

STOP WORK POLICY STATEMENT

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A. Background

ROGLP personnel will be working at a client site rather than at a ROGLP facility, and will be working under the client's site HSSE management system. The individual roles and responsibilities of ROGLP personnel and management are described separately in sections B and C respectively below.

B. ROGLP personnel roles and responsibilities

1. All ROGLP personnel have the authority and indeed a responsibility to stop any job or activity that they feel is unsafe to themselves or another person whether due to changing circumstances, or risk controls not being clearly established or understood.
2. In situations where it is deemed that the act of stopping the job itself might immediately increase the risk to individuals, then the activity should be stopped at the earliest safe opportunity.
3. This Stop Work policy also applies to preventing environmental incidents from occurring.
4. When an activity is suspended due to concerns, the site client or site supervisor should be immediately notified.
5. The activity or hazard must be evaluated before proceeding. Perform a Job Safety Analysis (JSA) or risk assessment. Initiate an MOC (Management of Change form) if required.
6. Implement any required corrective action before resuming the activity.
7. The stoppage should be documented to the level deemed appropriate so that it can be evaluated by client and ROGLP management, for lessons learned and continuous improvement.
8. Documentation of the stoppage should be submitted to ROGLP management.
9. When assigned to a new client site or new client, ROGLP personnel must ensure that the client has a similar stop work policy in place. If not notify ROGLP management at the earliest opportunity.

C. ROGLP management roles and responsibilities

1. All ROGLP personnel will be instructed in this Stop Work authority policy by ROGLP management before their initial assignment, and this training will be documented.
2. There shall be no retaliation against anyone who has initiated a work stoppage under this policy. The stoppage should be treated as a positive event.
3. Discuss with any new client the existence and importance of a Stop Work authority at all client sites to which ROGLP personnel will be assigned.
4. Review all documented work stoppages for lessons learned and share amongst other ROGLP personnel.
5. Provide feedback to personnel after a Stop Work intervention has been initiated and closed, to reinforce good safety behaviors.

Signed by:



Andy Garnett
President