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***STOP WORK  
PROCEDURE***

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## **1. PURPOSE**

The purpose of this procedure is to establish a culture when all employees are provided with the authority to stop work in a situation when there is a belief that:

- a) people including colleagues, co-workers, other personnel are at risk or in danger.
- b) the operation safety is questioned and a possibility of a damage to the facility or injury exists.
- c) there is a possibility of environmental damage.

The procedure describes the process of stop work practice if any person's safety and/or the environment are at risk. It is the responsibility and right of NS employee to implement Stop Work intervention on an occasion when a person, facility or environment are in danger, there is a recognized threat to the life, health or safety of a person at a workplace.

NS employees are fully supported and encouraged to apply Stop Work and Intervene when unsafe behaviour, action or non-action are observed during the operation. The decision to be made by an employee on such an occasion is based on personal opinion, judgement, belief and experience and in no way the employee can be criticized or penalized for being cautious.

No delay in applying Stop Work and Intervene should be allowed, even in case when an investigation revealed that was applied unnecessarily. Employees who act proactively with the intention to prevent a risky situation are to be recognized for such positive behaviour.

## **2. SCOPE**

This procedure is applicable to all NS employees working on the site, office or facility.

## **3. RESPONSIBILITIES**

### ***3.1. Employees***

Employees are responsible for safe execution of work and are to follow the responsibilities:

- a) authority to stop work or refuse performing appointed duty, having no fear for penalties to be applied or any form of judgement, to arise concern, discuss and safety issues, clarify instructions, address potential unsafe situations and suggest additional controls.
- b) authority to initiate Stop Work instantly with no delay when observing a dangerous situation, act or behaviour that may result in damage or injury. A suspected worked must be notified as well as supervisor or supervisor's representative at the location.
- c) the duty to notify the supervisor immediately right after Stop Work is applied if the issues is not resolved by following established safety procedures.

- d) in case an employee would rather stay anonymous, the employee shall contact the supervisor or supervisor's representative to initiate Stop Work, but this is allowed only if there is no immediate threat – in such case it is a responsibility of an employee to follow Stop Work Authority.

### ***3.2. Managers and Supervisors***

Managers and supervisors are obliged to immediately address and resolve issues raised by an employee Stop Work. Managers and supervisors are responsible for:

- a) resolving issues led to Stop Work applied by an employee during a specific work performed.
- b) providing feedback to the employee and the affected employees who have applied Stop Work Authority before the work resumes.
- c) informing the safety representative when an issue raised from Stop Work is not resolved.
- d) notifying the responsible facility representative if the Stop Work aligns with Stop Work Criteria clarified in Appendix B.
- e) guaranteeing that the employee raising safety concerns or applying Stop Work are not going to be retributed or retaliated.

