

Odun Environmental Limited (ODUN)

Document Title: STOP-WORK AUTHORITY (SWA) GUIDELINES

Version: 3.0 | Effective Date: 05/05/2026 | Review Cycle: Annual

Policy Owner: Head of Projects Development

Approval Authority: Managing Director

1. PURPOSE

The purpose of this guideline is to establish a culture where safety is the core value of Odun Environmental (ODUN). These guidelines define the authority and obligation of every employee, contractor, and visitor to stop work immediately when an unsafe condition or act is observed that could result in injury, illness, environmental damage, or property damage.

2. SCOPE

This policy applies to **all** ODUN employees, subcontractors, vendors, clients, and visitors at any ODUN office, laboratory, or project site (including remediation sites, drilling locations, and client facilities).

3. STATEMENT OF AUTHORITY

Stop-Work Authority is a right and a responsibility. Every individual working under the ODUN banner has the authority to stop work without fear of reprisal, retaliation, or disciplinary action. Stopping work to address a safety concern is considered an act of professionalism and is actively encouraged by ODUN Management.

4. WHEN TO EXERCISE STOP-WORK AUTHORITY

Work must be stopped immediately if any of the following conditions are observed:

- **Imminent Danger:** Any condition or practice that could cause death or serious physical harm (e.g., excavation collapse, uncontrolled chemical release, oxygen-deficient atmosphere).
- **Uncontrolled Hazard:** A hazard exists that has not been mitigated or properly controlled (e.g., lack of machine guarding, missing PPE, slip/trip hazards).
- **Environmental Risk:** An event that threatens to release contaminants to the environment (e.g., leaking drum, overturned sampler, sump pump failure).
- **Non-Compliance:** Work is proceeding without a required permit (e.g., Hot Work, Confined Space Entry) or is deviating from the Health and Safety Plan (HASP).
- **Uncertainty:** An employee is unsure about how to perform a task safely or lacks the necessary training to proceed.

5. THE STOP-WORK PROCEDURE

If you identify a serious safety concern, follow these steps:

Step 1: STOP (Immediate Action)

- Cease all work activity in the affected area immediately.
- If the danger is imminent, shut down equipment if it is safe to do so.
- Notify fellow workers in the immediate vicinity to stop.

Step 2: NOTIFY (Communication)

- Immediately notify the onsite Supervisor, Project Manager, or Site Health and Safety Officer (HSO).
- If the supervisor is unavailable or unresponsive, contact the ODUN Safety Department or the Executive Team directly.

Step 3: ISOLATE (Secure the Area)

- Prevent others from entering the hazardous area by using caution tape, cones, or posting a guard.
- Do not attempt to fix the problem unless you are trained and authorized to do so safely.

Step 4: INVESTIGATE & RESOLVE (Collaboration)

- The Supervisor and the individual who initiated the stop-work will review the condition.
- The hazard must be mitigated, and the plan revised to ensure it does not recur.
- **Work may NOT resume until the hazard is abated and the Supervisor gives explicit approval.**

Step 5: DOCUMENT (Record Keeping)

- The incident must be documented on an **SWA Report Form** (or Incident Report Form).
- This documentation is not for punishment; it is for tracking trends and improving our safety systems.

6. NON-RETALIATION POLICY

Odun Environmental strictly prohibits discrimination, retaliation, or harassment against any individual who exercises their Stop-Work Authority in good faith.

- **Protection:** Employees who stop work are protected from disciplinary action regarding the stoppage.
- **Reporting:** Any employee who believes they have been retaliated against for stopping work must report the incident to HR or the Safety Director immediately.

7. ROLES & RESPONSIBILITIES

- **All Employees/Contractors:** Must stop work if a hazard is identified. Must refuse to perform work they believe is unsafe.
- **Supervisors/Project Managers:** Must support the decision to stop work. Must investigate the issue promptly and resolve the hazard before restarting. Must foster an environment where SWA is welcomed.
- **Health & Safety Department:** Provides training on SWA, reviews SWA reports, and tracks trends to identify systemic issues.
- **Management:** Demonstrates visible commitment to SWA by reinforcing that production never takes precedence over safety.

8. TRAINING & COMMUNICATION

- **New Hire Orientation:** SWA guidelines will be reviewed during onboarding.
- **Toolbox Talks:** SWA scenarios will be discussed regularly at weekly safety meetings.
- **Signage:** "We Have Stop-Work Authority" signage will be posted in all ODUN vehicles and main site entrances.

9. "STOP WORK" CARD (Wallet Card Reference)

All field staff are issued a Stop-Work Card (to be kept on person at all times) summarizing their rights:

If it feels unsafe, it is unsafe.

1. Stop the work.
2. Notify your supervisor.
3. Fix the hazard.
4. Resume work safely.

Acknowledgement of Receipt

I have received, read, and understood the Odun Environmental Stop-Work Authority Guidelines. I acknowledge that I have the authority and obligation to stop work if I observe an unsafe condition.

Name (Print): _____

Signature: _____

Date: _____