



PROCEDURE (PRO)

STOP WORK AUTHORITY PROCEDURE

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1.0 Introduction

Stop Work Authority is one of VoltaGrid's most important operational risk management processes. It gives every employee, contractor, and subcontractor the authority and responsibility to intervene immediately when an at-risk condition, act, or uncontrolled hazard could cause injury, illness, environmental impact, property damage, equipment damage, or operational disruption. Stop Work Authority is founded on the principle that no task is so urgent that it cannot be performed safely. Exercising Stop Work Authority is a proactive action intended to prevent incidents by encouraging individuals to recognize risks, communicate concerns, and work collaboratively to eliminate or control hazards before work continues. A strong Stop Work Authority culture depends upon trust, accountability, and open communication. Please stay alert to changing conditions and intervene whenever you believe work cannot be performed safely or as planned. Exercising Stop Work Authority is considered a professional responsibility and demonstrates leadership, commitment, and ownership of VoltaGrid's safety culture. Employees who exercise Stop Work Authority in good faith shall receive the full support of management. No employee, contractor, or subcontractor shall be subject to retaliation, intimidation, discrimination, or disciplinary action for exercising Stop Work Authority based on a genuine concern for the health and safety of people, the environment, equipment, or operations.

1.1 Purpose

The purpose of this procedure is to establish a standardized process for recognizing at-risk conditions and at-risk acts, exercising Stop Work Authority, evaluating hazards, implementing corrective actions, authorizing the resumption of work, and documenting Stop Work Authority events. This procedure defines how Stop Work Authority is exercised, communicated, supported, investigated when appropriate, and documented to ensure hazards are effectively identified and controlled before work restarts. This process helps us intervene early, engage employees, and continuously improve by capturing lessons learned and strengthening our operational risk management. Stop Work Authority serves as a primary operational control for preventing incidents by ensuring that work is paused whenever uncertainty exists regarding the adequacy of hazard identification, risk assessment, or existing safeguards.

1.2 Scope

This procedure applies to all VoltaGrid employees, contractors, subcontractors, and temporary personnel who perform or observe work on behalf of VoltaGrid at any company facility, customer location, project site, vehicle, or operational work area. This procedure applies to all work activities, regardless of the level of risk, whenever an individual identifies an at-risk condition, an at-risk act, or any circumstance that could reasonably result in injury, illness, environmental impact, property damage, equipment damage, or operational disruption if work were allowed to continue. This procedure governs the complete Stop Work Authority process, including:

- Recognition of at-risk conditions and at-risk acts.
- Exercising Stop Work Authority.
- Notification of affected personnel.
- Hazard assessment and evaluation.
- Development and implementation of corrective actions.
- Authorization to resume work.
- Documentation of Stop Work Authority events in Flex.
- Communication of lessons learned and opportunities for improvement.

No individual shall be discouraged from exercising Stop Work Authority when they believe continued work presents an unacceptable level of risk. When uncertainty exists, the expectation is to exercise Stop Work Authority until the concern has been evaluated and resolved.

2.0 Roles and Responsibilities

Successful implementation of Stop Work Authority requires the active participation and commitment of every individual performing or supporting work on behalf of VoltaGrid. Every person is responsible for recognizing at-risk conditions and at-risk acts, exercising Stop Work Authority when necessary, supporting those who exercise Stop Work Authority, and ensuring work restarts only after hazards have been effectively controlled.

2.1 All Employees, Contractors, and Subcontractors

Every employee, contractor, and subcontractor has both the authority and responsibility to exercise Stop Work Authority whenever they identify an at-risk condition, at-risk act, or uncontrolled hazard. Responsibilities include:

- Remaining alert to changing work conditions and potential hazards.
- Exercising Stop Work Authority immediately when conditions warrant.
- Notifying affected personnel and the immediate supervisor or person in charge.
- Protecting themselves and others from exposure to identified hazards.
- Participating in hazard identification and risk assessment activities.
- Assisting with the development and implementation of corrective actions when requested.
- Not restarting work until hazards have been evaluated and appropriate controls have been implemented.
- Documenting Stop Work Authority events in Flex using an Employee Observation Card, when required.