### ***3.3 HSE Team***

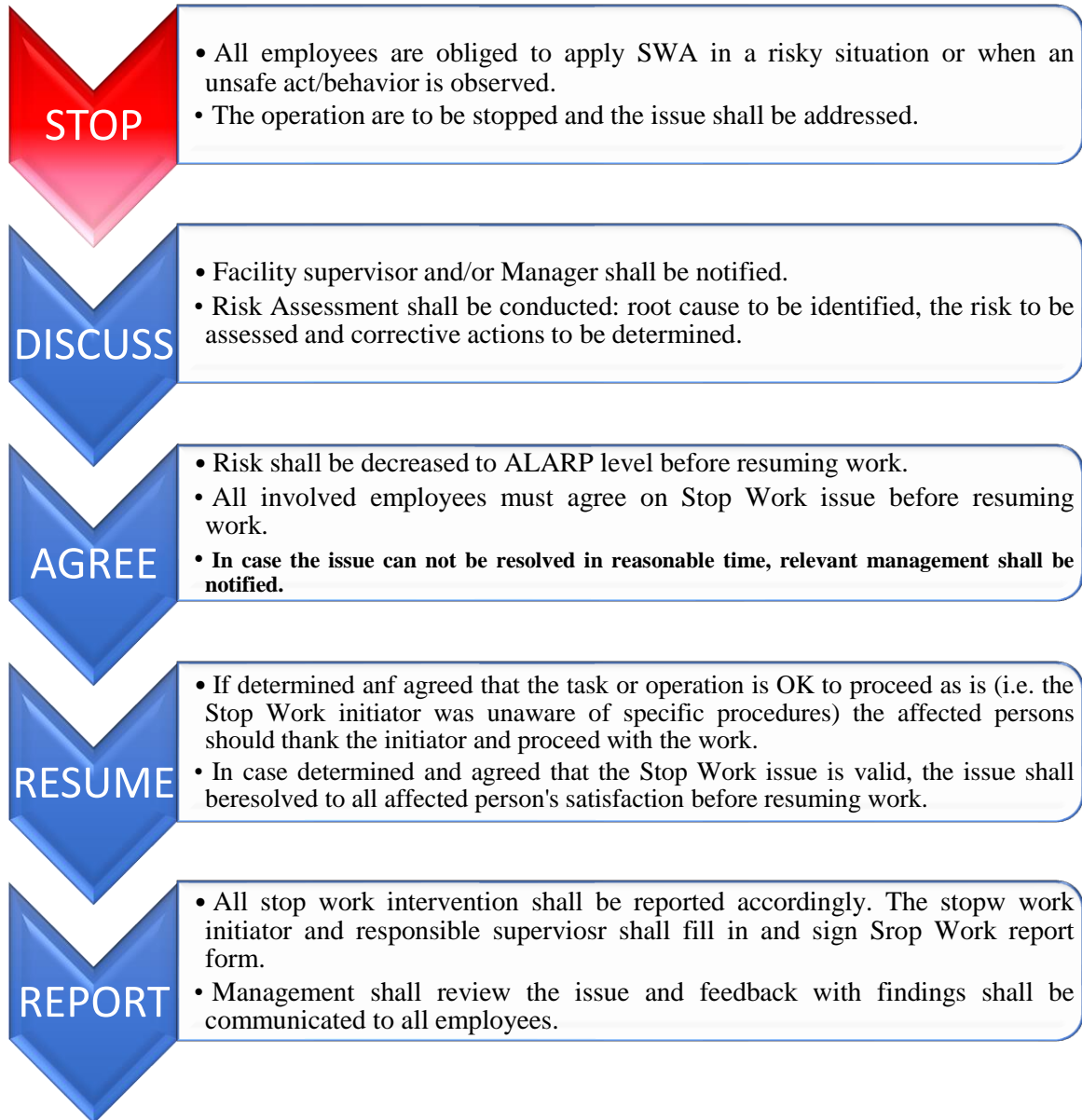
HSE team and safety representatives have the following responsibilities:

- a) providing support and training on Stop Work Authority and Procedure.
- b) monitoring completion of Stop Work Authority training.
- c) monitoring and reporting on unsafe acts and behaviour and applying of Stop Work reporting procedure.
- d) assisting employees in addressing safety concerns.
- e) contacting management to address issues in case the situation was not resolved.
- f) discussing resolutions with employees who participated in work stop in case the resolution was completed.
- g) representing an employee who decided to remain anonymous while addressing Stop Work issues.

## **4. PROCESS/PROCEDURE**



## 5. INTERVENTION PROTOCOL



## 6. IMPEMENTATION

Effective immediately

## **7. FOLLOW-UP**

The desired result of any Stop Work intervention is that the identified safety issues are addressed to the satisfaction of all those involved before work resumes. In spite that most issues might be sufficiently resolved in a timely manner, there could be an additional investigation conducted and corrective actions could be performed to address root causes.

Stop Work intervention needing additional investigations or follow-up shall be administered using existing procedures for incident investigation and follow-up. Safety Manager shall provide the root cause analysis to the Stop Work intervention and determine any possible ways for improvement. Incident details shall be published and communicated to all employees identifying the issues, corrective actions program and lesson learned. Management is to review all Stop Work reports to determine any additional investigation to be conducted.

Managing Director owns final responsibility for resolution of all Stop Work interventions.

## **8. RECOGNITION**

To establish a safe culture where Stop Work is anticipated and performed openly, managers and supervisors shall encourage employee's positive recognition. In a situation when Stop Work is applied and/or an employee is an active participant in Stop Work program, they shall be formally and informally recognized by expressing appreciation and a formal feedback shall be provided.

## **9. TRAINING**

Stop Work shall be included in an Induction program and training matrix. All employees shall be responsible to acknowledge and sign the Stop Work procedure. Documentation of all training and reviews shall be maintained as per established procedures.

## 10. STOP WORK FORM

STOP WORK ISSUANCE			
Job		Department	
Location		Date/time	
Supervisor		Phone	
Stop Work Initiator		Work performer	
Work operation or condition	Hazard as stated by initiator	Root cause identified	Additional observations
DATE & TIME INFORMED			
Supervisor		Manager	
Safety Manager		Director	
FOLLOW-UP ACTIONS			