

Stop if anything changes (General)

It is important to stop when things change to ensure the work activity can be reassessed. When things change new hazards become part of the activity, taking time to stop and look at the new hazards gives the opportunity to plan the works with new controls in place which protect you from harm. Stopping when things change could be the difference between a life changing injury, a high potential close call or a serious incident.

Plan and consider all activities

- Ensure you have been briefed on the RAMS or task briefing before starting work. If you are not happy with the method of works raise this to your supervisor at the time.
- Consider other work activities taking place within the area and ensure they do not affect the works you plan to carry out.
- Only carry out the work activity that you have been briefed on and understand the hazards and controls involved. Do not take part in other works unless you receive a full briefing from the supervisor, are trained to carry out the task and understand the work activity fully.

Safe working

- Ensure that the equipment you are using has had prestart/pre use checks, is suitable for the activity and you are trained to use.
- Ensure insulated tools or safety devices on equipment are undamaged and in place. If they are not, do not use and report to supervisor or storeman to replace.
- Ensure the area where you are working has good access and egress, demarcation and has protection from vehicles if working on plant/haul road routes.
- Always assess the work activity. If things change within the plan of works, stop and speak to your supervisor/foreman.

Stop working if:

- Your task changes or if something occurs that was unexpected. Speak with your supervisor who will re-assess the situation and put in place further controls to ensure your safety, this then allows us to communicate the additional controls to the rest of the workforce. This also creates lessons learnt for similar tasks in the future.
- If the environment changes during the works that was unexpected or becomes a danger such as extreme weather conditions, lighting, access/egress issues and anything that may affect you carrying out the work safely.

When you stop work because of a change, you aren't just protecting yourself; you're also protecting your colleagues on your site and on other sites.

Stop working if anything changes is one of VGC's 4 BeSafe rules for important reasons.

VGC will always support a person who stops a work activity due to a safety concern. Thank you, and please remember, let us know of any observations and good practice you see on besafe@vgcgroup.co.uk or the observation reporting system for your project.

Name (please print in block capitals)	Signature

I confirm that I have given this briefing to the people who have signed above.

The talk/briefing was held at _____ site/office, on _____ (date)

by : _____ (name) Job title:

Signed: _____

Briefing started at: _____ Briefing ended at: _____ Total briefing time: _____

Comments: