leaking trailers or spilled salt</li> </ul>
<p align="center"><b>Major Infraction (3 month suspension for first offence/lifetime ban for second offence)</b></p> <ul style="list-style-type: none"> <li>• Harassment or Violence of any kind while at an NSC Minerals site</li> </ul>	

Response by NSC Minerals Ltd. to safety violations will be as follows, escalating as required for repeat infractions:

Demerit Points	Action
5 - 10	A warning will be sent to Carrier; Driver must sign a Driver Violation Form.
15	Driver must sign a Driver Violation Form; loading refused for 24 hrs. Carrier must have driver retake Site Orientation; loading granted once verification of re-orientation complete.
20	Driver must sign a Driver Violation Form; loading refused for 48 hrs. Carrier must have driver retake Site Orientation; loading granted once verification of re-orientation complete.
25	Driver must sign a Driver Violation Form; loading refused for 72 hrs. Carrier must have driver retake Site Orientation; loading granted once verification of re-orientation complete.
30 - 40	Driver must sign a Driver Violation Form; driver is banned for 6 months from all NSC Minerals Sites.
Over 40	Driver is permanently banned from loading at any NSC Site.

In addition, NSC Minerals Ltd. will tally the total carrier infractions/incidents for each carrier on a quarterly basis and report on this information to both the Carrier and to NSC Minerals Ltd. Operations. This information will include infractions/incidents at all NSC sites as well as any incidents at a Customer site. An infraction remains on a driver's record for two years. After two years from the date of the infraction, the infraction is removed and the total demerit points decreases.



## Site Directions

### ○ Rocanville

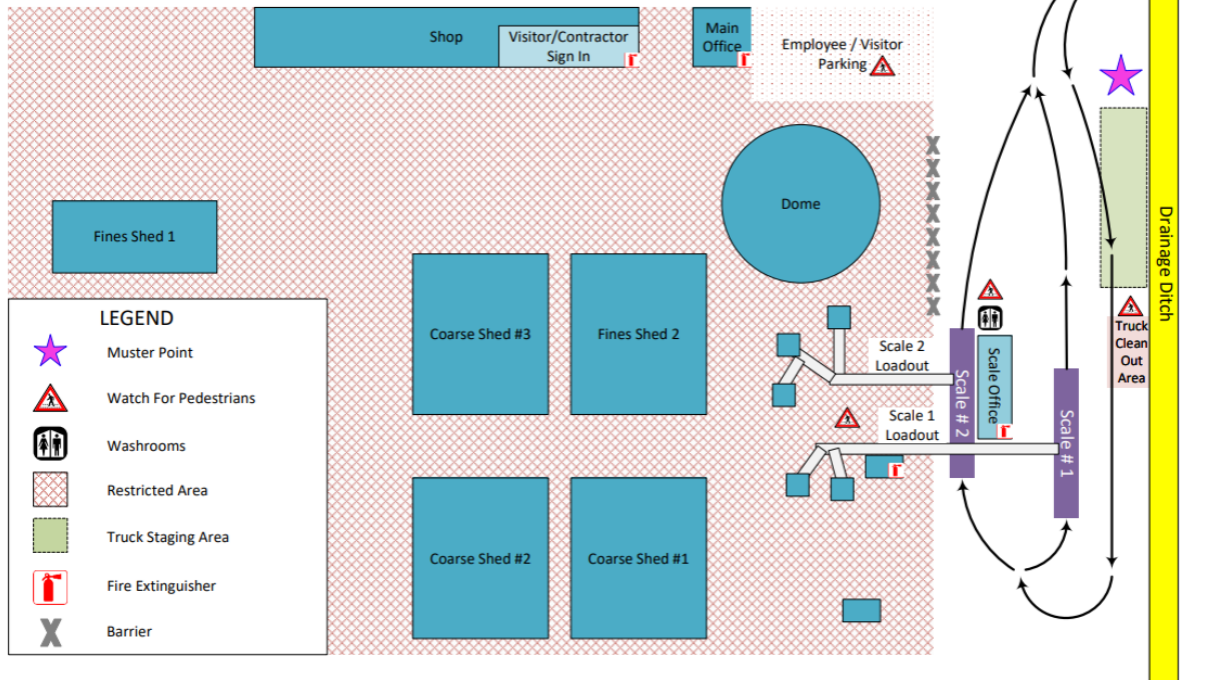
- Scalehouse phone number (306) 645-4255.
- NSC Minerals is located on the Nutrien Rocanville Mine Site
- Head north on Hwy 8 from Moosomin, or head South on Hwy 8 from Hwy 16
- Take Nutrien Road north of Rocanville directly into the Nutrien Mine Site
- NOTE: There is **absolutely no semi travel** on Highway 600 North from Spy Hill to the Nutrien Rocanville Site. **Using this road to access our site is a Major Infraction.**



