

INTRODUCTION TO COURSE TITLE



Before we start, you must be fully aware of the Saudi Aramco (SWA) Stop Work Authority program.

The Work permit Issuer and/or Receiver has the responsibility to stop work any time the job site does not meet the work permit conditions or any applicable SA safety and health requirements.

But you must know that at all time, under Saudi Aramco Stop Work authority, all personnel, whether Saudi Aramco employees or contractors, have both the authority and the obligation to stop any unsafe work within our operating facilities, project sites, or communities.

Aramco always strives to operate in a safe controlled manner, follow all applicable rules, procedures, and standards, and address abnormal conditions. Despite our best intentions, the reality of a fast-paced work environment is that things don't always proceed as intended. It is especially important at these times to recognize the hazard and control them appropriately promptly and properly. All personnel have the authority and are expected to intervene as appropriate to stop work and correct hazards so people don't get hurt.

Slide 1 **SWA**

For this program to succeed, the company's expectation is that if personnel identify an unsafe act or condition, they will immediately stop it. You must not simply walk by or accept it without speaking up.

What is SWA?

Here is example: workers digging an excavation have exceeded a depth of 1.2 m (4 ft) but have not put proper cave-in measures in place, the work must stop until the hazard is corrected. In this example, the individual who recognizes that the hazard is not properly mitigated will exercise his SWA by

stopping the work and communicate with all affected parties to ensure no one is injured.

If you observe any unsafe work that has the potential to injure personnel, damage equipment, or harm the environment, you are empowered to stop the work and report your concern to Saudi Aramco supervisory personnel, as well as those involved in the work.

The Saudi Aramco Construction Safety Manual, Work Site Safety Manual (WSSM), General Safety section 1-4, Aramco Safety Management System (SMS) Element 6 Safe Operations and the Safety Handbook Rules 1 and 4 provide clear expectations to work safely and stop work when hazards have not been adequately mitigated. Stop Unsafe Work

[Safety Handbook Rules 1 and 4](#)

1. Immediately STOP any unsafe work that has the potential to injure personnel, damage equipment, or harm the environment.
4. Immediately report any unsafe condition, unsafe act, near miss incident, or vehicle collision to your supervisor.

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SWA program references

The Saudi Aramco Stop Work Authority (SWA) program is a five-step process that you must know and follow if you see any unsafe work, act, hazards or unsafe conditions.

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The Saudi Aramco Stop Work Authority (SWA) program five-step process

	Steps	Actions
1	Stop unsafe work.	You are obligated to stop work immediately when colleagues, equipment, or the environment are at risk.
2	Notify affected personnel and supervision.	Don't try to correct everything yourself. Notify your supervisor and any other organizations, as required.
3	Investigate the cause for intervention and correct the hazard.	<p>After a stop work action is in place, the proponent organization and those involved should:</p> <ul style="list-style-type: none"> • Discuss the situation and come to an agreement on the harmful behavior or condition and a corrective plan. • If needed, have an external subject matter expert evaluate the situation and confirm whether it is safe to proceed. <p>If the SWA concern is valid:</p> <ul style="list-style-type: none"> • Suspend work until a resolution is in place. • Verify that all safety issues have been properly resolved. • Modify work practices or procedures when necessary.
4	Communicate findings and resume work.	Notify all affected personnel about corrective actions to prevent similar issues from occurring.
5	Follow-up.	Promptly review all stop work cases to identify any need for additional investigation or follow-up

Table SWA 1

The Saudi Aramco Stop Work Authority (SWA) program five-step process

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The Saudi Aramco Stop Work Authority (SWA) program

At Worksite you will see Stop work signage mounted in clearly visible locations to remind you of your responsibilities when it comes to Safety.