

Stop Work Authority

BP WIND ENERGY POLICIES AND PROCEDURES

Stop Work Authority

[Document Control Details](#)

Stop Work Authority

1.0 Purpose/Scope

- 1.1 The purpose of this procedure is to establish the Stop Work Authority (SWA) of all Company employees and contractors to suspend individual tasks or group operations when the control of HSSE risk is not clearly established or understood.
- 1.2 It is BP policy that:
- Employees and contractors have the authority and obligation to stop any task or operation where concerns or questions regarding the control of HSSE risk exist.
 - No work will resume until all Stop Work issues and concerns have been adequately addressed.
 - 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.

2.0 Reference

- 2.1 BP Control of Work Standard, Element 12, Stop Unsafe Work
- 2.2 BP Code of Conduct, Health Safety Security and Environment
- 2.3 BPWE Control of Work Policy, 3.12

3.0 Key Responsibilities

Responsibilities Table

| Position | Responsibilities |
|--|--|
| Employees and Contractors | All employees and contractors are responsible to initiate a Stop Work intervention when warranted, support the intervention of others and properly report all Stop Work actions. |
| HSSE Personnel in Support of Projects and Operations | Monitoring compliance with the requirements of this program; maintaining associated documents, processes and training materials; identifying trends; sharing lessons learned and publishing required scorecards. |
| Managers and Supervisors | All managers and supervisors are responsible to create a culture where SWA is exercised freely, honor request for Stop Work, work to resolve issues before operations resume, recognize proactive participation and verify that all Stop Work actions are properly reported with required follow-up completed. |
| HSSE Advisors | HSSE Advisors supporting projects and operations are responsible for monitoring compliance with the requirements of this program, maintenance of associated documents (as indicated in the Business Unit (BU) Document Control Procedure), processes and training materials, identification of trends, sharing of learning's and publication of Business Unit scorecards tracking BU metrics as agreed by the Leadership Team. |
| Senior Leaders | Establish the clear expectation to exercise SWA, create a culture where SWA is exercised freely, resolve SWA conflicts when they arise and hold accountable |

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| Position | Responsibilities |
|-------------|--|
| | anyone who chooses not to comply with established SWA policies. |
| Supervisors | Create a culture where SWA is exercised freely, honor requests for Stop Work, work to resolve issues before operations resume, and recognize proactive participation and confirm that all Stop Work actions are properly reported with required follow-up completed. |

4.0 Acronyms and Definitions

Acronyms Table

| Acronym | Definition |
|---------|--|
| HSSE | Health, Safety, Security and Environment |
| JSEA | Job Safety Environmental Analysis |
| MOC | Management of Change |
| PIC | Person In Charge |
| RAT | Risk Assessment Tool |
| SPM | Safe Practices Manual |
| SWA | Stop Work Authority |

Definitions Table

| Term | Definition |
|--|---|
| Job Safety Environmental Analysis (JSEA) | A systematic look at a task to be performed; breaking it down to individual task steps, identifying potential hazards, and methods to control those hazards. |
| Management of Change (MOC) | An established means of managing and controlling physical, chemical, organizational, process, or administrative changes. |
| Person In Charge (PIC) | The person who is ultimately responsible for the task or work activity that is being performed. |
| Risk Assessment Tool (RAT) | A process to systematically analyze and reduce the risks associated with work to be performed. |
| Task | A segment of work, a specific work assignment, a set of actions required to complete a specific work objective. A task may be a subset of a job to be done or a procedure to be followed. |

