



# ***Prowess Utility Group Inc***

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***Rev. 2/2024***

***STOP WORK AUTHORITY***

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YOUR OSHA COMPLIANCE SOLUTION

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## 1 OBJECTIVE

Due to the changing work environment, Prowess Utility Group Inc has implemented this Stop Work Authority program. This program allows all Prowess Utility Group Inc employees and contractors to stop individual tasks or group operations when there is an environmental, health, or safety risk that is not clearly established or understood.

## 2 PROGRAM ADMINISTRATOR

Prowess Utility Group Inc has designated Julian Alcaide for the implementation and enforcement of the Stop Work Authority program. Julian Alcaide is responsible for:

- a. Designating management and supervisory team members for assistance in overseeing compliance and enforcement of this program; and
- b. Maintaining, reviewing, and updating the program when necessary.

## 3 OVERVIEW

- 3.1 All employees, contractors, and employees of contractors have the authority and obligation to stop any task or operation where concerns or questions regarding the control of Health, Safety, or Environmental (HSE) risk exist.
- 3.2 No work will resume until all stop work issues and concerns have been adequately addressed.
- 3.3 Any form of retribution or intimidation directed at any individual or company for exercising their right to issue a stop work authority will not be tolerated.

## 4 RESPONSIBILITIES

Persons in the following roles have additional responsibilities in support of this program:

- 4.1 **Senior Management** – Are responsible for creating a culture that promotes and allows for Stop Work Authority to be exercised freely. Senior Management employees will establish clear expectations and responsibilities for the use of Stop Work Authority and resolve all Stop Work Authority conflicts when they arise. Additionally, they will hold accountable anyone who chooses not to comply with established Stop Work Authority policies. All Stop Work Authority reports will be reviewed by Senior Management.
- 4.2 **Supervisors and Managers** – Are responsible for honoring all Stop Work Authority requests and ensuring that all Stop Work Authority issues have been resolved before allowing operations to resume, Supervisors and Managers will ensure that all necessary stop work follow-up is complete. All Stop Work Authority reports will be reviewed by a supervisor or manager. Additionally, all assigned supervisors and managers will ensure that all training for the Stop Work Authority has been completed.



- 4.3 **Responsible Person** – Will inform all supervisors and managers about all training requirements for employees under the Stop Work Authority.
- 4.4 **Company Employees and Contractors** – All company employees and contractors can initiate stop work (in good faith) and support stop work initiated by others. All employees have the authority to stop work when the control of the HSE risk is not clearly established or understood. Employees will not be reprimanded for issuing a Stop Work Authority. Employees must support the intervention of others and properly report all Stop Work Authorities.

## 5 STOP WORK AUTHORITY PROCESS

When an unsafe condition is identified, the Stop Work Authority will start with a Stop Work Intervention being initiated, coordinated through the supervisor, initiated in a positive manner. All affected personnel will be notified and assigned supervisors will supervise the stop work issue to ensure that the issue is corrected and that work only resumes when it is safe to do so.

## 6 DOCUMENTATION

All Stop Work Interventions shall be documented for lessons learned and corrective measures to be put into place. Documentation will be done by a Stop Work report being filled out and submitted by designated supervisors and managers.

## 7 REPORTS

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.

## 8 FOLLOW UP

- 8.1 It is Prowess Utility Group Inc desired outcome of any Stop Work Intervention that the identified safety concerns be addressed to the satisfaction of all involved persons prior to resuming work. Although most issues may be adequately resolved in a timely fashion at the job site, occasionally additional investigation and correction actions may be required to identify and address root causes.
- 8.2 Stop Work Interventions that required additional investigation or follow-up will be handled utilizing existing protocols and procedures for incident investigations and follow-up.

## 9 TRAINING

- 9.1 Training regarding this Stop Work Authority program will be given before initial assignment. The training will be documented and will include the employee's name, dates, and subject.
- 9.2 Documentation of all training and reviews shall be maintained as per established procedures.