



STOP WORK AUTHORITY



Purpose

The Stop Work (SW) Authority process involves a stop, notify, correct and resume approach for the resolution of a perceived unsafe condition, act, error, omission or lack of understanding that could result in an undesirable event.

All Arrow S Energy Operating (the Company) employees have an obligation to pause or stop work when they observe or perceive there to be an unsafe act or condition. This program may be adopted for use by contractors who do not have their own stop work authority program.

Scope

This document covers employees, contractors, consultants, delivery drivers, vendors and visitors to company owned and controlled sites.

Key Responsibilities

Roles and Responsibilities of Employees and Management:

- Employees are obligated to initiate a Stop Work when warranted, and management is responsible to create a culture where SW is exercised freely without fear.
- When a SW is called, the front-line supervisor should acknowledge the SW with a positive reaction and use the opportunity to reinforce the SW expectation.
- Management must establish their support of the SW program and use meetings where workers gather to communicate their support of workers freely participating in the SW program.

Stop Work Authority Steps

- When an unsafe condition or act is identified, the observing worker should call for a pause in work and explain their sense of danger.
- No work will resume until all stop work issues and concerns have been adequately addressed.
- Employees will not be reprimanded for issuing a Stop Work. 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.

Follow-Up

- All Stop Work actions should be documented for the purpose of sharing learnings and continual improvement. Although the documentation of SW is not currently a mandatory requirement of Arrow S Energy Operating, it is useful for the purpose of:
 - Measuring participation,
 - Determining the quality of interventions
 - Trending common issues
 - Identifying opportunities for improvement, and
 - Facilitating sharing of learnings
- Arrow S Energy Operating places a high importance on supporting the SW program as a tool intended to eliminate unsafe actions and conditions and not a means to tattle, spy on, retaliate against or shame others.