

## **A. POLICY AND PROGRAM OVERVIEW**

This program formally establishes the Stop Work Authority (SWA) of all PIONEER PRODUCTION SERVICES, INC employees to suspend individual task or group operations when the control of HSE risk is not clearly established or understood.

It is the policy of PIONEER PRODUCTION SERVICES, INC that:

1. All employees have the authority and obligation to stop any task or operation where concerns or questions regarding the control of HSE risk exist,
2. No work will resume until all stop work issues and concerns have been adequately addressed, and
3. Any form of retribution or intimidation directed at any individual or company for exercising their authority as outlined in this program will not be tolerated.
4. As with any policy, accountability for non-compliance will follow established PIONEER PRODUCTION SERVICES, INC procedures.

## **B. ROLES AND RESPONSIBILITIES**

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

1. All PIONEER PRODUCTION SERVICES, INC employees are responsible to initiate a “stop work” intervention when warranted, support the intervention of others and properly report all “stop work” actions
2. Line Supervisors are responsible to create a culture where SWA is exercised freely, honor request for “stop work”, to resolve issues before operations resume, recognize proactive participation and ensure that all “stop work” actions are properly reported with required follow-up report completed.
3. Management must establish the clear expectation to exercise SWA, create a culture where SWA is exercised freely, resolve SWA conflicts when they arise and hold those accountable that chose not to comply with established SWA policies.

4. HSE in support of operations is responsible for monitoring compliance with the requirements of this program, maintenance of associated documents, processes and training materials, identification of trends, sharing of leanings and publication of required scorecards.

### **C. INTERVENTION PROCEDURE**

In general terms, the SWA process involves a stop, notify, correct and resume approach for the resolution of a perceived unsafe work action(s) or condition(s). Much like behavior based safety processes, a workforce that clearly understands how to initiate, receive and respond to a “stop work” intervention is more likely to participate. Though obvious to some, the following procedures create an environment where people know how to act and respond. Though situations may differ, the following steps should be framework for all stop work interventions.

### **D. SWA PROCEDURES**

Steps:

1. 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.
2. If the supervisor is readily available and the affected person(s) are not in immediate risk, the “stop work action” should be coordinated through the supervisor. If the supervisor is not readily available or the affected person(s) are in immediate risk, 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

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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. 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 or adequacy of the resolution actions, the location's "person in charge" shall make the final determination. Details regarding differences of opinions 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 detail shall be documented and reported as detailed in this program.

**E. REPORTING**

All "stop work" interventions exercised under the authority of this program shall be documented utilizing existing reporting protocols (i.e. near miss or BBS report forms).

The near miss report should 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 line supervision in order to:

1. Measure participation
2. Determine quality of interventions and follow-up
3. Trend common issues and identify opportunities for improvement
4. Facilitate sharing of learnings
5. Feed recognition programs

The HSE department will regularly publish incident details regarding the number of “stop work” actions reported by location as well as details regarding common trends and learnings.

#### **F. FOLLOW-UP**

It is the desired outcome of any “stop work” intervention 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.

#### **G. RECOGNITION**

In order to build and reinforce a culture in which SWA is conducted properly, line supervisors are encourage to positively recognize employee participation in the program. At a minimum, each line supervisor should informally recognize individuals when they exercise their authority to “stop work” or demonstrate constructive participation in our “stop work” intervention program. This informal recognition need be no more than an expression of appreciation for a job well done. Additionally, formal recognition of



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selected examples of “stop work” intervention and those responsible should be made during regularly scheduled safety meetings. The HSE department will regularly publish selected “stop work” actions that occur throughout PIONEER PRODUCTION SERVICES, INC recognizing those responsible for the SWA program and contribution to HSE continuous improvement.

**H. TRAINING**

Training regarding the SWA Policy and Program will be conducted as part of all new employee orientations. Additionally, a review of the SWA Policy shall be completed as part of all field location JSA safety briefings and regularly in safety meetings. Documentation of all training and reviews shall be maintained as per established procedures.

**I. APPROVAL**

This program is fully endorsed by Company Management.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_