## NSC Minerals Rocanville Traffic Management Plan



**HEAVY EQUIPMENT HAS THE RIGHT OF WAY**



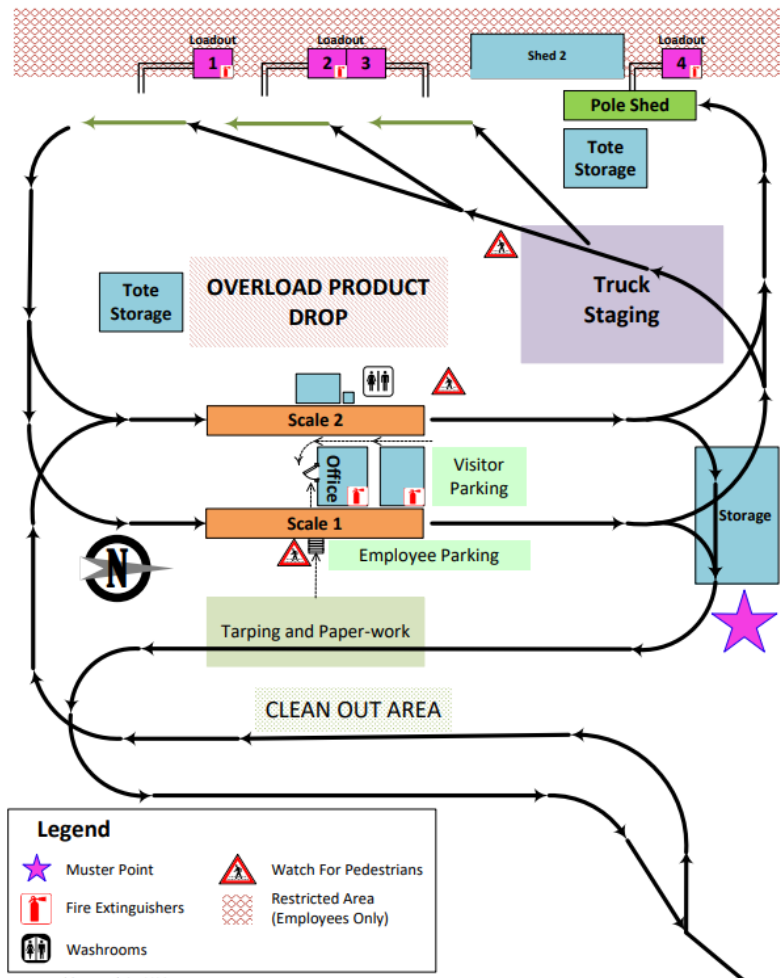


○ Vanscoy

- Scalehouse phone number (306) 668-2006.
- Traveling west from Saskatoon, take the left fork to Hwy 7 towards Rosetown at the junction of Hwy 14 and Hwy 7
- Pass by the Town of Vanscoy, and at the Nutrien sign, turn right (this is approx. 28 km from Saskatoon)
- Traveling east on Hwy 7, the turn is approx. 7 km east past the Town of Delisle
- Proceed approx. 1 km to the NSC Road sign and turn right onto the grid road
- Travel approx. 2 km and then left at the NSC Minerals sign and follow the grid road to the plant
- The road into the plant is narrow, use safety pullouts when necessary
- NOTE: Using the gravel road from the Town of Vanscoy to NSC Road to access or exit the NSC Site is prohibited. **Using this road to access our site is a Major Infraction.**



