



Environmental Health & Safety Training

Stop Work Authority - Global

Annual

Stop Work Authority

Introduction



Construction and industrial sites present many hazards to employees when they are performing work-related activities. The purpose of FW Marsh's, Stop Work Authority (abbreviated as SWA) Program is to provide employees and contract workers with the responsibility and obligation to stop work when a perceived unsafe condition or behaviour may result in an unwanted event. FW Marsh considers no activity to be so urgent or important that its standards for environmental protection, safety, or health may be compromised.

Stop Work Authority



Employees have the right and responsibility not to perform tasks or activities they feel pose undue risk to themselves, co-workers, or the environment. Stop work actions take precedence over all other priorities and procedures.

It is FW Marsh policy that:

- Employees have the authority and obligation to stop any task or operation where concerns or questions regarding the control of health and safety risk exist.
- No work will resume until all Stop Work issues and concerns have been adequately addressed.
- Any form of retribution or intimidation directed at any employee for exercising their authority to stop work will not be tolerated.

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SITUATIONS THAT MAY REQUIRE A STOP WORK ACTION

SWA should be initiated for conditions or behaviours that threaten danger or imminent danger to person(s), equipment or the environment. Situations that warrant a SWA may include, but are not limited to the following:

Change- A modification or alteration that deviates from the way the job task is normally performed may cause unsafe work actions or conditions. For example, using a different tool, altering a standard procedure to meet new job task requirements, making a change to the work plan, or observing parameters that are outside the standard procedures.

Unscheduled event- An unplanned event that distracts employees from the job task being performed may cause unsafe work actions or conditions. For example, inclement weather, simultaneous work occurring nearby, or a community or property owner activity following an accident or spill.

Observation with safety impact- Whenever an employee observes a condition or situation that has an impact on safety. For example, a hose lying across a walkway, a spill that has not been cleaned up, a loose handrail or a damaged tool.

Incomplete understanding- Whenever an employee or co-worker does not completely understand instructions, procedures or ongoing activities. For example, making assumptions about job task

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steps, uncertainty over the order that job steps are performed, or differing opinions about how a job task is performed.

Observing new hazards- Whenever an employee encounters risks that have not been addressed during previous job safety analysis or risk assessments. For example, new PPE requirements based on job task demands previously unidentified.

Need to ask for help- Whenever a job requires additional people, or the experience level of the person performing the job task requires support, an unsafe work action or condition may occur. For example, working to meet production demands and performing a two-person procedure alone, an inexperienced employee who does not ask for help, not asking for help with a heavy lift, or needing help with reading a drawing or sketch.

If an imminent danger stop work is necessary, worker(s) must safely stop their work and notify their supervisor(s).

For non-imminent danger stop work, normal supervisory procedures, staff communication, as appropriate, should be used. The condition that caused a stop work to be initiated must be evaluated to determine if the controls that are in place will adequately protect people and the environment. If it is unclear as to whether the controls are adequate or if the scope changes, workers must contact their supervisor to discuss the situation and have their work re-authorized as appropriate. It may also be necessary to secure another release.

Stop Work Authority Procedure



Stop Work Authority is a several step process –

STOP, NOTIFY, INVESTIGATE, CORRECT and RESUME.



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Procedure



Stop- When a person identifies a perceived unsafe condition, act, error, omission, or lack of understanding, a SWA shall be immediately initiated with the person(s) observing and/or those who are potentially at risk. If the supervisor is readily available and the affected person(s), equipment or environment is not in imminent danger, coordinate the stop work action through the supervisor. The stop work action should be clearly identify as a stop work action and initiated in a non-combative manner directly with those at risk. Stop Work interventions should be initiated in a positive manner by briefly introducing yourself and starting a conversation with the phrase “I am using my Stop Work authority because.” Using this phrase will clarify the user’s intent and set expectations as detailed in this procedure.

Notify- Notify affected personnel and supervision of the stop work action. If necessary, stop work activities that are associated with the work area in question. Make the area(s) as safe as possible by removing personnel and stabilizing the situation.

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Investigate- Affected personnel will discuss the situation and come to an agreement on the stop work action. If all parties come to an agreement the condition or behaviour is safe to proceed without modifications, the affected persons should show appreciation to the SWA initiator for their concern and then resume work. The SWA is complete at this point and no further steps are needed. If it is determined and agreed the SWA is valid, an incident report will be completed. The condition(s) or behavior(s) that pose threats or imminent danger to person(s), equipment or the environment must be resolved before restarting work. Work will be suspended until a proper resolution is achieved.

