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|  | STOP WORK | | | Page 1 of 4 |
| | POLICY PROCEDURE | | | |
| | Company Doc. No. HSEDOCS-SWPP-00-000 | Contractor Ref. No. QHSE-SWPP-0000 | Date 00-00-0000 | Revision 00 |

STOP WORK POLICY PROCEDURE

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| Project No: | |
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| REVISION HISTORY | ISSUE DATE | DESCRIPTION | REVIEW / STATUS |
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| PREPARED BY: | REVIEWED & APPROVED BY: |
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| QA QC ENGINEER | PROJECT ENGINEER |

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1.0. Purpose

The purpose of the following section is to establish a **“Stop Work”** policy within [Company Name]’s EHS Program. Everyone at [Company Name] has the right to stop work if they see a safety hazard. Our management team is committed to fostering a work environment where employees feel comfortable raising safety concerns without fear of repercussions.

2.0. Goal

The goal of [Company Name]’s **“Stop Work”** policy is to establish:

- o Define **“Stop Work”**
- o Personnel authorized to stop work.
- o Stop the work authority process.
- o Resuming work.
- o Documentation and Evaluation of **“Stop Work”** actions.
- o Training requirements.

3.0. Policy

3.1. Definition of Stop Work

“Stop Work” means any action that stops or halts all affected employees from continuing to a task or operation immediately with no further progress expected until proper steps are completed.

3.2. Authority to Stop Work

On all [Company Name] projects, workers have the right and responsibility to stop any activity if they have safety, health, or environmental concerns. We take these concerns seriously and will not tolerate any retaliation against individuals or companies who use this authority.

3.3. Process for Stopping Work

Work is expected to be stopped at any moment by the following steps when any unsafe condition exists:

- o An unsafe condition is identified.
- o All personnel potentially affected by unsafe conditions will be notified (verbally, visually, or audibly) to cease working.
- o The employee stopping work will then notify the onsite supervisor overseeing their current duties immediately and in a positive manner. This must be a supervisor physically on-site to notify the appropriate onsite management.

3.4. Continuing Work after Stopping Work

Work will restart once the following steps are completed:

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- o The condition has been evaluated by the affected personnel (and their supervision) to establish the safest method to proceed.
- o All personnel potentially affected by unsafe conditions will be informed of the means, methods and expectations to continue work processes.
- o The safety concerns have been resolved, and all personnel previously stopped from working can now resume their duties

3.5. Required Documentation

- o All stop-work actions shall be documented to establish lessons learned and corrective actions utilized to resolve the unsafe condition(s).
- o Project documentation can come in various formats, such as daily logs, emails, texts, photos, and meeting minutes. When a Stop Work Order is issued, a supervisor or manager should review all relevant documentation to:
 - Measure participation.
 - Evaluate the effectiveness of stop-work interventions.
 - Follow up on residual or additional issues (see “after action review” below).
 - Identify trends or commonalities.
 - Identify opportunities for improvement.
 - Facilitate company-wide information sharing of lessons learned.

3.6. After Action Review

Occasionally after a stop work action has been completed to the satisfaction of all involved persons, additional investigation and corrective actions may be required to identify and address root causes.

3.7. Training

To ensure all employees are empowered to prioritize safety, Stop Work Authority training is mandatory before their first assignment. This training will be documented, including the employee's name, training dates, and covered topics.