

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 both stop the task and restart the task**

All Malakoff 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.**

**When calling a STOP, ensure that stopping the work will not cause a further
safety condition.**

How to react when 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 your Line Manager and the HSQE Manager

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

Signed By: 

Director

Date: 14th February 2025

Endorsed By: Colin Duncan, Director