



STOP WORK AUTHORITY

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Section: HSE Management Principles

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PURPOSE

The following information is meant to provide employees of Rival Services with information regarding our Stop Work Authority program.

SCOPE

Whereas Stop Work Authority is pertinent to the safe conduct of operations in a day-to-day setting, it is **mandatory** that all field and service employees of Rival Services understand and implement the following policies and procedures.

For the purposes of this document, “employees” include any agency or leased laborers under direct supervision of the Company where we collect and report their man-hours.

DEFINITIONS

Stop Work Authority – The authority and obligation of any individual to suspend a task or operation, without reprisal, when:

- The control of HSE risk is not clearly established or understood, or
- When it is perceived that unsafe conditions or behaviors may jeopardize themselves, co-workers, contractors, or the public; or
- When failing to stop could adversely affect the operation, result in property damage, or negatively impact the environment.

In general terms, the SWA process involves a stop, notify, correct and resume approach for the resolution of a perceived unsafe condition, act, error, omission, or lack of understanding that could result in an undesirable event.

POLICY

The right to work in a safe environment is recognized by Rival Services as the cornerstone of our safety programs. Therefore, all employees are given the responsibility, authority, and *obligation* to stop work when they believe that unsafe conditions or behaviors may jeopardize themselves, co-workers, contractors, or the public; or when failing to stop could adversely affect the operation, result in property damage, or negatively impact the environment. Employees have a right to use



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Number: 1.3	Date of Issue: 07/01/2015
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their Stop Work Authority even in uncertain situations where the risk of unsafe conditions may be considered questionable.

It is therefore necessary that all employees understand that their Stop Work Authority is a condition of employment, and that using their Stop Work Authority will never result in retribution, reprimand, negative feedback, or penalty; nor will evidence of retribution be tolerated by Rival Services.

To properly utilize the Stop Work Authority, the following procedure should be followed:

- Upon identifying a potentially hazardous situation, employees should alert their supervisors **if possible**, who will then initiate the Stop. Otherwise the employee should immediately initiate the Stop Work themselves, pending review.
- Work shall cease until a resolution may be determined. This should be viewed as a positive effort to maintain the safety and well-being of all personnel.
- The reason(s) for the stop work intervention should be explained to supervisors and affected personnel.
- Discussion should address the proper course of action to mitigate or eliminate the hazard.
- Work shall only resume once an agreement has been reached and (if necessary) corrective measures are in place.
- Supervisors must provide feedback and document the intervention.

REPORTING

Stop Work interventions shall be formally documented and reported in order to:

- Measure participation
- Determine quality of interventions and follow-up
- Trend common issues and identify opportunities for improvement
- Facilitate sharing of lessons learned

Reporting may be achieved through the use of our currently approved reporting system in order to maintain record and track corrective action items to closure, as may be required.



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ROLES AND RESPONSIBILITIES

In support of this policy, responsibilities are as follows:

Employees

- Employees may stop work or decline to perform an assigned task without fear of reprisal in order to discuss and resolve work and safety concerns. The Stop Work may include discussions with co-workers, supervision, or safety representatives to resolve work related issues, address potentially unsafe conditions, clarify work instructions, or propose additional controls, etc.
- Employees must immediately report any unsafe activity or condition to a supervisor, if possible. If the danger is imminent or the supervisor is not available, employees must initiate the stop work intervention pending review of the situation. Work shall not be resumed until all issues and concerns have been adequately addressed.
- Employees must make every effort to contribute to the safe resolution of the unsafe activity through discussion prior to resuming work. If a consensus cannot be reached on how best to proceed, employees must understand and agree that the final determination lies with the Supervisor or PIC.

Management/Supervisor/Person in Charge (PIC)

- Management and supervision must be committed to promptly resolve issues resulting from an employee-raised Stop Work [10 CFR 851.20]. It is incumbent that Managers create a culture where Stop Work Authority is exercised freely. This culture begins by granting Stop Work Authority to employees via proper training. Supervisors and PIC's must recognize that employees have the right to stop work, and should encourage employees to conduct a stop work initiative in a justifiable and responsible manner.
- Feedback should be provided to individual/s and the affected work group who have exercised their Stop Work responsibility on the resolution of their concern prior to resuming work. If the employee that issued a stop work is not available due to reasons such as vacation, PTO, shift change, or training then the supervisor provides the feedback to the affected workers prior to resuming work.
- Notify the Safety Department if a raised stop work issue has not been resolved.
- Ensure no actions are taken as reprisal or retribution against individuals who raise safety concerns or stop an activity they believe is unsafe.
- All Stop Work interventions must be documented and reported to management in order for possible corrective measures to be enacted, and the Safety Department should be contacted for counsel and investigation if necessary.



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- Stop Work reports shall be reviewed by management in order to measure participation, determine the quality of interventions, and follow-up, trend common issues, identify opportunities for improvement, and facilitate communication on findings.
- Follow-ups should be conducted after a Stop Work intervention has been closed in order to determine the efficacy of the intervention as well as to identify root causes for the application of safe processes in the future.

TRAINING

Training in Stop Work Authority must be conducted prior to an employee's initial assignment and as needed thereafter. Training must be properly documented to include the employee's name, the subject, and the date(s) of training, and retained on file.