Correct- The affected area(s) will be inspected to verify completeness of the modifications and to verify all safety issues have been properly resolved. Proceed with the job task safely and implement any recommendations in the JSA, RA, MS, as necessary. Develop temporary procedures or revise existing procedures to accurately, safely perform the job task. Confirm that everyone understands the job task as it is about to be performed. Confirm that proper tools, materials, spill prevention/remediation equipment or personnel, etc. are available. Confirm that the appropriate and trained workforce is available. Determine if there is enough time to perform the job task safely. Confirm that the communication is appropriate (spotters, hand signals, signage, language barriers, etc. If the Stop Work issue cannot be resolved immediately, work shall be suspended until proper resolution is achieved. When opinions differ regarding the validity of the Stop Work issue or adequacy of the resolution actions, the Person in Charge shall make the final determination. Details regarding differences of opinion and resolution actions should be included in the documented report.

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Resume- The affected area(s) will be reopened for work by personnel with restart authority. All affected employees and contractors will be notified of what corrective actions were implemented and that work will recommence. No work will resume until all issues and concerns have been addressed. In the event an employee still believes it is unsafe, they will be assigned to another job with absolutely no retribution. All Stop Work interventions and associated detail shall be documented and reported to the Safety Manager as detailed in this program..

Investigate

Supervisors/ Managers will provide the root cause analysis to the stop work action and identify any potential opportunities for improvement. The Safety manager will publish the incident details regarding the stop work action to all Supervisors/ Managers and employees outlining the issue, corrective action and lessons learned. Although most issues can be adequately resolved in a timely fashion at the job site, occasionally additional investigation and corrective actions may be required to identify and address root causes.

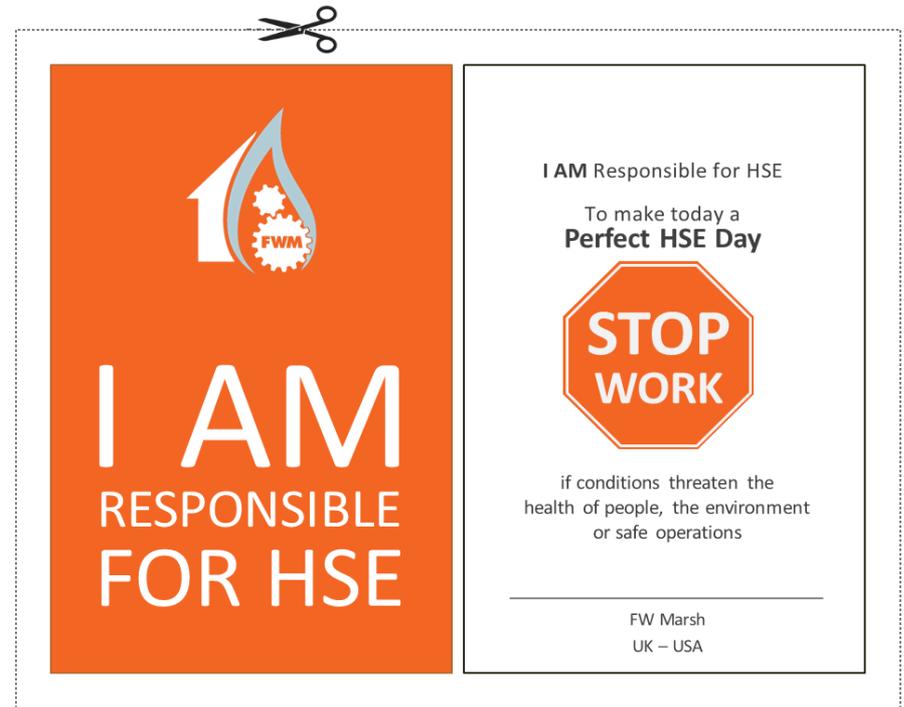
Stop Work interventions that required additional investigation or follow-up will be handled utilizing existing protocols and procedures for incident investigation and follow-up. If anyone in the process believes that the restart authorization or release is not justified, or that modifications imposed as a precondition to the operation's restart are inadequate, appeal the resume decision to the Safety Manager.

Stop Work Authority



Your Stop Work Authority Card

Print out this card as a reminder of your authority to stop work at any time that it is safe to do so.



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Conclusion



Thank you for your participation in this training on Stop work Authority. Remember, you are responsible for keeping yourself and others safe when working.

Remember : You have the authority to stop work.

You are encouraged to bring ideas to reduce hazards at your work site to your supervisor at any time. If you have any questions regarding course content, e-mail your question to your Environment, Health and Safety representative.

Please proceed to the test.

