

# STOP Work Policy



**NO JOB IS WORTH DAMAGING YOUR HEALTH OR RISKING YOUR LIFE**

**If someone calls to STOP THE JOB, listen to them  
and work out a safe way to restart the task**

All Malakoff Limited employees, contractors and guests are responsible for stopping work activities that are considered to be an imminent danger, i.e., any condition or behaviour that could reasonably be expected to cause death, serious injury, or environmental harm.

**When in doubt about a safety condition or a threat to the environment  
call a STOP to the work**

**How to react then someone stops you from doing what you are doing:**

- Be polite and patient
- Listen to what the person has to say
- Agree to an action
- Be polite and thank the person who stopped the work
- Inform your Supervisor about the action so you can restart the work

**How to say to someone to stop the work they are doing:**

- Be polite
- Request to stop the work
- Ask direct questions (what, why, how) about the task and explain what you have observed
- Agree an action with the person you have stopped
- Report the stop work process and action to the HSQE Manager

This policy will be reviewed annually during the Management Review meeting and updated as and when any new regulations or processes are introduced within the company.

Signed By:

A handwritten signature in blue ink, appearing to be "Douglas Stevenson".

Director

Date: 26<sup>th</sup> July 2021

Endorsed By: Allan Gould, Non-Executive Director, Douglas Stevenson, Director, Colin Duncan, Director