# Work Stop Authority Policy

## Scope/ Objectives

It is the right of any SMS group BU Technical Service worker to refuse to perform work in conditions that are unsafe or unhealthy.

Workers have the right to refuse to do a task if they believe in good faith that they are exposed to an imminent danger. “Good Faith” means that the worker had reasonable grounds to believe that imminent danger did exist, even if it was not found to exist.

## Forms

* Initial Incident Notification
* Initial Incident Investigation
* Incident Investigation Report

## References

* SMS group BU Technical Service Incident Investigation Program

## Roles/Responsibilities

### Management

* Authorize all employees to stop work when the control of safety and health is not clearly established or understood without reprimand.
* Review and sign off on all work stoppage incidents.

### Safety Coordinator

* Approve return to work when disputed between employees and supervisors
* Distribute all cases of Work Stoppage according to the incident investigation program as a Near Miss
* Follow up on all corrective actions within in 30 days
* Conduct annual review of Refusal to Perform Work Policy

### Supervisors

The supervisor will review the work condition and ensure that the task can be performed in a safe manner before allowing work to continue, using the following steps:

* Contacting the safety coordinator if there is a disagreement on the hazard.
* Allow employees to refrain from performing the task until the task, equipment or environment has been determined to be safe. If no hazards are found the employee will be instructed to return to work once approved by the safety coordinator.
* Assign employee to temporary work that they are capable of performing, if the immediate danger has not been eliminated.
* Document and investigate the incident as a near miss

### Employees

The employee must:

* Identify the unsafe condition.
* Inform immediate Supervisor that, in their opinion, a task is unsafe to perform, a machine is unsafe to operate or an environment is unsafe to work in.
* File a Near Miss Report about the unsafe condition.

## Program Content

### Policy Information

#### Stop – discontinue the practice in question and prevent other employees in the area from completing the task

Notify – Inform the area supervisor of the issue by completing the Initial Incident Report

Correct – Work with the supervisor to correct the unsafe condition. No work may resume until all issues and concerns have been. In the event that the employee and the supervisor cannot achieve a satisfactory solution the safety coordinator will act as the mediator.

Resume – Once corrections have been made and all parties are satisfied with the solutions that have been implemented work may re-commence.

Follow Up – To ensure the corrective actions are adequate and have not created any additional or unforeseen hazards all corrective actions should be reviewed by the safety coordinator within 30 days.

## Training and Awareness

### Initial Training

To ensure all employees have a basic understanding of this program all newly hired employees will undergo Work Stop Authority training as part of the SMS group BU Technical Service new employee orientation.

### Refresher Training

All employees shall complete retraining as needed.

### Training Documentation

All training/ retraining must be documented, signed and certified.

* The name of person being trained
* Signature of person being trained
* The date(s) of the training
* Identification of person conducting training

## Nonconformance

Workers will not receive any recriminations for reporting or refusing to perform verifiable unsafe work

## Management Review

Using employee input, near misses, and corrective action follow up the effectiveness of this program should be reviewed annually for compliance by the site safety coordinator. All deficiencies should be identified in writing and added to the site corrective action log.