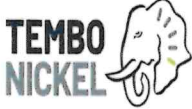
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		Document Owner	OHS Manager
	<b>STOP WORK AUTHORITY PROCEDURE</b>	Revision	00
		Approval Date	12 <sup>th</sup> October 2023



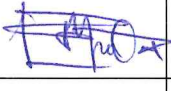


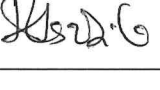
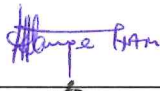


# STOP WORK AUTHORITY PROCEDURE


## TNCL-OHS-SOP-0015



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		Document Owner	OHS Manager
	STOP WORK AUTHORITY PROCEDURE	Revision	00
		Approval Date	12 <sup>th</sup> October 2023

**APPROVALS:**

Title	Name	Signature	Date
Author	Aki da Wari		25/10/23
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Worker's Representative	Ernest Mukeranga		25/10/23
SHE Representative	Zamba Tapan		28/10/23
OHS Manager	Dr Mueez Saed		26/10/23
ERT Coordinator	Habibu Msabib		25/10/23
Training Lead	Azarel H. Kitanais		25 <sup>th</sup> October 2023
Engineering Manager	Jacques Morais		25/10/23
General Manager	DR UMARA SAID		30/10/23

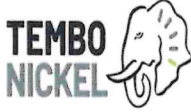
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## 1. PURPOSE

The purpose of this procedure is to establish a culture where all employees are provided with the authority to stop work in a situation when there is a belief that:

- a) Conditions exist that pose an imminent danger to the health and safety of the workers or the community where the TNCL operates; or
- b) Conditions exist that, if allowed to continue, could adversely affect the safe operation of, or could cause severe damage to, a facility or,
- c) Conditions exist that, if allowed to continue, could result in the release from the facility to the environment of hydrocarbons or chemical effluents that exceed applicable regulation requirements or approvals.

The procedure describes the process of stopping work practice if any person's safety and/or the environment are at risk. It is the responsibility and right of TNCL employees to implement Stop Work intervention on an occasion when a person, facility, or environment is in danger, or there is a recognized threat to the life, health, or safety of a person at a workplace.

TNCL employees are fully supported and encouraged to apply for Stop Work and Intervene when unsafe behavior, action, or non-action are observed during the operation. The decision to be made by an employee on such an occasion is based on personal opinion, judgment, belief, and experience, and in no way the employee can be criticized or penalized for being cautious.

No delay in applying Stop Work and Intervene should be allowed, even in cases when an investigation revealed that was applied unnecessarily. Employees who act proactively intending to prevent a risky situation are to be recognized for such positive behavior.

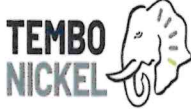
## 2. SCOPE

This procedure applies to all TNCL employees, Contractors, and Visitors employees working on the site, office, or facility.

## 3. DEFINITION AND ACRONYMS

**Stop Work Authority** - Stop work authority (SWA) is Tembo Nickel Corporation Limited (TNCL) program that gives workers and contractors the authority and responsibility to stop work if they observe unsafe conditions or behaviors on the job site.

TNCL - Tembo Nickel Corporation Limited  
ALARP – As Low as Reasonably Practicable  
HSE – Health, Safety, and Environmental  
SWA – Stop Work Authority

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#### 4. RESPONSIBILITIES

##### 4.1 Employees and Contractors

Employees and contractors should stop work in good faith and work to reach a safe and reasonable agreement. Employees are responsible for the safe execution of work and are to follow the following responsibilities:

- a) authority to stop work or refuse to perform an appointed duty, having no fear of penalties to be applied or any form of judgment, to raise concern, discuss safety issues, clarify instructions, address potential unsafe situations, and suggest additional controls.
- b) authority to initiate Stop Work instantly with no delay when observing a dangerous situation, act, or behavior that may result in damage or injury. A suspected worker must be notified as well as the supervisor or supervisor's representative at the location.
- c) the duty to notify the supervisor immediately right after Stop Work is applied if the issues are not resolved by following established safety procedures.
- d) in case an employee would rather stay anonymous, the employee shall contact the supervisor or supervisor's representative to initiate Stop Work, but this is allowed only if there is no immediate threat – in such case it is the responsibility of an employee to follow Stop Work Authority.

##### 4.2. Managers and Supervisors

Managers and supervisors are obliged to immediately address and resolve issues raised by an employee at Stop Work and must ensure an on-site environment that adheres to the SWA, honor all requests, and provides necessary stop-work follow-ups are completed.

Managers and supervisors are responsible for:

- a) resolving issues led to Stop Work applied by an employee during a specific work performed.
- b) providing feedback to the employee and the affected employees who have applied to Stop Work Authority before the work resumes.
- c) informing the HSE representative when an issue raised from Stop Work is not resolved.
- d) guaranteeing that the employee raising health, safety, or environmental concerns or applying Stop Work are not going to be retributed or retaliated.

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#### 4.3 HSE Team

The HSE team and SHE representatives have the following responsibilities:

- providing support and training on Stop Work Authority and Procedure.
- monitoring completion of Stop Work Authority training.
- monitoring and reporting on unsafe acts and behaviour and applying of Stop Work reporting procedure.
- assisting employees in addressing safety concerns.
- contacting management to address issues in case the situation was not resolved.
- discussing resolutions with employees who participated in work stops in case the resolution was completed.
- representing an employee who decided to remain anonymous while addressing Stop Work issues.






