

STOP WORK PROCEDURE

Document Number: USPL-COW-490-003

Document Location: DRM

Document Custodian: HSSE Manager - S&O

Renewal Date: 07/08/2019

Revision No.	Reason for revision	Sections / Documents revised	Author	Date
1.0	Original	all	J. LaBrie	9/28/2009
Exemplar	Exemplar Project	all	J. LaBrie	3/29/2010
Exemplar	Exemplar Project	Revision / Effective Dates	C. Shubra	9/1/10
4.0	Gap closure	Revision / Effective Dates	K. Sun	07/08/2014

Document Approvers	Role ¹	Signature	Title	Date
Brian Miller	Authorizer	on file	Northwest Performance Unit Leader	06/30/2014
Clorinda Nothstein	Authorizer	on file	East of Rockies Performance Unit Leader	06/30/2014
Bobby Talley	Authorizer	on file	Gulf of Mexico Performance Unit Leader	06/30/2014
Bert Wicks	Authorizer	on file	USPL and EOR FVC MS&S Entity Director	06/30/2014

¹ Roles include: Authorizer, Approver

USPL	<h1>Stop Work Procedure</h1>	
Procedure No.: USPL-COW-490-003		
Revision Date: 07/08/2014		
Effective Date: 12/31/2014		
Revision Number: 4.0		
Page: 2 of 8		

1.0 Purpose and Scope

This procedure provides requirements and guidance on “stop work” authority and obligation, when and how to “stop work”, notifications, reporting, follow up and feedback.

This procedure applies to all US Pipelines and Logistics (USPL) employees and contractors conducting field work for BP on and off BP controlled premises.

2.0 Responsibilities

2.1 USPL employees and contractor employees

- Shall initiate “stop work” actions when they believe it is warranted.
- Shall support “stop work” actions of others
- Shall report all “stop work” actions per this procedure

2.2 Team Leaders, Terminal Managers, supervisors and managers

- Shall verify that employees understand that they have the obligation and authority to “stop work”.
- Shall resolve issues and concerns raised by Asset Operator, if necessary, before work is resumed.
- Shall verify that all “stop work” actions are properly reported, investigated and corrective actions / follow up completed in accordance with this procedure.

2.3 Asset Operator / Asset Operator Designee

- Shall work with PA / AOD, if necessary, to resolve “stop work” issues and concerns for permitted work in accordance with the Authorization to Work (ATW) and the appropriate permit policies or elevate the issue to the next level of management if it cannot be resolved.
- Shall enter formal “stop work” incidents in the Near Miss tool or can delegate this responsibility to another individual.
- Shall determine if the “stop work” concern is a minor one-off issue that can be resolved on the spot with no further action required or if the concern shall be considered a “stop work” intervention and be handled in accordance with this procedure.
- Shall report all “stop work” incidents to the Asset Operator before work re-commences.
- Shall resolve “stop work” issues and concerns for non-permitted work or advise the Asset Operator if the issue cannot be resolved.

USPL	<h2>Stop Work Procedure</h2>	 US Pipelines & Logistics
Procedure No.: USPL-COW-490-003		
Revision Date: 07/08/2014		
Effective Date: 12/31/2014		
Revision Number: 4.0		
Page: 3 of 8		

2.4 HSSE Manager

- Shall develop and analyze data and trends from “stop work” reporting.
- Shall verify that lessons learned from “stop work” actions are shared in accordance with Lessons Learned Procedure.

3.0 Policy

- 3.1** All USPL employees and contractor employees have the authority and obligation to stop work when there is reason to believe that someone’s health, safety, security, or the environment may be endangered.
- 3.2** Work that has been stopped shall not resume until “stop work” issues and concerns have been addressed in accordance with this procedure.
- 3.3** Incidences of stop work shall be reported in accordance with this procedure.
- 3.4** There shall be no management retribution, intimidation, or disciplinary action resulting from the act of stopping work.
- 3.5** BP employees and contractors performing work for BP shall understand their obligation to stop work in accordance with this procedure.

4.0 Prerequisites (General Requirements)

- 4.1** All BP employees serving in roles defined in this procedure shall be trained and competent for their assigned roles.
- 4.2** All contractors who perform work within the scope of this procedure shall understand their specific roles and responsibilities.

Note: Refer to the USPL Control of Work Training and Competency matrix for specific training requirements.

5.0 Health, Safety, Security, Environment, Hazard Identification, and Risk Assessment / Mitigation

- 5.1** This document does not require sign off by users of the procedure.

6.0 Equipment and Forms Required

N /A

7.0 Supporting Documents / Related Procedures

- 7.1** GRP STD 02, BP Group Standards, Control of Work
- 7.2** USPL Control of Work Policy
- 7.3** USPL Policies and Procedures
- 7.4** Control of Work Audit Procedure

USPL	<h1>Stop Work Procedure</h1>	
Procedure No.: USPL-COW-490-003		
Revision Date: 07/08/2014		
Effective Date: 12/31/2014		
Revision Number: 4.0		
Page: 4 of 8		

8.0 Procedure

8.1 Stopping Work

8.1.1 When to Stop Work

Work shall be stopped when any member of the workforce believes that there may be an unsafe condition, act, error, omission that may result from a lack of understanding or changes in conditions, job scope, method, SIMOPS, that is happening or about to happen

8.1.2 How to Stop Work (see Stop Work Process Map in Appendix 2)

8.1.2.1 The best way to stop work is to call a “time out” and request workers involved to stop work and listen to and discuss your concerns.

