
	Stop Work Authority Policy				
Control number:	HSE-P-32	Revision date:	9/23/24	Rev #:	0
Approved by:	Derrick Landry	Revised by:	Madison Myers	MOC#:	N/A

## PURPOSE

The purpose for Peak NDT Solutions Stop Work Authority Policy is to ensure that employees understand their Responsibility and Obligation as it relates to their own safety, as well as the safety of others. Peak NDT Solutions management supports the right of any individual to suspend a single work task or group operation when the control of any risk is not clearly understood.

### 1.0 PROTOCOL INSTRUCTIONS

- A. When an employee identifies a perceived unsafe condition, act, omission or lack of understanding that could result in an undesirable event a "stop work" intervention should be initiated directly with those at risk.
- B. If supervisor is available and affected person(s) are not in immediate risk the "stop work action" should be coordinated through the supervisor.
- C. Interventions should be initiated in a positive manner by briefly introducing yourself and starting a conversation with the phrase "I am using my stop work authority because..." Using this phrase will clarify the user's intent and set expectations.
- D. Notify all affected personnel and supervisors of the stop work issue.
- E. All parties shall discuss and agree on the stop work issue.
- F. If determined and agree that the stop work issue is valid, then every attempt should be made to resolve the issue to all affected person's satisfaction prior to the commencement of work.
- G. If the stop work issue cannot be resolved immediately, work shall be suspended until proper resolution is achieved. When opinions differ regarding the validity of the stop work issue, Peak NDT Solutions Onsite Supervisor will ensure that the issue is corrected and resume work when safe to do so.
- H. Positive feedback should be given to all affected employees regarding resolution of the stop work issue. 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.

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## 2.0 REPORTING

A. All employees shall formally document and report all stop work interventions in order to:

- Determine quality of interventions and follow-up
- Measure participation in the process
- Identify opportunities for improvement
- Manage corrective measures
- Share learning's with peers
- Give recognition to participants
- Monitor and trend common issues

B. Upper management will regularly announce details regarding the number of "stop work" actions reported by employees and review common trends and learnings.

## 3.0 FOLLOW-UP

A. It is Peak NDT Solutions desired outcome that any "Stop Work" intervention has been addressed to the satisfaction of all involved personnel prior to the resumption of work.


B. Most issues can be adequately resolved in a timely manner at the job site. Occasionally additional investigation and corrective actions may be required to identify and address root causes.

## 4.0 RECOGNITION

Peak NDT Solutions management will be consistent with the recognition process and will positively reinforce desired behaviors by regular peer recognition through safety meetings and/or individual recognition by supervisors and upper management.

## 5.0 ROLES AND RESPONSIBILITIES

A. All Employees have the authority and obligation to stop any task or operation where concerns or questions regarding the control of any risk exists. Employees are responsible to initiate a "Stop Work" intervention when warranted and support the intervention of others.

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B. Line Supervisors and Upper Management are responsible to create a culture where "SWA" is exercised freely, positive recognition of proactive participation, and work to resolve issues before operations resume.

C. Senior Leaders will establish and support clear expectations to exercise "SWA". They are also responsible for creating cultures where "SWA" is exercised freely, as well as resolving conflicts when they arise. Those that choose not to comply with established "SWA" policies shall be held accountable.

## 6.0 EMPLOYEE TRAINING

All Company Employees will receive "Stop Work Authority" training before initial assignment. The training must be documented including the employee name, the dates of training, subject matter and instructor signature. Training will include, but not limited to Intervention Protocols, Employee Expectations & Responsibilities and the Process of Documenting a "Stop Work" Intervention.

### REVISION INFORMATION

This is applicable to changes made to the current version of the preceding document.

Revision Number	Description