


<i>HEALTH AND SAFETY MANUAL</i>	
Title: Stop Work Authority	
Approved by: Greg Savoy	Rev. 12/27/11

1 Purpose/Scope:

The Company is firmly committed to providing each of its employees a safe and healthy work environment. This program is designed to inform employees of their right and responsibility to stop work when the control of a HSE risk is not clearly established or understood. Any form of retribution or intimidation directed at any individual or company for exercising their right to issue a stop work authority will not be tolerated.

This program is applicable to all Company employees, temporary employees, and sub-contractors. All employees have the authority and obligation to stop any task or operation where concerns or questions regarding the control of HSE risks exist.

2 Responsibilities:

2.1 Managers:

- shall ensure that employees and sub-contractors are trained on Stop Work Authority before initial assignment.
- training shall be documented including the employee name, the dates of training and subject.
- shall review Stop Work reports.
- are responsible to create a culture where Stop Work Authority is exercised freely.

2.2 Supervisors:

- shall verify that employees and sub-contractors have received Stop Work Authority training.
- shall review Stop Work reports.
- are responsible to create a culture where Stop Work Authority is exercised freely.

2.3 Employees:

- shall wear the proper PPE during operations.
- shall properly maintain and safely operate all equipment in operations.
- shall keep work area clean and free of clutter.
- must understand that exercising Stop Work Authority is not only a right but is also a responsibility.

3 Requirements:

- 3.1 When an unsafe condition is identified the Stop Work Authority intervention will be initiated, coordinated through the supervisor, initiated in a positive manner, notify all affected personnel and supervision of the stop work issue, correct the issue, and resume work when safe to do so.
- 3.2 All Stop Work interventions shall be documented for lessons learned and corrective measures to be put in place.
- 3.3 It is the desired outcome of any Stop Work intervention that the identified safety concern(s) have been addressed to the satisfaction of all involved persons prior to the resumption of work.
- 3.4 Most issues can be adequately resolved in a timely manner at the job site, occasionally additional investigation and corrective action(s) may be required to identify and address root causes.
- 3.5 No work will resume until all stop work issues and concerns have been adequately addressed.

4 References:

None

5 Exhibits:

None.