## Stop Work Authority

1. **Purpose**

The purpose of this procedure is to establish authority and guidelines to stop work when employees believe that a situation exists that places them, their coworker(s), contracted personnel, or the public at risk or in danger.

1. **Responsibility**

The Supervisor Shall:

* Ensure no actions are taken as reprisal or retribution against individuals who raise safety concerns or stop an activity they believe is unsafe.
* Create a culture where Stop Work Authority is exercised freely.
* Resolve any issues that have resulted in an individual stopping an activity and provide feedback.

The Employee Shall:

* Initiate a Stop Work Intervention when warranted.
* Have the authority and obligation to stop any task or operation where concerns or questions regarding the control of HSE risk exist.
* Report to the supervisor in charge any activity or condition the employee believes is unsafe or for which they have initiated a Stop Work.

1. **Procedure**

When an unsafe condition is identified the Stop Work Intervention will be initiated, coordinated through the supervisor, and initiated in a positive manner.

* Stop work if an activity or condition is believed to be unsafe, could adversely affect the safe operation or cause damage to the facility, or to clarify work instructions or to propose additional controls.
* Notify supervision/management and affected personnel when you stop work or decline to perform an activity.
* Resolve any issues that have resulted in an employee stopping work or an activity. It is the desired outcome of any Stop Work Intervention that the identified safety concern(s) have been addressed to the satisfaction of all involved persons prior to the resumption of work. Most issues can be adequately resolved in a timely manner at the job site, occasionally additional investigation and corrective actions may be required to identify and address root causes.
* Once all issues have been resolved the work or stopped activity may resume. No work will resume until all stop work issues and concerns have been adequately addressed.

All Stop Work Interventions shall be documented for lessons learned and corrective measures to be put into place.

Stop Work reports shall be reviewed by supervision in order to measure participation, determine quality of interventions and follow-up, trend common issues, identify opportunities for improvement, and facilitate sharing of learning’s.

1. **Training**

Employees shall receive Stop Work Authority training before initial assignment. The training shall be documented including the employee name, the dates of training and subject.