



# Airswift

## HSE Management System

### Stop Work Authority

**Important Notice:**

1. This procedure is a Controlled Document and shall not be amended without the authority of the Operations Manager – North America.
2. Any queries or feedback concerning the contents of this document should be addressed to the Operations Manager – North America.

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## **1.0 PURPOSE**

This procedure sets forth the minimum requirements and expectations for the stop work authority of all Airswift employees and contract employees working for Airswift at client work sites. To stop individual tasks or group operations when a condition exists that could result in Imminent Risk or Danger to any employee(s) or where there could be an impact to the environment or damage to property. Additionally, all employees are empowered with stop work authority when the job steps and/or job hazards are not clearly defined, recognized, or understood. The core principles of Airswift's Stop Work Authority Policy are as follows:

- a. All employees shall have the authority and responsibility to stop any task or operation where there are concerns or questions regarding the health and safety of an employee, potential for loss, or a potential impact to the environment or property.
- b. No work shall continue until all stop work issues and concerns have been effectively addressed.
- c. Any form of retribution or intimidation directed at any Airswift employee or contract employees working for Airswift at a client facility for exercising their authority as outlined in this program will not be tolerated.

As with all of Airswift Policies, failure to comply with all of the elements listed within this policy can result in disciplinary action up to and/or including termination of employment with Airswift.

## **2.0 SCOPE**

This Stop Work Authority program shall apply to all Airswift employees and contract employees working for Airswift at a client facility.

## **3.0 RESPONSIBILITIES**

Employees are responsible to initiate a Stop Work Intervention when warranted and management is responsible to create a culture where Stop Work Authority is exercised freely.

### Supervisors & Managers

All Airswift managers & supervisors have a responsibility to accept and support all stop work intervention from any and all employees or contract employees working for Airswift. Airswift managers & supervisors shall ensure that all stop work concerns that have been identified and brought to their attention have been properly addressed prior to any work activities starting up again. It shall be the manager's and/or supervisor's responsibility to ensure no actions are taken, as retribution against anyone who identified a safety concern and stopped all work activities because they believed the act or conditions identified were unsafe.

### Employees

All employees have a responsibility and are authorized to stop work on any activity, HSE risk or situation they believe may result in imminent risk or danger to themselves or another employee without fear of retribution from Airswift management. The decision to stop work may include discussions with employees, Airswift, site management, and site safety representatives to resolve work related issues, address potential unsafe conditions, clarify work instructions, etc.

Airswift Safety Department

The Airswift Safety Department shall be responsible for monitoring compliance with the requirements of this policy, the maintenance of all related documents, processes, training materials, identification of trends, and sharing of lessons learned.

#### 4.0 POLICY

It is Airswift expectation that any employees who identifies 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 job task that is at risk. All known potential unsafe conditions or acts shall be documented and what measures will be taken to mitigate those potential hazards using Airswift's Job Hazard Analysis process. The process of implementing the Stop Work Authority shall be as follows:

- When a person identifies a perceived unsafe condition, act, error, omission, or lack of understanding that could result in an undesirable event, a stop work intervention shall be immediately initiated with the person(s) potentially at risk. The individual who identified the stop work incident shall notify all affected employees and their supervisor/manager of the stop work issue.

**NOTE:** *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 intent and set expectations as detailed within this procedure.*

- After notifying 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.
- All affected employees shall discuss and agree on the stop work issue.
- Any and all issues that resulted in the stop work must be resolved. The issue resolution or corrective action must be discussed with all affected employees, including the supervisor/manager, and be in place prior to the work being allowed to continue.
- If a resolution cannot be provided for an unsafe act or condition that resulted in the stop work, then work shall be suspended until such time a resolution can be achieved. Airswift SVP and Operations Manager shall make the final determination on what will be the minimum corrective actions required, and when work will be allowed to continue. When stop work authority is used by Airswift employee working on client site, site Safety Department and relevant site operations management will make the final determination on the corrective actions and when work will be allowed to continue.
- All corrective actions identified during the course of the job stop work incident shall be documented and submitted to the client and to the Airswift Operations Manager for recordkeeping purposes.
- Stop Work Authority is a process

- Stop – when an employee perceives conditions or behaviors pose imminent danger
- Notify - notify effected personnel and supervision of the stop work action
- Investigate – affected personnel will discuss the situation and come to an agreement on the stop work action
- Correct – Corrective actions will be made according to the corrections agreed upon investigation
- Resume – All effected employees will be notified of what corrective actions were implemented and work will recommence by personnel with restart authority
- Follow Up – A root cause analysis to the stop work will be completed to identify any potential opportunities for improvement

## **5.0 REPORTING**

All stop work concerns shall be documented as a near miss. Airswift employees and contractors shall follow the Airswift incident reporting process for reporting purposes. The report shall be reviewed by the supervisor/manager and Airswift Safety Department in order to:

- a. Prevent similar incidents from happening again.
- b. Notify the client of the stop work event.
- c. Ensure the necessary corrective actions were taken to mitigate the hazards that resulted in the work being stopped.
- d. Verify that the work will resume only after verifying that all issues have been resolved and it is safe to proceed.
- e. Share lessons learned with all Airswift employees, contract employees, and client employees.

The Safety Department will ensure that all incident details regarding the stop work action are communicated to all affected employees and the client outlining the issue(s), corrective action(s), and lessons learned. A summary report shall document the decision to safely resume work activities. In the case of a root cause investigation this may be accomplished using Airswift incident investigation reporting policy.

## **6.0 FOLLOW-UP**

Airswift management will review all stop work reports within one week in order to identify any additional investigation or follow-up that may be required. The report will be used as part of lessons learned. Operations Manager will provide the root cause analysis to the stop work action and identify any potential opportunities for improvement, encourage employee participation, and share lessons learned.

## **7.0 TRAINING**

All new Airswift employees and contract employees shall be required to be trained on this stop work authority policy as part of their new hire training curriculum and annual refresher training. All training shall be documented and be kept in the employee's training file.