

Stop Work

DOE-0343

Revision 2

Effective Date: January 18, 2010

Stop Work

1.0 PURPOSE

The purpose of this procedure is to ensure that all employees are given the responsibility and authority 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; could adversely affect the safe operation or cause damage to the facility; or result in a release of radiological or chemical effluents to the environment above regulatory requirements or approvals; and provides a method to resolve the issue (see Appendix A). Maintaining a diligent questioning attitude is vital to safe execution of work-scope and is a cornerstone to effective Conduct of Operations and Integrated Safety Management.

Portions of this procedure implement requirements of the Worker Safety and Health Program Plan for compliance to 10 *Code of Federal Regulations* (CFR) 851, “Worker Safety and Health Program” and are bracketed in the text. This procedure also implements the “Stop Work and Shutdown Authorization” clause included in section H of each of DOE’s Prime Contracts (see Appendix B).

This procedure extends the authority to stop work to situations where an employee believes there is a need to clarify work instructions; or to propose additional controls.

2.0 SCOPE

This procedure is applicable to all contractors and subcontract personnel working at the Hanford site.

3.0 RESPONSIBILITIES

3.1 Employees

In supporting safe execution of work, all personnel, have the following responsibilities [10 CFR 851.A1]:

- The responsibility and authority to stop work or decline to perform an assigned task without fear of reprisal, to discuss and resolve work and safety concerns. The Stop Work may include discussions with co-workers, supervision, or safety representative to resolve work related issues, address potential unsafe conditions, clarify work instructions, propose additional controls, etc.
- The responsibility and authority to initiate a Stop Work IMMEDIATELY, without fear of reprisal, when the employee believes a situation exists which places himself/herself, a coworker(s), or the environment in danger or at risk.
- The responsibility to report any activity or condition the employee believes is unsafe or for which they have initiated a Stop Work. Notification should be made to the affected worker(s) and to the supervisor or their supervisor’s designee at the location where the activity or condition exists.

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- The responsibility to notify their supervisor if a raised Stop Work issue has not been resolved to their satisfaction through established channels prior to the resumption of work. Alternatively, contact the employer's Employee Concerns Program or the DOE Employee Concerns Program.
- Employee can contact their safety representative or union safety representative with a concern or to initiate a stop work, if the employee prefers to remain anonymous.

3.2 Management/Supervisor/Person in Charge (PIC)/ Field Work Supervisor (FWS)

Management and supervision are committed to promptly resolve issues resulting from an employee-raised Stop Work [10 CFR 851.20]. Management (e.g., Directors, Managers, Supervisors) responsibilities are to:

- Resolve any issues that have resulted in an individual stopping a specific task(s) or activity.
- Provide feedback to individual/s and the affected work group who have exercised their Stop Work responsibility on the resolution of their concern prior to resuming work. If the employee that issued a stop work is not available due to reasons such as vacation, PTB, PTO, shift change, or training then the supervisor provides the feedback to the safety representative and union safety representative, prior to resuming work.
- Notify the employer's Safety Representative and the Union Safety Representative, when bargaining unit personnel are affected, if a raised stop work issue has not been resolved.
- Notify the DOE Facility Representative if the Contractor's Stop Work action meets the Stop Work Criteria defined in Appendix B.
- Ensure no actions are taken as reprisal or retribution against individuals who raise safety concerns or stop an activity they believe is unsafe.
- If a stop work is not brought up by a bargaining unit employee, but does impact bargaining unit personnel, then also notify the union safety representative.

3.3 Safety Representatives(s) and Union Safety Representative(s) are Responsible to:

- Assist employees, supervision and management in the resolution of safety issues and concerns.
- Immediately contact management and work to resolve issues when an employee has called a situation to their attention that has not been resolved.
- Discuss resolution with employees involved in a work stoppage where resolution was completed after their shift or when they were unavailable, or where he/she acted as their representative in reaching resolution.
- Work as the agent of an employee that prefers to remain anonymous to work directly in the resolution of the stop work.

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4.0 IMPLEMENTATION

Effective Immediately.