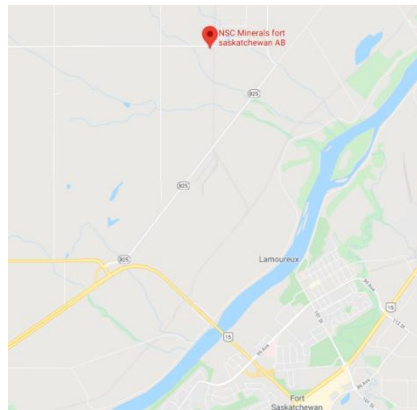
## NSC Vanscoy Traffic Management Plan





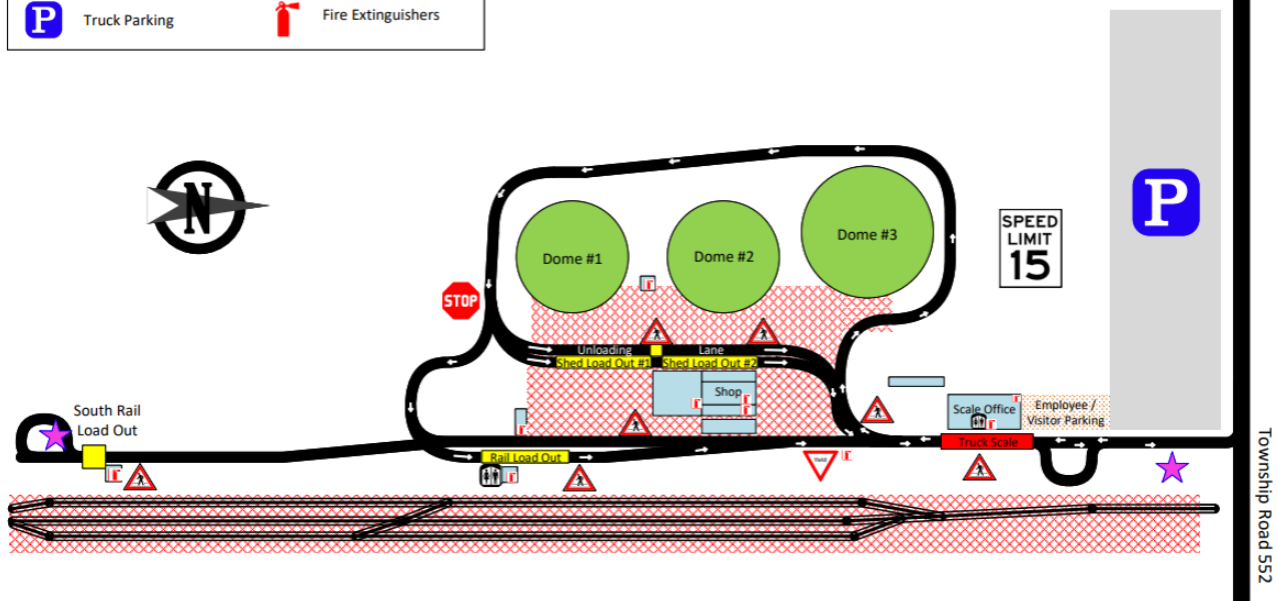
○ Ft. Saskatchewan

- Scalehouse phone number (780) 998-4470.
- Travel approx. 4.5 km NE of the Junction of Hwys 37 and 15 on Hwy 825, follow Hwy 825 as it turns northward.
- Turn left on Township Road 552 and travel approx. 1 km. Cross the railway tracks and turn left into NSC Minerals.
- There is a truck staging area to the west of the entrance on the north side of the fence. Note – Cleaning out is prohibited in this area.



Legend	
	Watch for Pedestrians
	Washrooms
	Restricted Area (Employees Only)
	Truck Parking
	Yield To Traffic On Left
	Loading Staging
	Muster Points
	Fire Extinguishers

