



STOP WORK AUTHORISATION POLICY

NWH Group Limited
Reviewed- January 2026

1. Purpose

The purpose of this policy is to establish procedures for employees to identify and address unsafe acts or conditions promptly, ensuring a safe working environment at all times. This policy outlines responsibilities for stopping work, reporting unsafe conditions, anti-retaliation measures, and the suspension of work activities when necessary.

2. Scope

This policy applies to all employees of NWH Group and covers all work activities performed on company premises or job sites.

3. Definitions

Unsafe Act or Condition: Any situation or action that poses an immediate risk to the health or safety of employees, contractors, or the public.

Stop Work Authority: The right and responsibility of any employee to halt work activities if they identify or suspect an unsafe act or condition.

Anti-Retaliation Measures: Protections for employees who report unsafe conditions or stop work activities in good faith.

4. Responsibilities

Managers and Supervisors: Ensure compliance with this policy, support employees in stopping work when necessary, investigate reported unsafe conditions, and implement corrective actions. **Employees:** Understand and follow procedures outlined in this policy, report unsafe conditions promptly, and exercise stop work authority when necessary.

Human Resources: Provide support and resources for the implementation of this policy, including training and awareness programmes.

5. Training on Stop Work Authority

a. Role and Responsibilities

Training Programme: All employees will receive training on their roles and responsibilities regarding stop work authority.

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Identification of Unsafe Conditions: Training will include identifying and reporting unsafe acts or conditions promptly.

Procedures: Employees will be familiarised with procedures for stopping work and reporting unsafe conditions to supervisors or appropriate personnel.

6. Anti-Retaliation Measures

a. Protection of Reporting Employees

Confidential Reporting: Employees may report unsafe conditions confidentially without fear of retaliation.

Non-Discrimination: NWH Group prohibits retaliation against employees who report unsafe conditions or exercise stop work authority in good faith.

7. Notification of Unsafe Conditions

a. Reporting and Notification

Immediate Reporting: Employees must report unsafe conditions immediately to their supervisor or designated safety personnel.

Notification: Affected employees and supervisors will be promptly notified of identified or reported unsafe conditions.

8. Suspension of Work Activities

a. Authority to Suspend Work

Conditions for Suspension: Employees have the right to refuse work or suspend activities if they believe continuing work would pose an imminent danger to health or safety.

Procedure: Upon identification of unsafe conditions, affected employees should cease work immediately and notify their supervisor.

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b. Investigation and Resolution

Investigation: Supervisors or safety personnel will investigate reported unsafe conditions promptly. **Corrective Actions:** Corrective actions will be implemented to address unsafe conditions and prevent recurrence before work resumes.

9. Review and Continuous Improvement

Annual Review: This policy will be reviewed annually to ensure its effectiveness and relevance. **Feedback:** Feedback from employees and supervisors will be solicited to improve procedures related to stop work authority and safety reporting.

10. Communication

Policy Dissemination: This policy will be communicated to all employees upon hire and through regular safety training sessions.

Accessibility: The policy will be available on the company's intranet and notice boards for easy access.

Signed:

Date: 15/01/2025

Gavin Money

Managing Director

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