

SAPREF Business Management System		HSSE	Procedure	Level 2
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Stop Work Authority				

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1. Purpose, scope and target group [\[back to TOC\]](#)

1.1 Purpose

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

1.2 Scope

This procedure applies to all SAPREF employees and contractors conducting field work as well as office work on and off SAPREF controlled premises.

1.3 Target Group

- SAPREF staff, service providers and visitors

2. Description [\[back to TOC\]](#)

[Definition](#)

The SWA Definition is:

Stopping at-risk work is a responsibility and obligation when there is perceived unmitigated risk that everyone in the workplace has because of legal and moral reasons. Stop work authority is an empowerment given to all at SAPREF to do this with a promise of no repercussions. This means that you now have authority to refuse work and/or stop other jobs that you feel that there might be unmitigated risks.

How to use Stop Work Authority?

1. Stop work/ refuse work

The most important element of "Stop work" is how we respond. It is important because it has a potential to enhance positive culture in the organization. If workers feel that their concerns are not taken seriously, they will eventually stop reporting.

2. Engage in discussion

After we stop/refuse work, we have to engage in a discussion. The concern may turn out to be nothing however, better that than not to stop and it turns out to be something that leads to an incident.

3. Get agreement on perceived risk

The aim of the discussion is to share your views on the perceived risk and to get agreement with those involved that there is an unmitigated risk indeed, it's a buy-in session

4. Agree on corrective actions and communicate

Once there is an agreement on the risk, put action items of how it will be closed out. In some cases, it can be immediate actions and closeout.

5. Use CIS to track action items and for learnings

CIS is our learning platform; it will help us to track that the process is working. Do use "SWA" in the beginning of your entry.

6. Resume work

Refusing/ stopping work must never be used for unethical reasons, try to an enabler of work, do not detach yourself from the case until work resumes

Situations that may require use of Stop Work Authority

Stop Work Authority should be initiated for conditions or behaviors that threaten danger or imminent danger to person(s), equipment or the environment. Situations that warrant a SWA may include, but are not limited to the following:

- Alarms
- Change in conditions
- Changes to scope of work or work plan
- Emergency situation
- Equipment used improperly
- Lack of knowledge, understanding or information
- Near-miss incident
- At risk conditions

Stop Work Authority for cross zonal activities

The responsibility carried in stop work authority has no boundaries. It is a responsibility for all to raise their hand and speak up if the activities of another zone has negative consequences towards your own activities.

Steps to be followed remain the same however, both parties involved in the different zones must be involved in the full process of Stop work authority. Leadership in both zone must demonstrate support and consider all concerns. This is also applicable to:

- Cross teams
- SIMOPS
- Cross companies
- Cross shifts
- Cross departments

Remember!! If one team lose, we all lose

3. References [\[back to TOC\]](#)

3.1 Records

ID No.	Title	Holder	Location	Working Duration	Archive Duration
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3.2 External References

Document Reference	Title	Issued by	Revision / Date
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3.3 Internal References

Doc. ID	Title
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4. Keywords [\[back to TOC\]](#)

"[Click here and type Keywords]"

5. Definitions and abbreviations [\[back to TOC\]](#) Refer

SWA- Stop Work Authority

SIMOPS- Simultaneous operations

6. Revision list [\[back to TOC\]](#)

Revision	Date	Description	Checked by	Approved by
0	30/01/2021	First Issue	N. Chonco	L. Schabalala

7. Appendices [\[back to TOC\]](#)