## NSC Fort Saskatchewan Traffic Management Plan



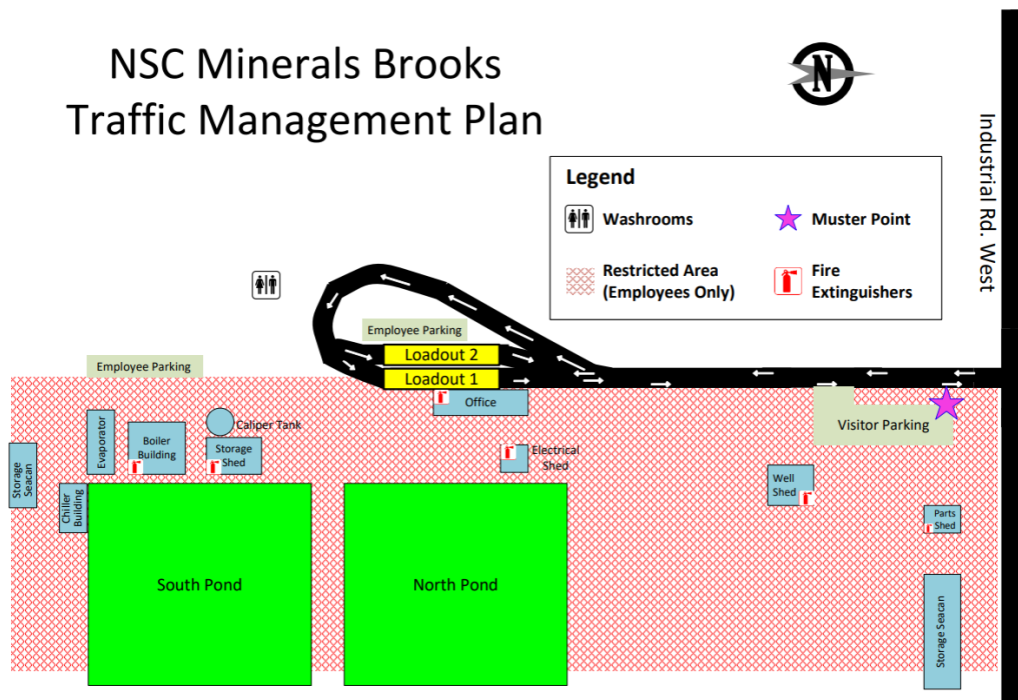


○ Brooks

- Site phone number (403) 501-0282.
- Site is located at 49 Industrial Road in Brooks, AB
- From Trans-Canada Hwy/AB-1 Eastbound Turn right onto AB-36 S (Signs for Rainer / Scandia / Vauxhall / Taber). Turn Left onto Township Rd 184 (Signs for Silver Sage Road/Truck Route). Turn Left onto Young Rd and then right onto Industrial Rd. NSC Minerals Calcium Ponds are on the right (49 Industrial Rd).
- From Trans-Canada Hwy/AB-1 Westbound Turn left onto Township Rd 183D. Turn right onto Township Rd 183A. Continue onto Township Rd 184 Railway Ave E/Township Rd 184A. Turn left onto 7 St E/AB-873 S Turn right onto Industrial Rd E. NSC Minerals Calcium Ponds are on the right (49 Industrial Rd).



## NSC Minerals Brooks Traffic Management Plan



After you have completed reviewing this Driver’s Site Orientation, please sign, date, and submit this form to the NSC Minerals Logistics Team at [nsc.order@nscminerals.com](mailto:nsc.order@nscminerals.com).

- Orientation forms are processed Monday to Friday from 6:30am to 4:30pm SASKATCHEWAN TIME only, STAT holidays excluded. No exceptions.
- Once your orientation has been processed you will receive a confirmation email from [nsc.order@nscminerals.com](mailto:nsc.order@nscminerals.com) indicating you are good to book your loading/offloading appointments/proceed to site. You are not eligible to book a loading/offloading appointment or enter our sites until you have received that confirmation.
  - **Ex.) If we don’t receive your orientation until 4:35pm SASKATCHEWAN TIME on Friday, and Monday is a STAT, you will not receive your clearance to proceed until Tuesday.**

Drivers arriving to site un-orientated:

- **Will be advised to leave our facility** and proceed to the nearest truck stop, or other safe and permitted resting area **off of our site** (as directed by their company’s authorized representative/policy) to complete their orientation and submit it to [nsc.order@nscminerals.com](mailto:nsc.order@nscminerals.com)
- **Will have their appointment cancelled**
- **Will not return until they receive confirmation** from an NSC Logistics representative via [nsc.order@nscminerals.com](mailto:nsc.order@nscminerals.com) that their orientation has been received and processed.
- **Will rebook their appointment for the next available time** after they receive confirmation from an NSC Logistics representative via [nsc.order@nscminerals.com](mailto:nsc.order@nscminerals.com) that their orientation has been received and processed. As always, drivers are to arrive on site within ½ hour of their appointment time.

**Driver’s Information:**

**Please PRINT Clearly**

<b>First Name:</b>	<b>Last Name:</b>	<b>Date:</b>
<b>Trucking Company Name:</b>		
<b>Please select the facility(s) you are orientating for:</b>	<input type="checkbox"/> Brooks Brine Production Facility <input type="checkbox"/> Fort Saskatchewan Transloading & Storage Facility <input type="checkbox"/> Rocanville Plant <input type="checkbox"/> Vanscoy Plant	

Driver & Carrier Administrator Acknowledgement & Sign Off (both Driver & Carrier Administrator MUST sign)

My signature below indicates that I have reviewed, understand, and agree to follow NSC Minerals Ltd. site general rules, safety rules and procedures and that I will always arrive on site fit for work.

Driver Signature: \_\_\_\_\_

Carrier Administrator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_