

## **Stop Work Authority Plan**

### **PURPOSE**

The Stop Work Authority (SWA) process involves a stop, notify, correct and resume approach for the resolution of a perceived unsafe condition, act, error, omission or lack of understanding that could result in an undesirable event.

All Advanced Excavating Specialists and Five Rivers Construction employees have the authority to stop work when the control of the health, safety, and environment (HSE) risk is not clearly established or understood. All Advanced Excavating Specialists and Five Rivers Construction employees have the authority and obligation to stop any task or operation where concerns or questions regarding the control of HSE risk exist.

### **SCOPE**

This program applies to all Advanced Excavating Specialists and Five Rivers Construction projects and operations.

### **ROLES AND RESPONSIBILITIES OF EMPLOYEES AND MANAGEMENT**

- **All Employees** are responsible for initiating a Stop Work Intervention when warranted.
- **Superintendents and Foreman** are responsible to ensure a culture is created where SWA is exercised and honored freely to resolve issues before operations resume and recognize proactive participation.
- **Management** are responsible for establishing and supporting clear expectations to exercise SWA, create a culture where SWA is exercised freely and hold those accountable that choose not to comply with established SWA policies.

### **STOP WORK AUTHORITY STEPS**

- When an unsafe condition is identified the Stop Work Intervention will be initiated, coordinated through the supervisor, initiated in a positive manner. All affected personnel and supervision of the stop work issue are to be notified, the issue is to be corrected and work resumed when safe to do so.
- No work will resume until all stop work issues and concerns have been adequately addressed and approved by supervisors and/or management.
- Employees will not be reprimanded for issuing a Stop Work Intervention. Any form of retribution or intimidation directed at any individual or Advanced Excavating Specialists / Five Rivers Construction for exercising their right to issue a stop work authority will not be tolerated.

ADVANCED EXCAVATING SPECIALISTS, LLC (AES)  
FIVE RIVERS CONSTRUCTION (FRC)  
**Stop Work Authority Plan**

**FOLLOW-UP**

- All Stop Work Interventions shall be documented for lessons learned and corrective measures to be put into place.
- Stop Work reports shall be reviewed by a supervisor or manager in order to measure participation, determine quality of interventions and follow-up, trend common issues, identify opportunities for improvement, and facilitate sharing of learnings.
- Advanced Excavating Specialists and Five Rivers Construction places a high importance of follow-up after a Stop Work Intervention has been initiated and closed. It is the desired outcome of any Stop Work Intervention that 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 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.

**TRAINING**

Employees are provided training on Stop Work Authority. Employees must receive Stop Work Authority training before initial assignment. The training must be documented including the employee name, the dates of training and subject.

**STOP WORK INTERVENTION FORM**

<b>Section 1: Stop Work Issuance</b>			
Location of operation		Date & Time	
Superintendent		Phone	
Person initiating stop work			
Person performing work			
Work operation or condition (include names of individuals performing work)			
Hazard (as stated by person initiating stop work)			

<b>Section 2: Date / Time Informed</b>			
Superintendent		Safety Manager	
Client Safety (If required)			

<b>Section 3: Follow-up Action (Be specific – what by, who by, when by to correct hazard)</b>			

<b>Section 4: Restart Concurrence (Signatures)</b>			
Superintendent		Date	
Safety Manager		Date	
Client Safety (If required)		Date	