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Stop Work Authority

PURPOSE

The purpose of this Stop Work Authority (SWA) policy is to ensure that all workers are given the responsibility and authority to Stop Work when they believe that a situation exists that places them, coworker(s), contractors, or the public at risk or in danger pertaining to the service provided by Hurt & Proffitt, Inc.; hereafter referred to as “The Company”. A worker’s responsibility and authority to Stop Work also includes situations, that if allowed to continue, could adversely affect the safe operation, or cause serious damage to a facility or equipment, or adversely affect the environment.


SCOPE

This policy applies to all The Company locations, work sites, and areas. It is applicable to all company workers working at these locations.

RESPONSIBILITIES

All workers have the right and obligation to stop any job or task when there are questions or concerns regarding the control of hazards or unsafe acts.

Management provides training and establishes a culture that promotes and supports SWA without potential for retribution. Supervisors, and managers honor SWA requests and work to resolve them before operations continue.

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PROCEDURES


A Stop Work intervention should be initiated for conditions or behaviors that could reasonably be expected to pose a risk or danger to worker(s), safe operation of a facility, serious damage to equipment or adversely affect the environment. Situations that warrant a Stop Work intervention may include, but are not limited to the following:

- Unsafe conditions
- Change in conditions
- Changes to scope of work or work plan
- Equipment used improperly
- Lack of knowledge, understanding or information
- Clarify work instructions
- Propose additional controls

Any Stop Work issue(s) requiring corrective action(s) to resolve the issue(s), shall be documented on a Stop Work Authority Form (Attachment A)

Steps of Stop Work Authority

1. Stop - When a worker(s) perceives conditions or behaviors that pose imminent danger, they must immediately initiate a stop work intervention.
 - i. Workers are protected from retribution or reprimand for exercising SWA. Any form of retribution or reprimand will not be tolerated against workers who exercise SWA.
2. Notify - Notify affected workers and supervision of the stop work action.
3. Investigate - Affected workers will discuss the situation and come to an agreement on the stop work action.
 - i. No work can resume once SWA is exercised until all issues and concerns have been addressed.
4. Correct – Take immediate or as soon as possible actions to rectify the known unsafe act or condition

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5. Corrective actions - Will be made according to the corrections agreed upon in the investigation to prevent a recurrence of the unsafe act or condition.
6. Resume - All affected workers will be notified of what corrective actions were implemented and work will resume only when it is safe to do so.

Documentation

All SWA when exercised must be documented for lessons learned and corrective actions.


All SWA occurrences shall be documented to evaluate effectiveness of the program and identify areas for improvement.

Management must review SWA reports to measure participation, establish the quality of SWA interventions, and corrective actions, establish trends, discover opportunities for improvement, and establish lessons learned.

The Company places a high importance of follow-up after a Stop Work Intervention has been initialed 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 workers prior to the resumption of work. Most issues can be adequately resolved in a timely manner at the job site, occasionally additional investigation and corrective actions may be required to identify, address and correct root causes.

Training

All workers are trained on SWA prior to their initial assignment. The training be documented and include the worker(s) name(s) and dates of training.

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Attachment A

STOP WORK INTERVENTION FORM

Section 1: Stop Work Issuance			
Location of operation		Date & Time	
Supervisor		Phone	
Person initiating stop work			
Person performing work			
Work operation or condition (include names of individuals performing work)			
Hazard (as stated by person initiating stop work)			

Section 2: Date / Time Informed			
Supervisor		Safety Manager	
Area Manager		Client Safety (If required)	

Section 3: Follow-up Action (Be specific – what by, who by, when by to correct hazard)

Section 4: Restart Concurrence			
Supervisor		Date	
Area Manager		Date	
Safety Manager		Date	