

	<b>STOP WORK AUTHORITY (SWA)</b>	Document No.:	HSE-OP-046
		Department:	Operations
		Revision Date:	04 NOV 2011
Release authorized by:	D. Slattery	Page	Page 1 of 2

## Purpose

The purpose of the Stop Work Authority document is to describe the Trinity policy for employee Stop Work Authority.

## Scope

This policy applies to all Trinity personnel, at all locations and subcontractors.

## Responsibilities

The Operations Manager is responsible for the administration, interpretation, and maintenance of this document to keep it current with business conditions.

All Trinity personnel are responsible for compliance with this document at the project level and to perform the activities as described.

## Policy

It is a corporate policy of Trinity to maintain a safe and secure work environment. Therefore, policies have been developed to protect the employees from risk or exposure to personal harm, and to prevent property damage or adverse effects to the environment.

In keeping with this effort to protect employees and property, all employees have Stop Work Authority (SWA) and are expected to use it when appropriate. SWA is the power to suspend work activities based on an employee's concern about HSE issues associated with a particular job or work activity, or whenever any employee, members of the public, company's assets or local environment are at risk. Employees will receive SWA training before their initial assignment. The training must be documented, including the employee name, the date(s) of training, and subject matter. All contractors also have the authority and obligation to stop any task or operation where concerns or questions regarding the control of HSE risk or a hazard exists. No work will resume until all stop work issues have been adequately addressed by a Trinity manager and a member of the client's HSE Department.

## Procedures

When an unsafe condition is identified, the Stop Work Intervention will be initiated, coordinated through the supervisor, Project Manager or HSE Manager, and initiated in a positive manner. All affected personnel and supervisors will be notified of the stop work issue. The issue will be corrected. Work will be resumed when it is safe to resume.

**If an unsafe condition, behavior, or act poses an imminent hazard, employees are expected to use the SWA, and report the hazard to their Supervisor or the Operations**

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**Manager. All employees have the authority and obligation to stop any task or operation where concerns or questions regarding the control of HSE risk exist.**

The management supports the decisions of its employees in the execution of this policy:

- Stop Work Authority will 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. If such situation were permitted to continue, it may potentially lead to the occurrence of a dangerous incident.
- Any person, regardless of position, seniority or discipline has the right and duty to apply the Stop Work Authority policy if, in their opinion or judgment, stopping work will prevent a potential serious incident.

Exercising this authority gives everyone the opportunity to reevaluate the situation or task to ensure overall safety before proceeding. All levels of management will assume employees who exercise SWA are acting in the best interest of the Company. There will be no form of retribution, intimidation or negative repercussions directed at any individual or company for exercising the right to issue a stop work authority for the legitimate use of SWA.

The desired outcome of any Stop Work Intervention is the identified safety concern(s) have been addressed to the satisfaction of all involved persons prior to the resumption of work. Most issues can be resolved adequately in a timely manner at the job site. Occasionally additional investigation and corrective actions may be required to identify and address root causes.

### **Lessons Learned**

All Stop Work Interventions will be documented for lessons learned and corrective measures are to be put in place. Lessons learned will be promulgated throughout the Trinity organization by the Operations Manager and the Trinity Safety Committee. Stop Work reports will be reviewed by supervision to measure participation, determine the quality of interventions and follow-up, trend common issues, identify opportunities for improvement, and facilitate sharing of lessons learned.