SAFETY BULLETIN

OKP/EHS/Safety Bulletin/019

Date 11 September 2018

STOP WORK AUTHORITY (SWA)

In Or Kim Peow Contractors (Pte) Ltd (OKP), we believe that safety is everyone's responsibility. Hence, if you see any unsafe act carried out by someone or any unsafe condition at the worksite, please STOP the work and report to the safety department or your supervisor.

Whenever work is stopped, the unsafe act and/or unsafe work condition will be investigated to determine the safety hazard and corrective actions to be taken. The investigation will uncover the cause of the safety hazard and how to correct it.

Employees will not be reprimanded for issuing a stop work intervention. Management will support and thank employees.

ROLES AND RESPONSIBILITIES

Persons in the following roles have responsibilities in support of the SWA:

Company Employees and Subcontractors are responsible for initiating a Stop Work intervention when warranted, supporting the intervention of others, and properly reporting all Stop Work actions.

Foremen and Supervisors are responsible for creating a culture where SWA is exercised freely, honoring a Stop Work request, working to resolve issues before operations resume, recognizing proactive participation, and ensuring all Stop Work actions are properly reported with required follow-up completed.

Project Managers, Construction Managers and Site Engineers are responsible for establishing the clear expectation to exercise SWA, creating a culture where SWA is exercised freely, resolving SWA conflicts when they arise, and holding those accountable who choose not to comply with established SWA policies.

Stop any work or behavior you deem unsafe to yourself or your coworkers.

You will never be penalized for stopping unsafe work or speaking up about hazards and injuries.

DID YOU KNOW?

Stop Notify Investigate Correct Resume Follow-Up