SAFETY AWARENESS

Brief Topic Safety Refresher Training For Associates

Stop Work Authority

All employees should be empowered, responsible, and authorized to stop work at any time if they feel their safety or the safety of others is or could be compromised. It is important that Stop Work Authority is used appropriately by employees and not abused. It is extremely important that those in supervisory and management positions respond appropriately to the Stop Work order. The encouragement and earnest expectation of employees to utilize the Stop Work Authority (SWA) granted to every team member to help safeguard against and actively avoid possible dangers associated with compromised operations and an employee will not be reprimanded for issuing a Stop Work Intervention. This program formally establishes the Stop Work Authority of all company employees and sub-contractors to suspend individual tasks or group operations when the control of Health, Safety and Environmental (HSE) risk is not clearly established or understood.

Many people believe that Stop Work Authority is only to be used when there is an imminent danger to a person or persons and that everything must come to a halt and work will not resume until all issues have been addressed. There are situations much more frequent when the use of Stop Work Authority is equally appropriate. Many of these situations affect only the employee or a small group of employees in the work environment, but it is important that everyone understands why it is important to use their Stop Work Authority to address those situations. Employees will receive Stop Work Authority training before initial assignment. The training must be documented. The Stop Work Authority process is to stop, notify, correct, and resume.

Examples of situations when individuals should use their Stop Work Authority include, but are not limited to, the following:

- They do not know or understand their tasks or responsibilities.
- Not understanding or knowing their job can lead to the erroneous identification or recognition of hazards.
- A new hazard is identified that was not expected or anticipated, or the hazards are not understood.
- The level of risk associated with the hazards is not known or understood or is much higher than originally thought.
- A hazard is not appropriately controlled.
- A change in conditions is noticed.
- They do not feel safe with site conditions for whatever reason.
- They need to step back and take a minute to reassess their work area before continuing on with their work.
- The attitude and behaviors of other people in the work area compromise the health and safety of themselves and others.

Stop Work Authority:

- Some of these situations should be reported to a person in charge. When that supervisor or manager is notified of Stop Work, it is important for that leader to respond in a positive way to let employees know that it is OK to stop work. Watch where you are going while walking—pay attention and do not get distracted.
- Actions must be taken in a positive way without regard to work schedule or costs related to the downtime.
- At no time and under no circumstances can a person in charge respond with words like "Get back to work; I will take responsibility if something happens."
- Effective solutions must be promptly determined, implemented and documented to the satisfaction of all parties involved before work resumes.
- Further investigation may be warranted to ensure that appropriate long-term solutions are implemented.
- Those notified and involved must take every Stop Work order seriously and respond promptly and effectively.
- All Stop Work orders will be documented and reviewed by a supervisor or manager.
- In the Stop Work Order, employees will take action in the following order: Stop work, notify supervisor, correct the issue properly and finally when the issue is corrected, resume work.

An effective Stop Work program is a vital part of an incident prevention program. By empowering people with this authority, hazards are better and more frequently recognized and controlled before they impact life or property. Managers and supervisors will have the reports for review and the follow-up to a Stop Work Authority after the issue has been addressed and taken care of. An employee will not be reprimanded for issuing the order.

Name	Signature	Name	Signature