

PROGRAM

Sample Stop Work Authority Program

Location:
Effective Date: 05/14/20
Revision Number: 1

Sterling Insurance Group Demo Account

This is a sample Stop Work Authority Program. It is not meant to be exhaustive or construed as legal advice. Consult additional insurance and/or legal counsel for professional advice. Please modify this document to meet your business's needs and specific circumstances.

PURPOSE

The purpose Sterling Insurance Group Demo Account's Stop Work Authority (SWA) Program is to provide employees and contract workers with the responsibility and obligation to stop work when a perceived unsafe condition or behavior may result in an unwanted event. Sterling Insurance Group Demo Account considers no activity to be so urgent or important that its standards for environmental protection, safety or health may be compromised. Employees and contract workers 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's Sterling Insurance Group Demo Account's policy that:

- All employees, contractors and employees of contractors have the authority and obligation to stop any task or work when the control of health, safety and environmental (HSE) risks are not clearly established or understood.
- No work will resume until all SWA issues and concerns have been adequately resolved.
- No form of retribution or intimidation directed at any employee exercising their stop work authority will be tolerated.

SCOPE

This program applies to all Sterling Insurance Group Demo Account employees and contract workers at Sterling Insurance Group Demo Account job sites.

STOP WORK AUTHORITY ROLES AND RESPONSIBILITIES

- **Sterling Insurance Group Demo Account employees and contract workers**—[C_Officialname] employees and contract workers are responsible for initiating stop work intervention when appropriate, supporting the intervention of others, reporting all stop work actions and assisting in the investigation of SWA matters.
- **Foremen, supervisors and managers**—Foremen, supervisors and managers should promote a culture where SWA is exercised freely, work to investigate and address SWA concerns and ensure all SWA concerns are addressed before work resumes. These individuals ensure all necessary stop work follow-up is completed and that all stop work reports are filed and reviewed.
- **Safety directors**—Safety directors provide training on workplace HSE risks. They also provide training materials, support employees, maintain associated documentation and monitor compliance of the SWA program. All SWAs concerns will be documented by the safety director to assess trends and share lessons learned.
- **Senior management**—Senior management creates a culture that promotes SWA, allows SWA to be exercised freely, establishes clear expectations and responsibilities, resolves SWA conflicts when they arise and holds accountable anyone who chooses not to comply with established SWA policies. They also hold employees and contractors accountable for full compliance with the SWA program. All stop work reports will be reviewed by senior management.

STOP WORK AUTHORITY PROCEDURES

SWA is executed using a several-step process that generally includes **STOP, NOTIFY, INVESTIGATE, CORRECT, RESUME, FOLLOW UP and DOCUMENT**. While situations may differ, the following steps should be the framework for all SWA interventions.

1. **Stop work**—When a person identifies a perceived unsafe condition, act, error, omission or lack of understanding, a

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SWA intervention shall be immediately initiated with the person(s) potentially at risk. Once a stop work intervention has been initiated, all work must stop immediately. 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 identified as a stop work action and initiated in a noncombative 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.

2. **Notify**—Notify all affected personnel and supervisors 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.
3. **Investigate**—Once the work is stopped and all affected personnel and supervisors are notified, the issue will be investigated to determine the cause of the unsafe condition, act, error, omission or lack of understanding and potential ways to correct the issue.
4. **Correct issues**—If all parties come to an agreement that the condition or behavior is safe to proceed without modifications, then resume work. If it is determined and agreed that the stop work issue is valid, then every attempt should be made to resolve the issue to the satisfaction of all affected persons before work is restarted. This may require modifications of the working environment or the introduction of new controls. If the stop work issue cannot be resolved immediately, suspend work until a proper resolution is achieved. When opinions differ as to the validity of the stop work issue or adequacy of the resolution actions, [insert name or job type] makes the final determination.
5. **Resume operations**—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.
6. **Conduct follow-ups**—The desired outcome of any SWA intervention is to address safety concerns to the satisfaction of all involved persons/parties prior to resuming work. While most issues can be resolved in a timely fashion, occasionally additional investigation and corrective actions may be required to identify and address root causes of the safety concern. SWA interventions that require additional investigation or follow-up will be handled utilizing Sterling Insurance Group Demo Account's existing protocols and procedures for examining HSE risks.
7. **Document**—All SWA interventions initiated under the authority of this program shall be documented on Sterling Insurance Group Demo Account's "Stop Work Authority Reporting Form." Reports should include as much detail about the intervention as reasonably possible. At minimum, all reports should include the following information:
 - a. Date of the SWA intervention;
 - b. Employee(s)/worker(s) involved;
 - c. Description of the unsafe condition or hazard that triggered the SWA intervention;
 - d. Corrective action used to correct the condition or hazard, if applied; and
 - e. Remaining unsafe conditions or hazards that must be addressed.

All SWA incident report forms will be reviewed by Sterling Insurance Group Demo Account's safety directors and senior management to ensure compliance with this program, determine the quality of intervention, identify and address workplace hazards, and identify opportunities for improving the program. All SWA incident reports will be maintained by Sterling Insurance Group Demo Account for a minimum of [insert time period].

STOP WORK AUTHORITY TRAINING

Training regarding this SWA program will be conducted as part of all new employee and contractor orientations. This training will include education on:

- The importance of SWA
- The benefits of SWA
- Sterling Insurance Group Demo Account's commitment to SWA
- SWA roles and responsibilities
- The contents of this program and SWA procedures

FORM

Stop Work Authority Reporting

Sterling Insurance Group Demo Account

STOP WORK INTERVENTION INFORMATION

<i>Supervisor</i>	<i>Date of Stop Work</i>	<i>Customer Name</i>
<i>Project Name/Description:</i>		

WORKERS INVOLVED

First Name	Last Name	Job Title	Contact Info

DESCRIPTION OF THE EVENT OR PERCEIVED STOP WORK CONDITION

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CORRECTIVE ACTION TAKEN/HOW RECURRENCE WILL BE PREVENTED

REMAINING UNSAFE CONDITIONS OR HAZARDS THAT MUST BE ADDRESSED

MANAGEMENT EVALUATION (PREVENTION/QUALITY OF INTERVENTION/FOLLOW-UP/IMPROVEMENT)

Submitted By:

Reviewed By:

Today's Date: