

STOP WORK AUTHORITY



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1. Purpose

- a. **H2 Enterprises, LLC (H2)** establishes the Stop Work Authority (SWA) of all team members and contractors to suspend individual tasks or group project when the control of health, safety or environmental (HSE) risk is not clearly recognized or understood and/or equipment service is compromised. It is the policy of **H2 Enterprises, LLC** that:
 - i. All team members have the authority and responsibility to stop any task or operation where concerns or questions regarding the control of HSE exist.
 - ii. No work will resume until all stop work issues and concerns have been effectively addressed.
 - iii. Any form of retribution or intimidation directed at any team member or company for exercising their authority as outlined in this program will not be tolerated.
- b. As with any policy, accountability for non-compliance will follow established company procedures or contract requirements.

2. Scope

- a. This “stop work” program applies to all **H2 Enterprises, LLC** projects.

3. Key Roles and Responsibilities

- a. Project Managers have a responsibility to accept and support all “stop work” intervention from team members. Management shall resolve issues resulting from a team member’s “stop work” concerns and ensure no actions are taken as retribution against team member(s) who raise safety concerns to stop an activity they believe is unsafe. This action of “stop work” will also include any evidence of potential equipment service interruption due to unsafe or undocumented processes (methods of procedure) when performing equipment installations or maintenance.
- b. Team members have a responsibility and are authorized to “stop work” on any activity or situation they believe danger or a risk is present to them or a coworker without fear of retribution from management. The “stop work” may include discussion with other team members of management or Safety Manager to resolve work related issues, address potential unsafe conditions, and/or clarify work instructions, etc.
- c. The Safety Coordinator is responsible for monitoring compliance with the requirements of this program, the maintenance of associated documents, processes, training materials, identifications of trends, and sharing of lessons learned.

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4. Stop Work Authority Procedure

- a. Team members who identify a potentially unsafe condition or act which could result in an undesirable event, a “stop work” intervention shall be immediately initiated for the individual(s) and/or equipment potentially at risk. All potential unsafe conditions or acts shall be documented on a Job Safety Analysis. The card shall be completed daily at the beginning of every job to identify all potential unsafe condition or issues.
- b. The team member who identified the “stop work” incident will notify all affected team members and their Project Manager of the stop work issue.
- c. All team members shall discuss and gain agreement on the “stop work” issue.
- d. Resolve any issues that have resulted in the “stop work”. The issue resolution or corrective action must be discussed with all team members, including manager, and be in place before return to work.
- e. If team members cannot provide a resolution to the “stop work”, then work shall be suspended until a resolution can be achieved. The operation manager shall make the final determination on the corrective action and provide the go-ahead to continue.
- f. All corrective actions on job “stop work” incidence when finalized shall be documented. The team member(s) shall use **H2 Enterprises, LLC** Incident Reporting form for his process.

5. Reporting

- a. All “stop work” concerns shall be documented as a “near miss” report. Team members shall use **H2 Enterprises, LLC** Incident Reporting policy form for reporting purposes. The report shall be reviewed by the Project Manager in order to:
 - i. Identify the “stop work” incident
 - ii. Notify and report to affected team members and Project Manager
 - iii. Provide corrective action to job stoppage
 - iv. Resume work after issues has been resolved and cleared to proceed
 - v. Facilitate lessons learned with team members.
- b. The Safety Manager will publish incident details regarding the “stop work” action to all **H2 Enterprises, LLC** Project Manager and team members outlining the issue, corrective action, and lessons learned.

6. Follow-Up

- a. Management will review all “stop work” reports within one week in order to identify and additional investigation or follow-up required. The report will be used as part of “lessons

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learned". Project Manager will provide the root cause analysis to the "stop work" action and identify and potential opportunities for improvement, encourage team member's participation, and share lessons learned.

7. Training

- a. Training regarding this SWA Policy will be conducted as part of all new team member orientations. Additionally, this policy as well as other company safety policies shall be reviewed as part of **H2 Enterprises, LLC** daily tailgate safety meetings. All documented training shall be kept in the team member's file along with a copy sent to H2's Safety Manager.