



STOP WORK AUTHORITY POLICY





‘STOP WORK’ POLICY STATEMENT

It is the Health, Safety and Environment (HSE) Policy of Falcon Corporation Limited to maintain a safe and secure work environment against any risk or exposure to personal harm, property damage or adverse effects to the environment.

As such, it is the duty and the right of every personnel employed and engaged by Falcon Corporation Limited to exercise a ‘Stop Work’ intervention whenever any employee, person(s) or group’s assets or local environment are at risk; or when there is a perceived risk to the life, health or safety of the individual(s) within the work environment.

The Management of Falcon Corporation Limited is fully supportive of the decisions of an employee which is taken in the diligent execution of this Policy:

- ‘Stop Work’ shall be applied if any situation arises due to an unsafe action or behavior or omission or non-action of any party involved in the operation, and if such situation were permitted to continue, may potentially lead to the occurrence of an incident which may lead to personal injury or damage to Company asset
- Any member of Falcon Corporation Limited - irrespective of his/her position/seniority/discipline has the right and duty to apply the ‘Stop Work’ Policy, if in his/her opinion or judgment, such activity is deemed to be an unsafe or risky behaviour
- There shall be no blame or fault put on any employee calling for a ‘Stop Work’ order even if, upon investigation, the ‘Stop Work’ order was deemed unnecessary.
- The ‘Stop Work’ order must be applied in good faith
- Timing is a critical factor. There should not be any delay in calling for a ‘Stop Work’ order if the need arises

Work that has ceased due to a ‘Stop Work’ order shall not be resumed until all safety aspects are cleared to the satisfaction of the employee who initiated the ‘Stop Work’ order or to the satisfaction of the employee whose work activities necessitated the initiation of the ‘Stop Work’ order.

As with other Company Policies, accountability for non-compliance will follow established company procedures or contract requirements.

Remember. **‘IF IT IS NOT SAFE. DON’T DO IT!’**

A handwritten signature in black ink, appearing to be "B. Smith", written over a horizontal line.

Managing Director



‘STOP WORK’ AUTHORITY (SWA) PROGRAMME

1.0 Roles And Responsibilities In The SWA Programme.

Persons in the following roles have responsibilities in support of this program:

1.1 All Falcon Corporation Limited staff and Contractors are responsible

- for:
- Initiating a ‘Stop Work’ order when warranted
 - Supporting the intervention of others
 - immediately reporting all ‘Stop Work’ actions to next line Supervisor

1.2 Supervisors & Managers are responsible for:

- Creating a culture where SWA is exercised freely
- Honoring requests for ‘Stop Work’
- Ensuring that issues are resolved before operations resume
- Ensuring that all ‘Stop Work’ actions are properly reported with required follow-up completed

1.3 Top Management is responsible for:

- Establishing the clear expectation to exercise SWA
- Creating a culture where SWA is exercised freely
- Resolving SWA conflicts when they arise
- Holding accountable those that choose not to comply with established SWA Policies

1.4 The HSEQS shall be responsible for:

- Monitoring compliance with the requirements of this program
- Maintaining associated documents
- Providing training on the SWA programme
- Sharing lessons learned.



2.0 SWA INTERVENTION PROCEDURE

In general terms, the SWA process involves the following steps for the resolution of a perceived unsafe work action or condition:

- Stop
- Notify
- Correct; and
- Resume

Though specific situations may differ, the following steps should be the framework for all 'Stop Work' interventions:

2.1 INSTRUCTIONS

1. When a person identifies a perceived unsafe condition, act, error, omission, or lack of understanding that could result in an accident, injury or other undesirable events, a 'Stop Work' intervention shall be immediately initiated to ensure that the identified unsafe condition, act, error, omission or lack of understanding is stopped and promptly corrected before further work is done.
2. Where the supervisor is readily available and the affected person(s) are not in immediate risk or danger, the 'Stop Work' action should be coordinated through the supervisor. Where the supervisor is not readily available or the affected person(s) are in immediate risk or danger, the 'Stop Work' intervention should be initiated directly with those at risk.
3. 'Stop Work' 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 as detailed in this procedure.



4. Notify all affected personnel and supervision of the 'Stop Work' issue. If necessary, stop associated work activities, remove person(s) from the area, stabilize the situation and make the area as safe as possible.
5. All parties shall discuss and gain agreement on the 'Stop Work' issue.
6. If determined and agreed that the task or operation is OK to proceed as is (i.e., the 'Stop Work' initiator was unaware of certain facts or procedures) the affected persons should thank the initiator for their concern and proceed with the work.
7. If determined and agreed 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.
8. Where 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 or adequacy of the resolution actions, the location's "person in charge" shall make the final determination. Details regarding differences of opinion and resolution actions should be included in the documented report.
9. Positive feedback should be given to all affected employees regarding resolution of the 'Stop Work' issue. Under no circumstances should retribution be directed at any person(s) who exercise in good faith their 'Stop Work' authority as detailed in this program.
10. All 'Stop Work' interventions and associated details shall be documented and reported as detailed in this program.



2.2 REPORTING

All 'Stop Work' interventions exercised under the authority of this program shall be documented as a Near Miss utilizing existing reporting protocols. The Near Miss report shall contain the words 'STOP WORK' at the beginning of the incident description in order to differentiate it from traditional Near Miss reports.

'STOP WORK' reports shall be reviewed by Management in order to:

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

The HSEQS will publish monthly incident details regarding the number of 'Stop Work' actions reported by location as well as details regarding common trends, corrective measures, and lessons learned.

2.3 FOLLOW-UP

It is the desired outcome of any 'Stop Work' order that the identified safety concerns be addressed to the satisfaction of all involved persons prior to the resumption of work. Although most issues can be adequately resolved in a timely fashion at the job site, occasionally additional investigation and corrective actions may be required to identify and address root causes.

'Stop Work' interventions that require additional investigation or follow-up will be handled utilizing existing procedures for incident investigation and follow-up.

2.4 RECOGNITION

In order to build and reinforce a culture in which SWA is freely exercised and accepted, Managers and Supervisors are encouraged to positively recognize employee and contractor participation in the program.

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Minimally, each Manager or Supervisor should informally recognize individuals when they exercise their authority to 'Stop Work' or demonstrate constructive participation in a 'Stop Work' intervention. This informal recognition need be no more than an expression of appreciation for a job well done given by the relevant 'Person in Charge'. Additionally, formal recognition of selected examples of 'Stop Work' interventions and those responsible should be made during regularly scheduled safety meetings.

The HSEQS shall regularly publish selected 'Stop Work' actions that occurred throughout the company, recognizing those responsible for their support of the SWA programme and contribution to the Safety & Health continuous improvement.

2.5 TRAINING

Training regarding this SWA Policy and Program will be conducted as part of all new employee and contractor orientations. Additionally, a review of the SWA Policy shall be completed as part of all field location safety briefings and regularly in safety meetings.

Documentation of all training and reviews shall be maintained as per established procedures.

"IF IT IS NOT SAFE, DON'T DO IT!!!"