2.2 Supervisors

Supervisors are responsible for creating an environment where employees feel supported and encouraged to exercise Stop Work Authority without fear of retaliation. Responsibilities include:

- Immediately responding to all Stop Work Authority events.
- Acknowledging and thanking the individual who exercised Stop Work Authority.
- Ensuring work remains suspended until hazards have been evaluated.
- Leading or coordinating the hazard assessment.
- Ensuring appropriate corrective actions are implemented.
- Communicating corrective actions to affected personnel.
- Confirming work conditions are acceptable before authorizing work to resume.
- Ensuring required documentation is completed in Flex.
- Sharing lessons learned with affected personnel.

2.3 Managers

Managers are responsible for providing visible leadership and ensuring Stop Work Authority remains an effective operational risk management process. Responsibilities include:

- Supporting all individuals who exercise Stop Work Authority in good faith.
- Ensuring Stop Work Authority concerns receive timely attention.
- Providing resources necessary to eliminate or control identified hazards.
- Monitoring trends and recurring issues.
- Promoting continuous improvement through communication and leadership.
- Ensuring there is no retaliation against individuals who exercise Stop Work Authority.




2.4 Health and Safety Team

The Health and Safety Team provides technical guidance, oversight, and support for the Stop Work Authority process. Responsibilities include:

- Assisting with hazard evaluations when requested.
- Supporting investigations involving significant Stop Work Authority events.
- Reviewing documentation entered into Flex.
- Monitoring company-wide trends and recurring hazards.
- Sharing lessons learned across the organization.
- Updating training materials and procedures based on identified opportunities for improvement.



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3.0 Definitions

For this procedure, the following definitions apply:

At-Risk Act – An action or behavior that deviates from established procedures, safe work practices, or operational expectations and increases the likelihood of an incident, injury, illness, environmental impact, property damage, equipment damage, or operational disruption.

At-Risk Condition – A physical, environmental, operational, or organizational condition that increases the likelihood of an incident if not corrected or adequately controlled.

Corrective Action – Any action implemented to eliminate, reduce, or control an identified hazard before work resumes.

Exercise Stop Work Authority – The act of immediately suspending work because an individual reasonably believes an at-risk condition, at-risk act, or uncontrolled hazard exists that could result in harm if work continues.

Flex – VoltaGrid's management system used to document Employee Observation Cards, corrective actions, and other Health, Safety, Environmental, and Quality records.

Hazard – Any source, situation, or activity with the potential to cause injury, illness, environmental impact, property damage, equipment damage, or operational disruption.


Person in Charge – The supervisor, lead, manager, or other individual responsible for directing the work activity at the time Stop Work Authority is exercised.

Risk Assessment – A systematic evaluation used to identify hazards, assess the potential consequences and likelihood of occurrence, and determine appropriate controls.

Stop Work Authority – VoltaGrid's formal operational risk management process that empowers every individual to immediately suspend work whenever they believe an at-risk condition, at-risk act, or uncontrolled hazard exists.

Work Resumption Authorization – Formal approval by the supervisor or person in charge confirming that hazards have been evaluated, corrective actions have been implemented, affected personnel have been informed, and work may safely resume.



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4.0 General Requirements

Stop Work Authority is a fundamental part of VoltaGrid's operational risk management and must be integrated into all work activities. The following requirements apply:

- Every individual has the authority and responsibility to exercise Stop Work Authority.
- Stop Work Authority shall be exercised immediately whenever an at-risk condition, at-risk act, or uncontrolled hazard is identified.
- Schedules, customer commitments, or operational demands shall never prevent an individual from exercising Stop Work Authority.
- Work shall remain suspended until identified hazards have been evaluated and appropriate corrective actions have been implemented.
- Every Stop Work Authority event shall be treated as an opportunity to prevent incidents and improve operational performance.
- Individuals exercising Stop Work Authority in good faith shall be fully supported by management.
- Retaliation, intimidation, discrimination, or harassment against any individual who exercises Stop Work Authority is strictly prohibited.
- Significant Stop Work Authority events shall be documented in Flex using an Employee Observation Card.
- Lessons learned from Stop Work Authority events should be communicated to prevent recurrence and strengthen VoltaGrid's safety culture.