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5.0 Procedure

5.1 Intervention Protocol

- A. In general terms, the SWA process involves a stop, notify, correct, and resume approach for the resolution of a perceived unsafe work action or conditions.
- B. 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.
- C. *Some key indicators of safety and job task hazards that require an employee to STOP Work are:*
 1. **A change:** A modification or alteration that deviates from the way the job task is normally performed or from the written JSEA may cause unsafe work actions or conditions. For example, using a different tool, altering a standard procedure to meet new job task requirements, making a change to the work plan, or observing parameters that are outside the standard procedures.
 2. **An unscheduled event:** An unplanned event that distracts employees from the job task being performed may cause unsafe work actions or conditions. For example, inclement weather, simultaneous work occurring nearby, or a community or property owner activity following an accident or spill.
 3. **An observation with safety impact:** Whenever an employee observes a condition or situation that has an impact on safety. For example, a hose lying across a walkway, a spill that has not been cleaned up, a loose handrail or a damaged tool.
 4. **An incomplete understanding:** Whenever an employee or coworker does not completely understand instructions, procedures or ongoing activities. For example, making assumptions about job task steps, uncertainty over the order that job steps are performed, or differing opinions about how a job task is performed.
 5. **Relay information:** Whenever a situation requires critical information to be relayed, an unsafe work action or condition may occur. For example, shift change or employee reassignment.
 6. **Observing new hazards:** Whenever an employee encounters risks that have not been addressed during previous job safety analysis or risk assessments. For example, new PPE requirements based on job task demands previously unidentified.
 7. **A need to ask for help:** Whenever a job requires additional people, or the experience level of the person performing the job task requires support, an unsafe work action or condition may occur. For example, working to meet production demands and performing a two-person procedure alone, an inexperienced employee who does not ask for help, not asking for help with a heavy lift, or needing help with reading a drawing or sketch.

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Though situations may differ, the following steps should be the framework for all Stop Work interventions.

| Step | Protocol Instruction |
|------|---|
| 1. | When a person identifies a perceived unsafe condition, act, error, omission, or lack of understanding, a Stop Work intervention shall be immediately initiated with the person(s) observing and/or those who are potentially at risk. |
| 2. | If the Person in Charge is readily available and the affected person(s) are not in immediate risk, the Stop Work Action should be coordinated through the Person in Charge. If the Person in Charge 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 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 safe 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. | <p>Proceed with the job task safely:</p> <ul style="list-style-type: none"> • Implement any recommendations in the JSEA, RAT or MOC, as necessary. • Develop temporary procedures or revise existing procedures to accurately, safely perform the job task. • Confirm that everyone understands the job task as it is about to be performed. • Confirm that proper tools, materials, spill prevention/remediation equipment or personnel, etc. are available. • Confirm that the appropriate and trained workforce is available. • Determine if there is enough time to perform the job task safely. <p>Confirm that the communication is appropriate (spotters, hand signals, signage, language barriers, etc.).</p> |
| 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 Person in Charge shall make the final determination. Details regarding differences of opinion and resolution actions should be included in the documented report. |
| 9. | All Stop Work interventions and associated detail shall be documented and reported to the HSSE Advisor as detailed in this program. |

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5.2 Reporting

- A. All Stop Work interventions exercised under the authority of this program shall be documented as a Near Miss utilizing existing reporting protocols (i.e., Tr@ction).
- B. The Near Miss report shall contain the words “STOP WORK” at the beginning of the incident description in order to differentiate it from traditional Near Miss reports.
- C. 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 lessons learned.
 - 5. Support recognition programs.
- D. The HSSE Department will regularly publish incident details regarding the number of Stop Work actions reported by location as well as details regarding common trends and lessons learned.

5.3 Follow Up

- A. It is the desired outcome of the Stop Work intervention that identified safety concerns are addressed to the satisfaction of all involved persons prior to the resumption of work.
- B. 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.
- C. Stop Work interventions that required additional investigation or follow-up will be handled utilizing existing protocols and procedures for incident investigation and follow-up.

5.4 Recognition

- A. In order to build and reinforce a culture in which SWA is freely exercised and accepted, positive feedback should be given to all affected employees regarding resolution of the Stop Work issue.
- B. 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.
- C. In order to build and reinforce a culture in which SWA is freely exercised and accepted, line personnel in charge are encouraged to positively recognize employee and contractor participation in the program.
 - 1. Minimally, each line Person in Charge should informally recognize individuals when they exercise their authority to Stop Work or demonstrate constructive participation in a Stop Work intervention.
 - 2. This informal recognition need be no more than an expression of appreciation for a job well done or the awarding of a nominal item of recognition.
 - 3. Additionally, formal recognition of selected examples of Stop Work interventions and those responsible should be made during regularly scheduled safety meetings.

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6.0 Training

- 6.1 Training regarding this SWA Policy and Program shall be conducted as part of all new employee and contractor orientations.
- 6.2 Additionally, a review of the SWA Policy shall be completed as part of all field location safety briefings and regularly in safety meetings.

7.0 Auditing

- 7.1 This procedure will be audited / reviewed every 3 years.

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Document Control Details

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