1 POLICY
A process must be in place to allow personnel to safely stop the job.

2 PURPOSE
The purpose of the policy is to:

- Ensure personnel understand they have the obligation to stop the job when a real or perceived unsafe condition or unsafe act is observed, without fear of reprisal. This will allow for a safety conversation to take place with subsequent management of change.

- To allow for planned Time Out For Safety during a task.

3 SCOPE
This policy covers all personnel who work at or visit any Company installation, facility or office.

4 REQUIREMENTS
Time Out For Safety (TOFS) is the tool used within the Company to safely stop the job.

A TOFS may be planned or unplanned.

All personnel have the obligation to call a TOFS when an actual or perceived unsafe act or condition is observed. When a TOFS is called, the task being performed must be safely stopped. If stopping the task will incur a higher level of risk, the supervisor may allow the task to proceed until it is safe to take a TOFS.

When a TOFS is called, it must be acknowledged and received with a positive attitude.

**TOFS requirements must be included in the HSE Orientation and reviewed during all Weekly Departmental and General Safety meetings.**

**All Written Risk Assessments must include the expectation to use TOFS.**

4.1 Planned Time Out For Safety
A Planned TOFS is incorporated during the planning of the task and occurs during execution. This is an opportunity for crews or individuals to assess the progress of the task versus the original plan and ensure the plan is still valid, before proceeding with the next step.
A planned TOFS may be called:

- After a specified amount of time has passed, for example, taking TOFS after 4 hours of running riser.
- When specific task step has been reached, for example, before running in the hole after making up a BHA.
- At intervals during repetitive tasks, for example, when tripping pipe.
- At intervals to prevent physical or emotional impairment (Refer to Human Resources Policies and Procedures, HQS-HRM-PP-01, Section 2.3.6, Personal Impairment).

4.2 Unplanned Time Out For Safety

An unplanned TOFS must be called *anytime a person is unsure if safety can be maintained*, for example:

- When you don’t understand the plan.
- When any unsafe act or condition is observed or perceived.
- When personal impairment is recognized.
- When more or fewer people are involved in the task *than planned*.
- When it isn’t clear what will happen next.
- When hazards and associated risks change.

**When there is imminent risk or danger.**

“Imminent risk or danger” is defined as a situation where it is perceived that the following could reasonably be expected to occur:

- **death**
- **serious physical harm**
- **significant environmental harm**

Examples of such events include, but are not limited to, the following:

- **Loss of primary well control / uncontrolled release of hydrocarbons**
- **Fire**
- **Unplanned detonation of explosives**
- **Dropping of a suspended load that could result in multiple serious injuries or fatalities**
- **Loss of position**
4.3 Restarting Work

Any unplanned Time Out For Safety must be followed by a START conversation, correcting the situation and/or initiating Management of Change prior to restarting work.

Whenever there is an imminent risk of danger or harm (as described in Heading 4.2) at an Installation operating in the waters of the United States and the individuals involved with the intervention and TOFS conversation cannot come to an agreement that the reason for the intervention has been adequately addressed to mitigate the risk, the issue must be escalated to the Ultimate Work Authority (UWA) as defined in Heading 4.4, who then becomes the only person authorized to restart the work.

Who approved the decision to restart work must be documented on a START Conversation Tracking Card as either the Observer or the UWA.

In addition, if a UWA was involved in the decision to restart work, the UWA must complete the Stop Work Authority Event Restart Work Form.

4.4 Ultimate Work Authority (UWA)

The Ultimate Work Authority has overriding authority and responsibility for the operation. This person must be designated in writing and posted in an accessible public location at each Installation operating in the waters of the United States.

There can only be one person with UWA at any given time.

The designation of Ultimate Work Authority is performed by written agreement between the Company and each installation’s current Customer.

Identification of the Ultimate Work Authority must be included in the rig specific portion of the HSE orientation.

5 RESPONSIBILITIES

5.1 Supervisors

• Ensure personnel understand that they have the obligation to call a TOFS when they observe or perceive an unsafe act or condition.
5.2 OIM

- Ensure all TOFS are seen as a proactive action towards achieving an incident free workplace, without adverse repercussions.

5.3 Ultimate Work Authority

- Document the decision to return to work in a Stop Work Authority event described in Heading 4.3 on the Stop Work Authority Event Restart Work Form.

6 DOCUMENTATION

The form indicated below is included in eDocs and is not to be modified from the original format. The form has been developed by Gulf of Mexico Operational Hub Management and is a requirement of this policy. Forward any suggested improvements to this form via the Management System Feedback Process in GMS.

- Stop Work Authority Event Restart Work Form, Form No. GOM-HSE-PP-01 FM 2.3.1

Figure 2.3.1 – Stop Work Authority Event Restart Work Form

STOP WORK AUTHORITY EVENT
RESTART WORK FORM

In accordance with Section 15.2.2, of the Consent-Derive and Performance Plan, Operational Oversight — Drilling Operations — Stop Work Authority, Transocean is required to report annually on the number of Stop-Work Authority events occurring during the prior calendar year, including an analysis of trends over time, the duration of Stop-Work events, types and severity of events, and actions taken, if any, to prevent recurrences of the event and other pertinent information. At this time Transocean is documenting Stop-Work events that require time out for safety work (UWA) in accordance with its Ultimate Work Authority (UWA) as described in its TOFS policy.

Impacting, immediately, upon Transocean restarting work this form must be fully completed and sent to HSE@Deepwater.com along with a copy of the associated STW Communication Tracking Card. GOM-HSE-PP-01-M22-1.