8.1.2.2 Affected workers shall immediately be advised to stop what they are doing by any member of the workforce that recognizes an unsafe condition.


8.1.2.3 A member of the workforce shall then notify the AO / AOD of their concerns and “stop work” intervention.

8.1.2.4 If the AO / AOD determines that the “stop work” concern is a minor one-off issue (e.g. not wearing hard hat, trip hazard created) and can be resolved and corrected on the spot or if the concern is a misunderstanding and not relevant, the workers can be advised to resume work. This type of action shall not be considered a “stop work” intervention and no further notification, reporting or investigation is required. The issue should be entered as a near miss but do not use the “Stop Work” radio button.

8.2 Stop Work Notification

8.2.1 If the “stop work” intervention is not a minor one-off issue, then the affected workers shall be advised that work cannot continue and the work area shall be restored to a safe condition. Then the AOD shall report the “stop work” intervention to the Asset Operator. The AOD, PA, and the Asset Operator shall agree on a course of action to resolve the stop work issue. This can require reassessment and changes to the ATW, the permit(s) and the Level 2 Hazard Identification and Task Risk Assessment (HITRA).

8.2.2 If the “stop work” issue cannot be resolved by the AOD, PA, and the Asset Operator, work shall remain suspended, be properly secured to prevent an incident and the issue shall be elevated to management for resolution.

USPL	<h1>Stop Work Procedure</h1>	
Procedure No.: USPL-COW-490-003		
Revision Date: 07/08/2014		
Effective Date: 12/31/2014		
Revision Number: 4.0		
Page: 5 of 8		

8.3 Recommencing Work

- 8.3.1 Work shall recommence when a reassessment of conditions and control measures have been completed and changes if applicable have been made to the ATW, permit(s) and Level 2 HITRA and communicated to all involved personnel.

8.4 Reporting

- 8.4.1 “Stop Work” interventions shall be reported using the USPL Near Miss Reporting Tool. The “Stop Work” radio button shall be selected when entering the stop work information.

8.5 Follow Up

- 8.5.1 The Asset Operator shall notify Management of stop work incidents so a decision can be made on whether a formal investigation of “stop work” interventions is required.
- 8.5.2 Per Section 16 of the Incident Reporting Policy “Near-Miss Incidents”, “Stop Work” interventions shall be investigated at the discretion of USPL management. Near misses that are formally investigated shall be recorded in both the Near Miss Reporting Tool and in Traction in the “Other Events” category. The investigation report shall be attached to the Traction report, in the “Other Events” category and action items assigned in Traction.
- 8.5.3 If the “stop work” action meets the criteria for a High Potential (HiPo) incident, the USPL Incident Reporting Policy shall be followed.

8.6 Feedback

- 8.6.1 In order to promote a positive culture around “stop work” actions, employees who exercise their “stop work” authority should be thanked and kept informed of the results of investigations and corrective actions.


End of Procedure

USPL	<h2>Stop Work Procedure</h2>	
Procedure No.: USPL-COW-490-003		
Revision Date: 07/08/2014		
Effective Date: 12/31/2014		
Revision Number: 4.0		
Page: 6 of 8		

Appendices

1. Definitions

Asset Operator	A BP employee who is responsible for the operation of the asset where work is being performed. The Asset Operator shall be accountable for the asset equipment being in a safe condition for the scope of work to be performed. The Asset Operator or an Asset Operator Designee (if used) is responsible for completing the ATW form.
Asset Operator Designee	A BP employee or contractor individual who is authorized by the Asset Operator and approved by the DOM to issue the ATW and / or permits on behalf of the Asset Operator.
Control of Work	Group Standard developed to reduce the number & frequency of injuries and fatalities that occur as a result of incidents in the workplace, and to improve the personal safety of every person who works for BP.
High Potential (HiPo) Incident	An incident, including an unsafe or unhealthy condition, a near miss, or a security incident, whose most serious probable outcome is a major incident as defined in the Group-defined operating practice "Reporting HSSE and Operational Incidents".
HSSE	Health, Safety, Security, Environment
Incident	Any unplanned, undesired event that interferes with the orderly progress of work and causes, or reasonably could have caused adverse health, safety, or environmental consequences, damage to company property or reputation, business interruption, or security/criminal acts.
Monitoring	The routine function of regular inspection carried out by a responsible and competent person
Near Miss	An undesired event that under slightly different circumstances could have resulted in harm to people, damage to the environment or property or loss to process.
Permit	A formal, detailed document containing the location, time, and scope of work to be performed as well as the equipment to be worked on, potential hazards associated with the work, mitigations to be used, and the names of persons authorizing and performing the work. For the purpose of this policy, there are five types of permits: Confined Space Entry, Critical Lift, Excavation, Cold Work and Hot Work.
Shall	Shall is used where a provision is mandatory.

USPL	<h2><i>Stop Work Procedure</i></h2>	
Procedure No.: USPL-COW-490-003		
Revision Date: 07/08/2014		
Effective Date: 12/31/2014		
Revision Number: 4.0		
Page: 7 of 8		

Should	Should is used where a provision is preferred.
Simultaneous Operations (SIMOPS)	Separate activities including product movement or work tasks that have the potential to impact each other.
Stop Work Intervention	An action taken by someone to stop work being performed or about to be performed due to a perceived risk. The action can be direct by stopping the individual performing the work or indirect by informing the person in charge to stop the work.
Supervisor	A generic term used to designate someone's immediate manager, e.g., Team Leader, Terminal Manager, etc.
Third Party	Anyone who is not a BP employee or BP contractor

2.0 Stop Work Process Map

