

Stop work authority policy

Fill in the boxes with your own names, roles, channels and time limits, have it signed, post it where everyone sees it and use it in every induction; pages 2 and 3 record one stop. The wording is ours, to adapt, and the form supplies no time limit or threshold. A signed policy does not show that you meet any law. US offshore oil, gas and sulphur operations: check it against 30 CFR 250.1930.

Organisation	Sites and work this policy covers	Policy owner (name, role)	Version and date
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1 Scope

This policy applies to all work on the sites named above and to everyone there: our employees, contractors and their subcontractors, agency workers and visitors. It covers any task, equipment, vehicle movement or operation that someone believes is unsafe. It adds to any right the law gives you to refuse dangerous work or to leave a place of serious and imminent danger, and it narrows none of them.

2 Who may stop work

Anyone. You need no permission, role, permit or seniority, and you do not need to be sure. A visitor or a contractor on their first day has as much authority to stop work as the most senior manager. If someone tells you to stop, stop at once and ask why afterwards.

3 How to call a stop

Say the words below clearly to the people doing the task, or give the signal below. If you cannot reach them, use the radio channel or phone number below. Make the task safe only if you can do so without putting yourself or anyone else at risk; otherwise keep clear and keep others clear. Then tell the person in charge of the work.

Words or signal to call a stop	Radio channel or phone number	Also by (app or form, if any)
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4 What happens next

1. The person in charge of the work stops it in an orderly and safe way: plant made safe, loads landed, any permit suspended.
2. The person who stopped the work, the person in charge and the role named below look at the condition together, at the place.
3. They decide to modify the work (change the controls, method, equipment or people), resume it as planned (no hazard found, or it was already controlled) or abandon the task and replan it. Work restarts only under section 6.
4. The stop is written on the stop-work event record within the time below, and every follow-up action gets an owner and a due date.
5. Within the time below, the person who stopped the work is told what was found and done, and the lesson is shared as below.

Joins at the place (role)	Record started within (your procedure)	Feedback given within (your procedure)	Lesson shared with (crews, sites, contractors)
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5 No retaliation

No one will be disciplined, disadvantaged or put under pressure for stopping work, or for asking whether work should stop, when they acted in good faith. **This includes a stop that turns out to be unnecessary:** it is recorded as a normal outcome, and the person is thanked. Pressuring, mocking, threatening or penalising anyone for a stop is a breach of this policy. Stops are never counted against the person, crew or contractor who called them in any bonus, score or tender evaluation. Report any pressure by the route below.

Report pressure or reprisal to (a route outside the line of the person concerned)	A breach is dealt with under (procedure)
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6 Who may authorise the restart, and on what evidence

Only the restart authority named below, or the deputy when they are not on site, may authorise stopped work to restart; when that role passes to someone else, for example at a shift change, the new holder is named and everyone is told. Before restarting, the restart authority checks and records: what the hazard was, or that none was found; what changed and that it is in place; that the people doing the work have been briefed; that any suspended permit has been revalidated or reissued; and that the person who stopped the work has been told and asked whether they are still concerned. The decision is written down with the name, the time and the basis. Until then the work stays stopped.

Restart authority (role)	Deputy when they are not on site (role)	If a stop cannot be resolved, escalate to (role)
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7 Approval

Signed by (name and role of the most senior manager for these sites)	Signature	Date	Next review of this policy (date)
Posted at (site entrances, notice boards, induction pack) and on (date)			

Stop-work event record

One record for one stop, started as soon as the work is safe. Write what the person who stopped the work saw, in their words. The record is about the condition, not about whether they were right: every finding in section 4 is a normal outcome. Do not write allegations of pressure or reprisal here; use the route in policy section 5 and write only its reference in section 9.

Record reference	Site and area	Date	Recorded by (name, role)
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1 The stop

Time work stopped	Exact place	Task or activity that was stopped	Permit, task plan or work order reference
Who called the stop: name (for feedback only) and role	Employer	They are ☐ Employee ☐ Contractor ☐ Subcontractor ☐ Agency worker ☐ Visitor ☐ Other	
How the stop was called ☐ Words or signal at the task ☐ Radio ☐ Phone ☐ App or form ☐ Other			

2 Trigger and hazard

What made them stop the work, in their own words
Kind of hazard (tick any) ☐ Energy or isolation ☐ Lifting or load ☐ Height ☐ Vehicle or mobile plant ☐ Fire or hot work ☐ Substance or atmosphere ☐ Electrical ☐ Ground or excavation ☐ Equipment condition ☐ Plan or permit not followed ☐ Weather ☐ Other
Who could have been harmed, and how many people

3 Immediate action

How the work was stopped and made safe (plant stopped, isolated, load landed, area cleared)		
Permit suspended? ☐ Yes ☐ No ☐ No permit	Person in charge of the work who took over (name, time)	Anyone hurt or anything damaged? If so, also report it as an incident
Role named in policy section 4 told (name, time)	Others told, as your procedure says (roles, names, times)	

4 Looking at the condition

Looked at by (names and roles, including the person who stopped the work)	Date and time
Finding about the condition (not about the person) ☐ Hazard confirmed ☐ A hazard, but it was already controlled ☐ No hazard found ☐ Not resolved yet	
What was found, and the evidence (photos, readings, documents checked)	

5 Decision

Decision ☐ Modify the work ☐ Resume as planned ☐ Abandon the task and replan it	Decided by (name, role)
What changes before the work restarts (controls, method, equipment, people), or why nothing needs to change	
If abandoned: where the task is replanned (work order or plan reference)	

6 Restart

Restart authorised by (name, role)	The restart authority under policy section 6, or the deputy? ☐ Yes ☐ No	Date and time work restarted
Checked before the restart (tick) ☐ The change is in place ☐ The crew was briefed on it ☐ Permit revalidated or reissued ☐ The person who stopped the work was told and asked ☐ Checks your procedure requires ☐ Not needed: the task was abandoned		
Basis of the decision (what showed that the hazard does not exist, or no longer exists)		
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If the restart was authorised by someone other than the restart authority or the deputy, the record is not complete: say why in section 10.

7 Follow-up actions

Action (what will change, so that it stays changed)	Owner	Due	Done on	Checked by

Same hazard stopped before? ☐ No ☐ Yes ☐ Not known	Earlier record references	Also reported as an incident or near miss? (reference)
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8 Feedback to the person who stopped the work, and the lesson

Told what was found and what was done? ☐ Yes ☐ No	Told by (name, role)	Date	How ☐ In person ☐ At a briefing ☐ In writing
Thanked? ☐ Yes ☐ No	Their reply: are they satisfied, or still concerned? If concerned, what was done		
Lesson shared with (crews, sites, contractors) and how			Date shared

9 Pressure or reprisal

Has anyone reported pressure, blame or reprisal linked to this stop? ☐ No ☐ Yes	Reference on the restricted route only (no details here)	Investigated? (reference, date)
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Keep the report itself on the route named in policy section 5, outside the line of the person concerned, and limit who can read it.

10 Review and sign-off

Reviewer's notes: is anything missing from this record, or should the policy, a procedure or a plan change?			
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Role	Name	Signature	Date
Person who stopped the work (optional)			
Person in charge of the work			
Restart authority			
Reviewer (closes the record)			
Date closed	Where this record is kept, who may read it, and for how long		