

## **POLICY**

Hawk Energy, LLC has adopted this policy to inform employees of the stop work authority (SWA). This ensures the safety and health of the employees.

## **RESPONSIBILITIES**

David Slim is responsible for ensuring that the following policy is enforced.

## **ROLES AND RESPONSIBILITIES**

### **Management**

- Creates a culture that promotes SWA.
- Establishes clear expectations and responsibilities.
- Demonstrates support for using SWA without the potential for retribution.
- Resolves SWA conflicts when they arise.
- Holds employees and contractors accountable for full compliance with the SWA program.

### **Supervisors and Managers**

- Promotes a culture where SWA is freely exercised.
- SWA requests are honored and resolved before resuming operations.
- Ensures necessary stop work follow-up is completed.

### **Health, Safety and Environment Department**

- Provides training and support for the SWA program.
- Documents and monitor compliance with the SWA program.

### **Employees**

- Initiates stop work (in good faith).
- Supports stop work initiated by others.

## **TRAINING**

Hawk Energy, LLC will ensure that employees will receive SWA training before the initial assignment. The training will be documented, including the employee's name, the dates of training and subject.

## **PROCEDURES**

All contractors and employees have the authority and obligation to stop any task or operation where concerns or questions regarding the control of hazards or unsafe acts.

It is the policy of Hawk Energy, LLC that no work will resume until all stop work issues and concerns have been adequately addressed.

### **Stop Work Intervention**

Hawk Energy, LLC ensures that employees will not be reprimanded for issuing a stop work intervention.

Any form of retribution, reprimand or intimidation directed at any individual or company for exercising their right to issue a stop work authority will not be tolerated by Hawk Energy, LLC.

All employees of Hawk Energy, LLC are responsible to initiate a stop work intervention when warranted and management is responsible to create a culture where SWA is exercised freely.

### Stop Work Authority Steps

The steps to a stop work authority for Hawk Energy, LLC include stop, notify, correct and resume.

When an unsafe condition is identified, the SWA (also known as a stop work intervention), will be initiated, coordinated through the supervisor, initiated in a positive manner, notify all affected employee and supervision of the stop work issue, correct the issue and resume work when it is safe to do so.

**NOTE:** No work can resume once a SWA is exercised until all issues and concerns have been addressed.

### Documentation

It is the policy of Hawk Energy, LLC that all stop work interventions will be documented for lessons learned and corrective measures to be put in place.

### Stop Work Reports

Hawk Energy, LLC ensures that stop work reports will be reviewed by the supervisor in order to:

- Measure participation
- Determine the quality of interventions and corrective actions
- Trend common issues
- Identify opportunities for improvement
- Establish lessons learned

### Follow Up Importance

It is of high importance for Hawk Energy, LLC to conduct a 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 before the resumption of work. Most issues can be resolved in a timely manner at the job site, occasionally additional investigation and corrective actions may be required to identify and address root causes.

RECORD OF EMPLOYEE TRAINING

Employees have been made aware of the procedure for stop work intervention and have been trained in the appropriate actions as defined in the procedures of this program. The following is a list of employees who have received training on SWA procedures.

Topics in this training include identification, SWA, resumption of work, reports review, roles and responsibilities, stop work intervention steps, documentation and follow-up.

Printed Name	Signature	Date



