



Stop Work Authority (SWA)

Purpose

The Stop Work Authority process involves a stop, notify, correct and resume approach for the resolution of a perceived unsafe condition, act, error, omission or lack of understanding that could result in an undesirable event.

All CDH Consulting employees have the authority to stop work when the control of the HSE risk is not clearly established or understood. All CDH Consulting employees have the authority and obligation to stop any task or operation where concerns or questions regarding the control of HSE risk exist.

Scope

This program applies to all CDH Consulting projects and operations.

Roles and Responsibilities of Employees and Management

- Employees are responsible to initiate a Stop Work Intervention when warranted and management is responsible to create a culture where SWA is exercised freely.
- Supervisors are responsible to ensure a culture is created where SWA is exercised and honored freely to resolve issues before operations resume and recognize proactive participation.
- Management must establish and support clear expectations to exercise SWA, create a culture where SWA is exercised freely and hold those accountable that chose not to comply with established SWA policies.

Stop Work Authority Steps

- When an unsafe condition is identified the Stop Work Intervention will be initiated, coordinated through the supervisor, initiated in a positive manner, notify all affected personnel and supervision of the stop work issue, correct the issue and resume work when safe to do so.
- No work will resume until all stop work issues and concerns have been adequately addressed.
- Employees will not be reprimanded for issuing a Stop Work Intervention. Any form of retribution or intimidation directed at any individual or company for exercising their right to issue a stop work authority will not be tolerated.

Follow-Up

- 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 a supervisor or manager in order to measure participation, determine quality of interventions and follow-up, trend common issues, identify opportunities for improvement, and facilitate sharing of learnings.
- CDH Consulting places a high importance of follow-up after a Stop Work Intervention has been initiated and closed. 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.

Training



CDH Consulting
Safety Management System

Stop Work Authority (SWA)

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



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STOP WORK INTERVENTION FORM

Section 1: Stop Work Issuance			
Location of operation		Date & Time	
Supervisor		Phone	
Person initiating stop work			
Person performing work			
Work operation or condition (include names of individuals performing work)			
Hazard (as stated by person initiating stop work)			

Section 2: Date / Time Informed			
Supervisor		Safety Manager	
Area Manager		Client Safety (If required)	

Section 3: Follow-up Action (Be specific – what by, who by, when by to correct hazard)			

Section 4: Restart Concurrence			
Supervisor		Date	
Area Manager		Date	
Safety Manager		Date	