

1. Purpose

The Company is committed to providing a safe working environment for all team members and promoting our number one Core Value, “Safety first in everything we do.” To that end, the Company’s Stop, Think, Observe, Plan (STOP) Card Program was instituted to help reduce/prevent accidents and injuries by improving safety awareness and observation skills. The objective is to help our team members to better recognize safe/unsafe conditions and acts. In doing so, we believe the Company can more readily identify and proactively mitigate observed hazards, conditions, and behaviors.

2. Scope

Implementation and use of the STOP Card Program is mandatory for all Company projects and operations.

3. Procedure

The STOP Card Program is based on the following principles:

- All injuries can be prevented.
- Team member involvement is essential – safety is everyone’s responsibility.
- All operating exposures can be safeguarded.
- Training team members to work safely is vital.
- Working safely is a condition of employment.
- All deficiencies must be corrected promptly.

The STOP Card Program consists of regular observational inspections of our work areas during which a team member (Craft/Manager) utilize the STOP Card form within the mobile Beekeeper application. Team members must complete a STOP Card noting all observations of potential and known safety hazards, conditions, and behaviors. Team members conducting a STOP Card observation will observe and report all unsafe conditions and behaviors in and around their work areas and submit their findings. (**IMPORTANT – An honest evaluation of the work area is critical as this will only serve to improve the overall safety of the Company**). Any imminent danger observations or behaviors must also be immediately reported to their direct supervisor and the site safety professional after any required intervention is made to remove those from harm – do not wait. Remember, every team member **had the right to stop** work if they consider it unsafe or have a question about the safety of the work.

At a minimum, the STOP Card Program requires the following:

- Each project/operation shall conduct one Craft STOP Card for every 500 work hours performed; the project team is responsible for ensuring the required number of Craft STOP Cards are conducted. It is strongly encouraged to submit more than one Craft STOP for every 500 work hours performed. In meeting Craft STOP Card requirements, the project team shall promote the use of the program with all team members (including, labor craft, drivers, operators, foreman, etc.).
- In addition, each Superintendent and Project Manager shall conduct one Manager STOP Card for every 40 work hours performed.
- STOP Cards must be submitted within the work week the observation was performed and must be successfully submitted using the mobile Beekeeper application. STOP Card submittal percentages for each project/operation are reported weekly in the Safety Communicator.
- Each project/operation not meeting the requirements of this program, shall create an action plan to bring the project/operation back into compliance with the STOP Card Program.

STOP Card Program

- The project team on a weekly basis will review all STOP Card submissions and discuss all findings at the weekly project meetings. The project will use HSE Power BI resources to obtain STOP Card information and tracking.
- During the weekly review of all STOP Card submissions on each project, the project team shall pick the best STOP Card for every 1,500 work hours performed. Using the Total Awards (Awardco) platform, the project site safety professional will issue a Safety STOP Card Recognition for the best STOP Card.
- When an item is marked Imminent Danger, the project team must immediately address the unsafe condition. As soon as the imminent danger is resolved, the corrective action must be discussed with the site safety professional. The site safety professional is responsible for closing the Imminent Danger within the required time frame.
- The project team shall use observations collected through the STOP Card Program to track trends of unsafe acts, conditions, and behaviors and to help guide strategic direction for the Company's accident/incident prevention efforts.

4. Disciplinary Action

Any team member found to violate any of the requirements of this Program may be subject to disciplinary action, up to and including termination. Any resulting prescribed disciplinary action shall be taken as soon as practicable.