

# SAFETY AWARENESS

*Brief Topic Safety Refresher Training For Associates*

**2024**

## 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.