5.0 Stop Work Authority Process

The Stop Work Authority process provides a consistent approach for identifying at-risk conditions and at-risk acts, preventing incidents, implementing corrective actions, and safely returning work to service. Each person is expected to participate in this process whenever conditions warrant it actively.

5.1 Recognizing At-Risk Conditions and At-Risk Acts

Please continuously evaluate your work environment before and during each task. Stop Work Authority shall be exercised whenever an individual reasonably believes that continuing work presents an unacceptable level of risk. Examples of situations requiring Stop Work Authority include, but are not limited to:

- Changes in the scope of work.
- Uncontrolled or unidentified energy sources.
- Failure or malfunction of equipment.
- Defective tools or safety devices.
- Missing or inadequate personal protective equipment.
- Environmental conditions that increase risk.
- Unstable ground or work surfaces.
- Changes in weather affecting safe operations.
- Personnel performing work beyond their level of training or authorization.
- Failure to follow approved procedures or work instructions.
- Missing permits or required authorizations.
- Conflicting work activities.
- Unexpected conditions identified during the task.
- Any situation where an individual is uncertain that work can continue safely.

Individuals are encouraged to exercise Stop Work Authority whenever uncertainty exists. When in doubt, stop the work until the concern has been evaluated.

5.2 Exercising Stop Work Authority

When an at-risk condition, at-risk act, or uncontrolled hazard is identified, the individual shall immediately exercise Stop Work Authority. The individual exercising Stop Work Authority shall:

- Immediately stop the affected work activity.
- Warn affected personnel of the identified concern.
- Move personnel to a safe location when necessary.
- Notify the supervisor or person in charge.
- Explain the observed condition or concern.
- Remain available to assist in the hazard evaluation, when appropriate.

The exercise of Stop Work Authority is intended to prevent incidents and shall never be viewed as disruptive to operations. Individuals are expected to act promptly whenever conditions warrant.

5.3 Immediate Response

Upon notification that the Stop Work Authority has been exercised, the supervisor or person in charge shall immediately respond. The immediate response shall include:

- Acknowledging the individual who exercised Stop Work Authority.

- Thanking the individual for raising the concern.
- Ensuring work remains suspended.
- Protecting personnel from exposure to identified hazards.
- Securing the work area when necessary.
- Preventing unauthorized personnel from entering the affected area.
- Determining whether additional resources are required.

Work shall not resume until the identified concern has been evaluated and resolved.

5.4 Hazard Assessment

The supervisor or person in charge shall conduct or coordinate a hazard assessment to determine the nature and severity of the identified concern. The hazard assessment shall include:

- Reviewing the work scope.
- Identifying the at-risk condition or at-risk act.
- Determining actual and potential consequences.
- Evaluating the likelihood of occurrence.
- Reviewing existing safeguards.
- Determining whether additional controls are required.
- Consulting subject matter experts when necessary.
- Updating the Job Safety Analysis or work plan when applicable.

If the hazard cannot be adequately controlled, the work activity shall remain suspended until an acceptable solution has been implemented.

5.5 Corrective Actions

Corrective actions shall eliminate or adequately control the identified hazard before work resumes. Corrective actions may include:

- Repairing or replacing defective equipment.
- Installing engineering controls.
- Revising work procedures.
- Updating permits or authorizations.
- Establishing additional barriers or exclusion zones.
- Providing additional training or supervision.
- Assigning additional qualified personnel.
- Revising the Job Safety Analysis.
- Rescheduling work due to changing environmental conditions.

Corrective actions shall be verified before work resumes.

5.6 Authorization to Resume Work

Work shall not resume until all identified hazards have been evaluated and corrective actions have been completed. Before authorizing work to resume, the supervisor or person in charge shall verify that:

- The identified at-risk condition or at-risk act has been addressed.
- Required corrective actions have been completed.
- Engineering and administrative controls are effective.

- Required PPE is available and being properly used.
- Affected personnel understand the corrective actions.
- Work can be safely resumed.

When practical, the individual who exercised Stop Work Authority should participate in verifying that the identified concern has been satisfactorily resolved. Authorization to resume work shall be communicated to all affected personnel before work restarts.

5.7 Documentation in Flex

Stop Work Authority events provide valuable opportunities to identify trends, improve work practices, and prevent future incidents. When required by company policy or management, Stop Work Authority events shall be documented in Flex using an Employee Observation Card. Documentation should include:

- Date and time.
- Work location.
- Description of the at-risk condition or at-risk act.
- Immediate actions taken.
- Corrective actions implemented.
- Personnel involved.
- Photographs or supporting documentation, when available.
- Lessons learned.

Please complete the documentation as soon as practical, following resolution of the event.

5.8 Communication and Lessons Learned

Significant Stop Work Authority events should be communicated to appropriate personnel to promote organizational learning and continuous improvement. Communication may include:

- Safety meetings.
- Toolbox talks.
- Shift meetings.
- Leadership communications.
- Health and Safety meetings.
- Employee training sessions.

Lessons learned should focus on improving work processes, strengthening hazard recognition, and preventing similar events from occurring in the future. Our goal isn't to assign blame; it's to improve operational performance through shared learning continuously.

6.0 Documentation and Reporting

Stop Work Authority events provide valuable information for identifying trends, improving work practices, and preventing future incidents. Appropriate documentation ensures hazards are evaluated, corrective actions are implemented, lessons learned are communicated, and recurring trends are identified. All Stop Work Authority events documented in Flex shall be reviewed to identify trends, recurring hazards, and opportunities for continuous improvement.

6.1 Documentation in Flex

All Stop Work Authority events shall be documented in Flex using an Employee Observation Card. Documenting Stop Work Authority events provides valuable opportunities to identify trends, improve work practices, strengthen operational controls, and prevent future incidents. Please complete the documentation as soon as practical, following resolution of the event.

6.2 Notification Requirements

The supervisor or person in charge shall ensure appropriate personnel are notified when the Stop Work Authority has been exercised. Notification requirements may include:

- Immediate Supervisor.
- Manager.
- Health and Safety Team.
- Other affected groups, as appropriate.

We will communicate significant Stop Work Authority events involving serious hazards, operational impacts, customer concerns, or recurring deficiencies as soon as practical to ensure timely corrective action and organizational awareness.

6.3 Trend Analysis

The Health and Safety Team shall periodically review Stop Work Authority events documented in Flex to identify recurring hazards, trends, and opportunities for improvement. Trend reviews may include:

- Common at-risk conditions.
- Common at-risk acts.
- Equipment-related concerns.
- Environmental conditions.
- Procedural deficiencies.
- Human performance trends.
- Training opportunities.
- Corrective action effectiveness.
- Repeat observations.
- Opportunities to improve work planning and risk assessments.

Results should be used to improve procedures, training programs, hazard assessments, operational controls, and leadership engagement throughout VoltaGrid.

7.0 Training Requirements


All employees, contractors, subcontractors, and temporary personnel shall receive Stop Work Authority training before performing work on behalf of VoltaGrid. Training shall ensure personnel understand both their authority and responsibility to Exercise Stop Work Authority whenever an at-risk condition, at-risk act, or uncontrolled hazard is identified. Training shall include, at a minimum:

- Purpose of Stop Work Authority.
- Individual roles and responsibilities.
- Recognition of at-risk conditions and at-risk acts.
- The Stop Work Authority process.
- Hazard identification and risk assessment principles.
- Communication expectations.
- Documentation requirements in Flex.
- Non-retaliation expectations.
- Authorization to resume work.
- Practical examples and case studies.

Supervisors and managers' roles shall all be included in the training covering:

- Responding to Stop Work Authority events.
- Conducting hazard assessments.
- Implementing corrective actions.
- Supporting employees who exercise the Stop Work Authority.
- Work resumption authorization.
- Documentation requirements.

We will conduct refresher training periodically and whenever significant changes are made to this procedure or when incident trends indicate additional training is necessary.

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8.0 Stop Work Decision Tree

If uncertainty exists at any point during the work activity regarding the adequacy of controls or the ability to perform the work safely, personnel shall exercise Stop Work Authority until the concern has been evaluated and resolved. The following decision process shall be used whenever an at-risk condition, at-risk act, or uncontrolled hazard is identified.

