



# **SECTION 40**

## **STOP WORK PROGRAM**



### 1. Purpose

- A. The purpose of this plan and 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 chemicals into the environment, and to provide methods to resolve the issue.
- B. Maintaining a diligent questioning attitude is vital to safe execution of work and is a cornerstone to effective safety management.
- C. 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. Scope

- A. This procedure is applicable to all contractors and subcontract personnel working on Maul Electric, Inc. projects and sites.

### 3. Responsibilities

- A. Employees
  - 1. In supporting safe execution of work, all personnel, have the following responsibilities:
    - a) 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
    - b) 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), of the environment in danger or at risk.
    - c) The responsibility to report any activity or condition to 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.
    - d) 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.



- e) 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.

#### 4. Management / Supervisor

1. Management and supervision are committed to promptly resolve issues resulting from an employee-raised Stop Work. Management (e.g., Directors, Managers, Supervisors) responsibilities are to:
  - a) Resolve any issues that have resulted in an individual stopping a specific task(s) or activity.
  - b) Provide feedback to individuals 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, shift change, or training then the supervisor provides the feedback to the safety representative and union safety representative, prior to resuming work.
  - c) 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.
  - d) Notify the facility representative if the Contractor's Stop Work action affects their operations.
  - e) Ensure no actions are taken as reprisal or retribution against individuals who raise safety concerns or stop an activity they believe is unsafe.
  - f) If a stop work is not brought up by a bargaining unit employee, but does affect bargaining unit personnel, then also notify the union safety representative.
  - g) Review all Stop Work intervention reports for causes of the Stop Work intervention, steps taken to correct concerns, and develop plans to eliminate future occurrences of similar health and safety concerns through training, engineering, and administrative controls.

#### 5. Safety Representative

1. The Safety Representative is responsible to:
  - a) Assist employees, supervision and management in the resolution of safety issues and concerns.
  - b) Immediately contact management and work to resolve issues when an employee has called a situation to their attention and 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.

- c) Work as the agent of an employee that prefers to remain anonymous to work directly in the resolution to the stop work.
- d) Document all Stop Work interventions including the reasons why the Stop Work was issued and all steps taken to rectify the concern.

### 6. Training

- A. All supervisors and employees will be trained on the Stop Work Program and Policies prior to being assigned to any project.