



Stop Work Authority Policy

Purpose

If a job cannot be done safely, it does not start, and if it becomes unsafe, it stops. This policy gives every person on a Myscrap job the authority to stop work and protects them when they use it.

Scope

This policy applies to every Myscrap employee, subcontractor and driver, and to client personnel and visitors who observe Myscrap work. It applies alongside the client's own stop work arrangements, and the stricter of the two is followed.

Our commitments

1. **Anyone may stop work.** Any person who believes a task presents an imminent risk to people, the environment or property may stop it, regardless of their role or seniority.
2. **No reprisal.** No one will be disciplined, penalised or treated unfavourably for stopping work in good faith, even if the concern turns out to be unfounded.
3. **Stops are respected.** When a stop is called, the work stops. No one may override a stop or pressure a person to withdraw it.
4. **Time and cost are not reasons to continue.** Schedule, tonnage and cost never justify carrying on with unsafe work.

How a stop is raised and resolved

1. **Stop.** Call a clear stop to the people involved and make the area safe, if this can be done without further risk.
2. **Notify.** Inform the Myscrap supervisor and the client's area authority or permit holder at once.
3. **Assess.** The supervisor, the person who called the stop and the client representative review the hazard together.
4. **Correct.** Put controls in place, revise the method statement or permit if needed, and brief the crew on the change.
5. **Resume.** Work restarts only when those involved agree the hazard is controlled and the client has authorised the restart where its permit system requires it.
6. **Record and learn.** Every stop is recorded, including its outcome, and is reviewed so that the lesson is applied to future jobs.

Responsibilities

The Managing Director is accountable for this policy and for making sure no one suffers for using it. Supervisors brief every crew on stop work authority at induction and in toolbox talks, respond to every stop without delay and thank those who use it. Every worker is expected to use it.

Review

This policy is reviewed by the Managing Director at least once a year, and sooner after any significant incident, a change in the law or a material change in how we operate. Revisions are issued with a new version number and issue date, and the previous version is withdrawn.

Approved by

Thariq Husni

Managing Director, My Scrap Trading Sdn. Bhd.

Signature and date