5.0 PROCESS

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
Employee	1.	Stop work if an activity or condition is believed to be unsafe, such as: <ol style="list-style-type: none">A situation exists that places them, their coworker(s), contracted personnel, or the public at risk or in danger;A situation could adversely affect the safe operation or cause damage to the facility; orA situation could result in a release of radiological or chemical effluents to the environment above regulatory requirements or approvals.To clarify work instructions or to propose additional controls
	2.	Ensure the work/activity is in, or placed in a safe condition and <u>immediately</u> notify supervision/management and affected workers when you stop work or decline to perform an activity.
Manager/ Supervisor/PIC/ FWS	3.	Resolve any issues that have resulted in an employee stopping work or an activity. <p>Involve individuals who initiated the Stop Work or their appropriate safety representatives if the individual is not available, in reaching mutual agreement on the resolution or proposed actions necessary to return to work.</p> <p>Be sure any necessary corrective or compensatory actions are taken before resuming an activity and are documented* in accordance with Contractor procedures (logbook or other established method of reporting/tracking/communicating safety issues and corrective action management).</p> <p>Notify senior management, and the DOE Facility Representative if the Stop Work meets the Stop Work Criteria defined in Contract Section H "Stop-Work and Shutdown Authorization" (Appendix B), Report in accordance with established notification processes (e.g., occurrence reporting).</p>

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<i>Actionee</i>	<i>Step</i>	<i>Action</i>
	4.	<p>If a Stop Work has not been resolved to the mutual agreement of manager and employee, then the stop work remains in place and the Supervisor/PIC/FWS will notify the appropriate company management, safety representative and union safety representative. Resolution of the stop work resides with the union safety representative and company management to resolve and/or propose actions necessary to return to work. Work may be resumed when union safety representation and management agree that the issue has been resolved. The objective is to reach resolution at the lowest levels of engagement.</p> <p>Notify the DOE Facility Representative that a Stop Work has resulted in an unresolved issue.</p> <p>*NOTE: For resumption of radiological work, consult the Radiological Control Manual for additional approval requirement.</p>

5.0 REFERENCES

- Hanford Site Stop Work Policy
- 10 CFR 830, "Nuclear Safety Management," *Code of Federal Regulations*
- 10 CFR 851, "Worker Safety and Health Program," *Code of Federal Regulations*
- 10 CFR 835, "Occupational Radiation Protection," *Code of Federal Regulations**
- DOE-STD-1098-2008, Department of Energy (DOE) Radiological Control Standard

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Appendix A Stop Work Policy

Stop Work Responsibility: Every Hanford site employee, regardless of employer, has the responsibility and authority to stop work IMMEDIATELY, without fear of reprisal, when the employee believes:

1. Conditions exist that pose a danger to the health and safety of workers or the public; or
2. Conditions exist, that if allowed to continue, could adversely affect the safe operation of, or could cause serious damage to, a facility; or
3. Conditions exist, that if allowed to continue, could result in the release from the facility to the environment of radiological or chemical effluents that exceed applicable regulatory requirements or approvals.

Reporting Unsafe Conditions: Employees are expected to report any activity or condition which he/she believes is unsafe. Notification should be made to the affected worker(s) and then to the supervisor or designee at the location where the activity or condition exists. Following notification, resolution of the issue resides with the responsible supervisor.

Right to a Safe Workplace: Any employee who reasonably believes that an activity or condition is unsafe is expected to stop or refuse work without fear of reprisal by management or coworkers and is entitled to have the safety concern addressed prior to participating in the work.

Stop Work Resolution: If you have a "stop work" issue that has not been resolved through established channels, immediately contact your employer's Safety Representative or your Union Safety Representative. Alternatively, you may contact the employer's Employee Concerns Program or the DOE Employee Concerns Program.

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Appendix B DOE Facility Representative (FR) Notification Requirements

If any of the following criteria is met or notification of facility management is required for the issue, the Supervisor/Manager will notify the FR on a 24 hour real time basis.

Stop Work Criteria:

1. Conditions exist that pose an imminent danger to the health and safety of workers or the public; or
2. Conditions exist, that if allowed to continue, could adversely affect the safe operation of, or could cause serious damage to, the facility; or
3. Conditions exist, that if allowed to continue, could result in the release from the facility to the environment of radiological or chemical effluents that exceed applicable regulatory requirements or approvals.

The following definitions shall be used in conjunction with the above stated criteria:

Imminent Danger: Any condition or practice such that a hazard exists that could reasonably be expected to cause death, serious physical harm, or other serious hazard to employees, unless immediate actions are taken to mitigate the effects of the hazard and/or remove employees from the hazard.

Adversely Affects Safe Operation of Facility or Serious Facility Damage: A condition, situation, or activity that if not terminated or mitigated could reasonably be expected to result in: nuclear criticality; facility fire/explosion; major facility or equipment damage or loss; or, a facility evacuation response.