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Stop Work Authority

The purpose of this procedure is to ensure that all employees are given the responsibility and authority to stop work when employees believe that a situation exists that place them, their coworker(s), contracted personnel, or the public at risk or in danger or could adversely affect safe operations or cause damage to Company property.

Employees:

- The procedure gives responsibility and authority to stop work or decline to perform an assigned task without fear of reprisal, to discuss and resolve work and safety concerns.
- The Stop Work may include discussions with co-workers, supervision, or safety representative to resolve work related issues, address potential unsafe conditions, clarify work instructions, propose additional controls, etc.
- The responsibility and authority to initiate a Stop Work IMMEDIATELY, without fear of reprisal, when the employee believes a situation exists which places himself/herself, a coworker(s), or the environment in danger or at risk.
- The responsibility to report any activity or condition the employee believes is unsafe or for which they have initiated a Stop Work. Notification should be made to the affected worker(s) and to the supervisor at the location where the activity or condition exists.
- Employees are instructed that they have the authority to stop work even when the control of the risk is not clearly established or understood.
- The Stop Work Authority Procedure process has been implemented to include a Stop, Notify, Correct and Resume Protocol.
- It is the Stop Work Authority Program Policy and the policy of the Company that no work will resume until such time that all concerns are addressed.

Management and supervision are committed to promptly resolve issues resulting from an employee-raised Stop Work.

Managers/Supervisors responsibilities are to:

- Provide training to all employees at the time of hire with respect to the Stop Work Authority Program. The Stop Work Authority Program training documentation will include the name/s of the employees trained, the date of training, subject matter, and the name of the instructor.
- Document all Stop Work Interventions. Reports will be reviewed by management.
- Resolve any issues that have resulted in an individual stopping a specific task(s) activity.
- Provide feedback to individual/s and the affected work group who have exercised their Stop Work responsibility on the resolution of their concern prior to resuming work.
- Ensure no actions are taken as reprisal or retribution against individuals who raise safety concerns or stop an activity, they believe is unsafe.
- Management will follow-up all Stop Work Interventions and reviews these incidents for future training needs.
- Management is fully committed to and has informed all employees that a complete evaluation of any Stop Work Authority incident is a top priority.