

# NMT Crane Hire Limited Stop Work Policy

## 1. Purpose

The purpose of this Stop Work Policy is to outline the procedures and responsibilities for halting work activities at NMT Crane Hire Limited to ensure the safety, compliance, and wellbeing of employees, contractors, and the organisation. This policy aims to provide clear guidance on when and how work should be stopped and what steps should be taken to address the issue.

## 2. Scope

This policy applies to all employees, contractors, and subcontractors working on behalf of NMT Cranes across all locations, both on-site and off-site, where the company has operational activities. This includes but is not limited to construction sites, offices, warehouses, factories, and any other business premises.

## 3. Circumstances for Stopping Work

Work may be stopped under the following circumstances:

### – Safety Concerns:

Immediate danger to health and safety, including risks to life, injury, or property damage.

### – Non-Compliance with Legal or Regulatory Requirements:

Failure to adhere to relevant laws, regulations, or company policies (e.g., health and safety, environmental, or employment laws).

### – Unfit Working Conditions:

Conditions that pose significant risks to the wellbeing of employees, including but not limited to unsafe weather conditions, hazardous materials, or inadequate equipment.

### – Defective Work or Equipment:

Discovery of defective or faulty equipment, materials, or processes that could lead to failure or non-compliance.

### – Environmental Hazards:

Uncontrolled environmental risks that may cause harm to workers, the public, or the environment (e.g., hazardous chemical spills, gas leaks).

### – Employee Illness or Emergency:

Sudden health or medical emergencies that require halting operations to attend to an individual or group of employees.

### – Client/Project-Specific Directives:

Instructions from clients or project managers to stop work, whether for safety, compliance, or any other reason.

### – Other Critical Incidents:

Any unforeseen incident or hazard that significantly disrupts the workflow or poses a risk to people or assets.

## 4. Procedure for Stopping Work

If any employee, contractor, or subcontractor identifies a situation that warrants stopping work, they must follow the procedure outlined below:

### 1. Immediate Action:

- If an immediate risk to safety or compliance is identified, workers must stop work immediately, regardless of the nature of the task or their position.
- If safe to do so, the employee must inform their supervisor or the responsible manager and take steps to isolate the risk (e.g., evacuating the area, securing equipment).

### 2. Reporting:

- The worker who stops the work must notify their supervisor or manager as soon as possible, providing detailed information about the reason for stopping work, the location, and any relevant circumstances.
- Supervisors and managers are responsible for recording the stop work incident, including date, time, the nature of the issue, and actions taken.

### 3. Investigation and Risk Assessment:

- The company will immediately assess the situation to determine the cause of the issue and identify corrective or preventive actions.
- This may involve consulting with health and safety officers, project managers, or external experts to ensure a thorough investigation is conducted.

### 4. Corrective Action:

- If the issue can be rectified, work will only resume once corrective actions have been taken, and it has been determined that the area or task is safe to continue.
- In situations requiring more extensive rectification, work will remain halted until all identified issues are resolved and an appropriate risk management plan is in place.

### 5. Resumption of Work:

- Work may only resume after an official clearance from the relevant authority (e.g., health and safety officer, project manager, or designated safety representative) has been given.
- The employee or contractor must receive confirmation from their supervisor or manager before resuming work.

## 5. Responsibilities

### – Employees and Contractors:

- All employees and contractors must ensure that they are familiar with this policy and immediately stop work if they identify a hazard or any situation that could lead to serious injury or non-compliance. They must report the situation to their manager or supervisor promptly.

### – Supervisors and Managers:

- Supervisors and managers are responsible for overseeing the implementation of this policy on their projects and in their teams. They must ensure that proper investigations and corrective actions are taken and that work is only resumed when it is safe to do so.

**– Health and Safety Officer:**

The health and safety officer (or equivalent role) will oversee the investigation of incidents where work is stopped and ensure that appropriate risk assessments and safety measures are taken before work resumes.

**6. Consequences of Non-Compliance**

Failure to comply with this Stop Work Policy may result in disciplinary action, including but not limited to warnings, suspension, or termination of employment or contracts, depending on the severity of the situation. Non-compliance that leads to safety incidents or legal violations could result in legal or regulatory penalties for the company.

**7. Review and Continuous Improvement**

This policy will be reviewed annually or whenever a significant change occurs in the company's operational activities, legal requirements, or industry standards. Employees are encouraged to provide feedback on the policy to help improve safety and operational standards.

**8. Contact Information**

For any queries or further guidance regarding this policy, employees and contractors should contact the following personnel:

Signed: *G.White*

Director on behalf of NMT Crane Hire Ltd.

Date Approved:  
**09.12.2025**

Next Review Date:  
**08.12.2026**