#### 4.4 Senior Management

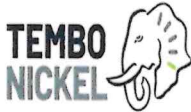
Senior Management should create a culture that values, promotes, and upholds stop work authority (SWA) by demonstrating their commitment to employee concern without the potential for retribution, and when SWA conflict arises, the management must act to resolve it according to this policy.

### 5. PROCEDURE

#### 5.1 Intervention Protocol



	<ul style="list-style-type: none"> <li>All employees are obliged to apply SWA in a risky situation or when an unsafe act/behavior is observed</li> <li>The operations are to be stopped and the issue shall be addressed</li> </ul>
	<ul style="list-style-type: none"> <li>The area Supervisor and/or Manager shall be notified</li> <li>Risk Assessment shall be conducted: root cause to be identified, the risk to be assessed and corrective actions to be determined.</li> </ul>
	<ul style="list-style-type: none"> <li>Risk shall be decreased to ALARP level before resuming work</li> <li>All involved employees must agree on the Stop Work issue before resuming work</li> <li>In case the issue cannot be resolved in a reasonable time, relevant management shall be notified</li> </ul>
	<ul style="list-style-type: none"> <li>If determined and agreed that the task or operation is OK to proceed as is (i.e. the stop Work initiator was unaware of the specific procedure) the affected persons should thank the initiator and proceed with the work.</li> <li>In case determined and agreed that the Stop Work issue is valid, the issue shall be resolved to all affected persons' satisfaction before resuming work.</li> </ul>
	<ul style="list-style-type: none"> <li>All stop-work interventions shall be reported accordingly. The stop work initiator and responsible supervisor shall fill in and sign the Stop work report.</li> <li>Management shall review the issue and feedback with findings shall be communicated to all employees.</li> </ul>

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## 6. FOLLOW-UP

The desired result of any Stop Work intervention is that the identified health and safety issues are addressed to the satisfaction of all those involved before work resumes. In spite that most issues might be sufficiently resolved in a timely manner, there could be an additional investigation conducted and corrective actions could be performed to address root causes.

Stop Work intervention needing additional investigations or follow-up shall be administered using existing procedures for incident investigation and follow-up. The OHS Manager shall provide the root cause analysis to the Stop Work intervention and determine any possible ways for improvement. Incident details shall be published and communicated to all employees identifying the issues, corrective actions program, and lessons learned. Management is to review all Stop Work reports to determine any additional investigation to be conducted. The General Manager owns final responsibility for the resolution of all Stop Work interventions.

## 7. RECOGNITION

To establish a safe culture where Stop Work is anticipated and performed openly, managers and supervisors shall encourage employee's positive recognition. In a situation when Stop Work is applied and/or an employee is an active participant in the Stop Work program, they shall be formally and informally recognized by expressing appreciation and formal feedback shall be provided.

## 8. TRAINING


Stop Work shall be included in an Induction program and training matrix. All employees shall be responsible to acknowledge and sign the Stop Work procedure. Documentation of all training and reviews shall be maintained as per established procedures.

## 9. STOP WORK RESOLUTION

If you have a "stop work" issue that has not been resolved through the established channel, immediately contact the site General Manager

### Every employee at Tembo Nickel must:

- a) Protect their own health & safety.
- b) Protect the health and safety of other persons.
- c) Use and care for all equipment supplied for health and safety.
- d) Report promptly any hazard that you cannot fix immediately.
- e) Co-operate with any person in compliance with these rules.
- f) Comply with all health and safety measures.

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## 10. SYSTEM EVALUATION

This procedure shall be reviewed at least two years by members of the OHS department and presented to the Standard Committee for approval, or when organizational changes take place or are required as part of internal and external audits. The TNCL Document Controller will monitor compliance with the document control system on an ongoing basis.

## 11. DISTRIBUTION

List physical locations which require a controlled copy of this document.

Table: 2

Copy	Controlled Document Folder Location
Master	Controlled Documents Central Filing System

## 12. CONTRAVENTION

Any breach of this procedure shall be regarded as refusal/failure to carry out a lawful instruction and will be dealt with as per the disciplinary procedure.

## 13. DOCUMENT CHANGE PROCESS

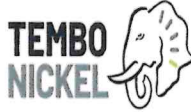
The process of document change starts when the document custodian identifies there is a need to make changes within the document. The document custodian/ owner shall complete the document change request form, sign it off, and submit it to the Document Controller.

The Document controller shall issue the controlled Word copy of the document to the respective document custodian/owner so that changes may be made. The document custodian/owner shall resubmit the updated document to the document controller so that the document can be controlled and updated within the Filing system ready for use by the end users.

### 13.1 Reason for Change

Table: 3

A	As a result of incidents	F	Change in training requirements
B	As a result of the audit findings	G	Results of risk assessments
C	New / changes in governance documents	H	Change due to spelling or grammatical error
D	Changes in legislation	I	New document format
E	Changes in technology	J	To integrate special instruction into the document control system

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### 13.2 History of Change


Table: 4

Date of Change	Revision No	Revised Item (paragraph Number reference if required)	Reason Code	Name of Reviewer

### 14. RECORD CONTROL

Table: 5

Document Title:	Document ID:	Responsible for Maintenance	Responsible for Filling:	Location of Storage:	Retention Period:	Method of Disposal
Stop Work Authority Procedure	TNCL-OHS-SOP-0015	Document Controller	Document Controller	OHS Department	Hard Copy two Years	Hard copy shared file electronic

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**15. DECLARATION**

I hereby declare that I have taken part in the discussion of this procedure, and I understand its contents and do commit that I shall ensure compliance hereto:

Table: 6

	Name and Surname	Company Number	Designation / Role	Signature	Date Signed
1.					
2.					
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