

Reclamation Manual

Policy

TEMPORARY RELEASE
(Expires 11/02/2017)

1. **Stop Work Procedures.** If a directorate has not issued local stop work implementing instructions, Reclamation employees must follow the stop work procedures below.
2. **Procedures for Stop Work Incidents.**
 - A. **Stop Work.**
 - (1) Every employee having a reasonable belief that a safety hazard exists must exercise stop work authority. If ceasing work immediately would result in additional hazards, employees must bring the task to a safe stopping point.
 - (2) If immediately available, the initiation of stop work must be coordinated through a supervisor or acting in the supervisor's absence (i.e., leave or travel). If a supervisor is not immediately available, once the condition or behavior perceived as unsafe has stopped, the supervisor or acting will be notified.
 - B. **Notify.** The supervisor must notify all individuals (employees and supervisors) involved in the task perceived as unsafe.
 - C. **Assess.**
 - (1) The supervisor of the task will lead the assessment of the perceived unsafe condition or behavior. The supervisor must:
 - (a) assess, in cooperation with appropriate and qualified subject matter expert, the situation visually and by talking with employees working on the task;
 - (b) identify and prepare a written assessment of any hazards that have not been adequately mitigated; and
 - (c) identify actions required to mitigate or control, to the extent possible, the hazard (see Paragraph 3.C.(3)) or identify that mitigation is not required (see Paragraph 3.C.(2)).
 - (2) The employee exercising stop work must also prepare a written assessment of any hazards they reasonably believe have not been adequately mitigated.
 - (3) If, after the assessment, the supervisor of the task and employees involved in the task agree the condition or behavior does not require mitigation (e.g., the individual who exercised stop work was unaware of certain information or circumstances), and the second-line supervisor concurs, the second-line

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supervisor will lift the stop-work and work will resume. If the hazard will not require mitigation, that decision will be documented and work will resume as provided in Paragraph 2.E.

- (4) If the hazard will require mitigation, the hazardous condition and behavior that caused stop work to be exercised will be documented, and the actions that must be taken to mitigate the hazards before work can resume must be identified. Mitigation measures must be reviewed and concurred by the individual exercising stop work authority, the appropriate and qualified subject matter expert, and the second-line supervisor.
 - (5) In the event an employee believes the hazard has not been adequately mitigated when the stop work is to be lifted, the supervisor may remove the employee from the task.
- D. **Correct.** The supervisor will ensure any corrective actions identified during the assessment are made. The corrective actions will be reviewed by a qualified safety professional, familiar with the task and hazards associated with the task who will concur that all safety issues have been properly resolved to the extent possible.
- E. **Resume Work.** Work will resume with the approval of the second-line supervisor. All individuals (employees and supervisors) involved in the task and initially notified of the stop work will be notified of the corrective actions made, if any, and work will resume.
- F. **Report.** The supervisor will prepare an after action report, with input from the employee that exercised the stop work authority, that will:
- (1) describe changes made to safety practices to eliminate future similar incidents, if any;
 - (2) identify lessons learned;
 - (3) identify the process deficiency that resulted in failure to identify the perceived hazard in the pre-planning hazard assessment and the job hazard analysis; and
 - (4) be submitted to directorate's servicing safety and occupational health office.