



Stop Work Policy



Yunneng Wind Power Co., Ltd (YWPC) is committed to maintain an incident-free workplace, where all personnel can expect to work in a safe environment and return home safely.

This “STOP WORK” policy is put in place to highlight to everyone that stopping work to ensure safety is both encouraged and expected.

Responsibility

Managers are responsible for making all persons under their direction aware of this “STOP WORK” policy. They have a further responsibility to ensure where a “STOP WORK” has been requested, that a review is conducted before the work is allowed to commence again.

Individuals working on the Yunlin Offshore Wind Farm also have a responsibility to stop any work where they feel that something is not as it should be.

Guiding Principles

- If you have any doubt about what you are being asked to do then stop what you are doing, only when you are happy should you start again.
- Your only responsibility is only to stop the work, the decision to start the work again is up to the supervisor in charge. Stopping the work for even 5 minutes could help prevent an incident.
- If you see something that does not directly involve you, but you suspect that something is wrong, then approach the workers and make your concern known.
- It is better to have ask the question and be sure than hear latter that there was an incident.
- When approaching an individual or a team to ask them a question do so in an open and friendly way. If you appear to be aggressive, then the individual or team will feel that they have to defend their position rather than openly address your concern.



Lars Muck

Project Director



Stop

When a person identifies a potentially dangerous condition or activity that could endanger themselves, their fellow workers, or equipment, a “STOP WORK” should immediately be put into place, allowing everyone potentially at risk to pause until there is a resolution.

Notify

Notify affected personnel of the stop work put into place, and halt all activities associated with the work area in question if necessary. Make the area(s) as safe as possible until the matter is resolved.

Investigate

Affected personnel will review and discuss the situation at hand. If all parties agree that the situation is safe to proceed, the work may be resumed. If there are differing opinions on the safety of the activity or environment in question, it may be necessary to discuss the situation with a more senior manager.

Correct

Before an employee(s) may restart work, all conditions that posed a threat must be modified / repaired to ensure the danger is no longer a threat. If a change is made to the working procedure, then this must be recorded in the risk assessment and method statement.

Resume

When the affected area(s) has been inspected and deemed safe, work may resume. This should only happen after all corrective actions implemented have been made known to the affected personnel.

Follow-Up

The “STOP WORK” should be recorded as a “Near Miss” or an “Observation”, so that lessons can be learned and shared.

SEE IT. SAY IT. SORT IT.