

Chapter 2: [Work Planning and Control](#)

Stop Work Procedure

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URL: <https://www-esh.slac.stanford.edu/eshmanual/references/wpcProcedStopWork.pdf>

1 Purpose

The purpose of this procedure is to establish a uniform method for *stopping work*.

Every worker performing any work in or on facilities managed by SLAC has the authority and responsibility to stop work for conditions that threaten *imminent danger*. SLAC considers no activity to be so urgent or important that its standards for environmental protection, safety, or health may be compromised. Employees have the right and responsibility not to perform tasks or activities they feel pose undue risk to themselves, co-workers, or the environment. Stop work actions take precedence over all other priorities and procedures.

Title 10, *Code of Federal Regulations*, “Energy”, Chapter 3, “Department of Energy”, Part 851, “Worker Safety and Health Program” ([10 CFR 851.20\[b\]\[8\]](#)) and the [SLAC Injury and Illness Prevention Program](#) specifically give every worker the right to decline to perform an assigned task because of a reasonable belief the task poses an imminent risk of death or serious physical harm to the worker. Further, the worker has the right to stop work when they discover any exposure to imminently dangerous conditions or serious hazards. This procedure is used for either of these conditions.

If an imminent danger stop work is necessary, worker(s) must safely stop their work and notify their supervisor(s), who will initiate steps below. In this context, supervisor is the knowledgeable SLAC employee (or *responsible individual*) (for example, functional supervisor, administrative supervisor, or point of contact) who authorized the work. For subcontractor construction or high-risk work, the subcontractor whose work was stopped must notify their company designated representative who is to promptly notify the SLAC construction manager or project manager.

For *non-imminent danger* stop work (or *pause work*), normal supervisory procedures, staff communication, and referral to ESH staff, as appropriate, should be used. For non-imminent danger stop work, line management in the area where the work was stopped and of the workers who were stopped must decide on the appropriate level of communication with other staff. The condition that caused a stop work to be initiated must be evaluated to determine if the controls that are in place will adequately protect people and the environment. If it is unclear as to whether the controls are adequate or if the scope changes, workers must contact their supervisor to discuss the situation and have their work re-authorized as appropriate. It may also be necessary to secure another release.

2 Procedures

For an illustration of this procedure, see Figure 1.

Step	Person	Action
Observation of an Unsafe Situation		
1.	Individual initiating stop work	If an imminent danger is observed or a task is assigned that poses risk of death or serious injury, promptly <ul style="list-style-type: none"> ▪ Warns any person who is at risk ▪ Asks the person in a manner that minimizes creating an additional hazard to stop work and discuss the hazardous situation
2.	Individual performing work	If directed to stop work, even if it is only a perceived hazard, worker must safely stop
3.	Individual initiating stop work and Individual performing work	Discuss reason for stop work. If considered an imminent danger, continue to step 4. Otherwise, evaluate the reason for the stop work and determine if work is still within scope or if new hazards have been introduced that are not adequately controlled. If unresolved, unsure, or if work plans need to be updated, continue to step 4.
Reporting Stop Work to the Supervisor or CM / PM		
4.	Person performing work	Promptly reports the stop work to supervisor. For construction or high-risk subcontractor work, promptly reports to their company designated representative who then notifies the SLAC construction manager (CM) or program manager (PM).
5.	Worker's supervisor or CM / PM	If considered an imminent danger, continues to step 6. Otherwise, resolves unsafe situation and re-authorizes work, as necessary. Obtains a re-release if required. Ensures appropriate level of communication to their staff, line management and ESH based on why work was stopped, how long it was stopped, etc. For non-imminent danger stop work, the supervisor must understand and adhere to the re-start expectations of their line management and ESH Division.
Reporting Imminent Danger Stop Work to Lab Management		
6.	Worker's supervisor or CM / PM	Calls 650-926-5555 (ext. 5555) and reports an imminent danger stop work; notifies department / division head
7.	Worker's supervisor or CM / PM	If the hazard has already caused an injury or property damage, begins incident investigation process (see Incident Reporting and Investigation Process for more information) Addresses extent of condition
8.	Area / building manager	Evaluates equipment status and takes action to ensure equipment is placed in a safe state. Suitable warning labels, barricades, administrative lock and tag, and so on will be used as needed to warn anyone not familiar with the stop work.
9.	Department / division head	Ensures appropriate communication within their division / department and notifies associate laboratory director (ALD)

Step	Person	Action
10.	Worker's supervisor or CM / PM	Initiates stop work form (completes sections 1 and 2) for imminent danger and distributes copies to <ul style="list-style-type: none"> ▪ Area / building manager ▪ Department / division head ▪ Directorate ESH coordinator ▪ ALD ▪ CSO
11.	ALD	Notifies laboratory director and DOE SLAC Site Office (SSO)
Enforcement		
12.	Worker's supervisor or CM / PM	Ensures work does not resume until properly authorized and released
Investigation of Imminent Danger Stop Work (or upon request of lab management)		
13.	Department / division head	Follows up on incident investigation (see Incident Reporting and Investigation Process for more information)
Restart of Imminent Danger Stop Work (or upon request of lab management)		
14.	Worker's supervisor or CM / PM	Ensures hazards and controls are updated with investigation results (see Work Planning and Control: Procedure) Ensures that a job safety analysis (JSA) or standard operating procedure (SOP) for the activity is completed and reviewed by directorate ESH coordinator
15.	Worker's supervisor or CM / PM	Sends stop work form with follow-up actions described (Section 3) and supporting documentation to the following for concurrence: <ul style="list-style-type: none"> ▪ Department / division head ▪ Directorate ESH coordinator ▪ CSO
16.	Department / division head, directorate ESH coordinator, and CSO	If satisfied with updated controls, concurs with restart of work and signs stop work form (Section 4). If not, contacts worker's supervisor to revise controls.
17.	ALD	Authorizes the restart of activities and signs stop work form (Section 5)
18.	Area / building manager	Grants a release if they are satisfied with the investigation and follow-up measures, and signs stop work form (Section 6) Ensures lock and tag of any equipment that creates the hazard or imminent danger
19.	ALD	Confirms a new release has been granted before starting work Informs the laboratory director and the DOE SSO
20.	Worker's supervisor or CM / PM	Provides copies of the completed stop work form and supporting documentation to the following: <ul style="list-style-type: none"> ▪ Area or building manager ▪ Division/department head ▪ Directorate ESH coordinator

Step	Person	Action
		<ul style="list-style-type: none">▪ ALD▪ CSO
Disputes and Appeals		
21.	All involved	If anyone in the process believes that the restart authorization or release is not justified, or that modifications imposed as a precondition to the operation's restart are inadequate, appeals the restart decision to the ALD and CSO
Lessons Learned		
22.	ALD	Following resolution of a stop work issue, should consider submitting a lessons learned item

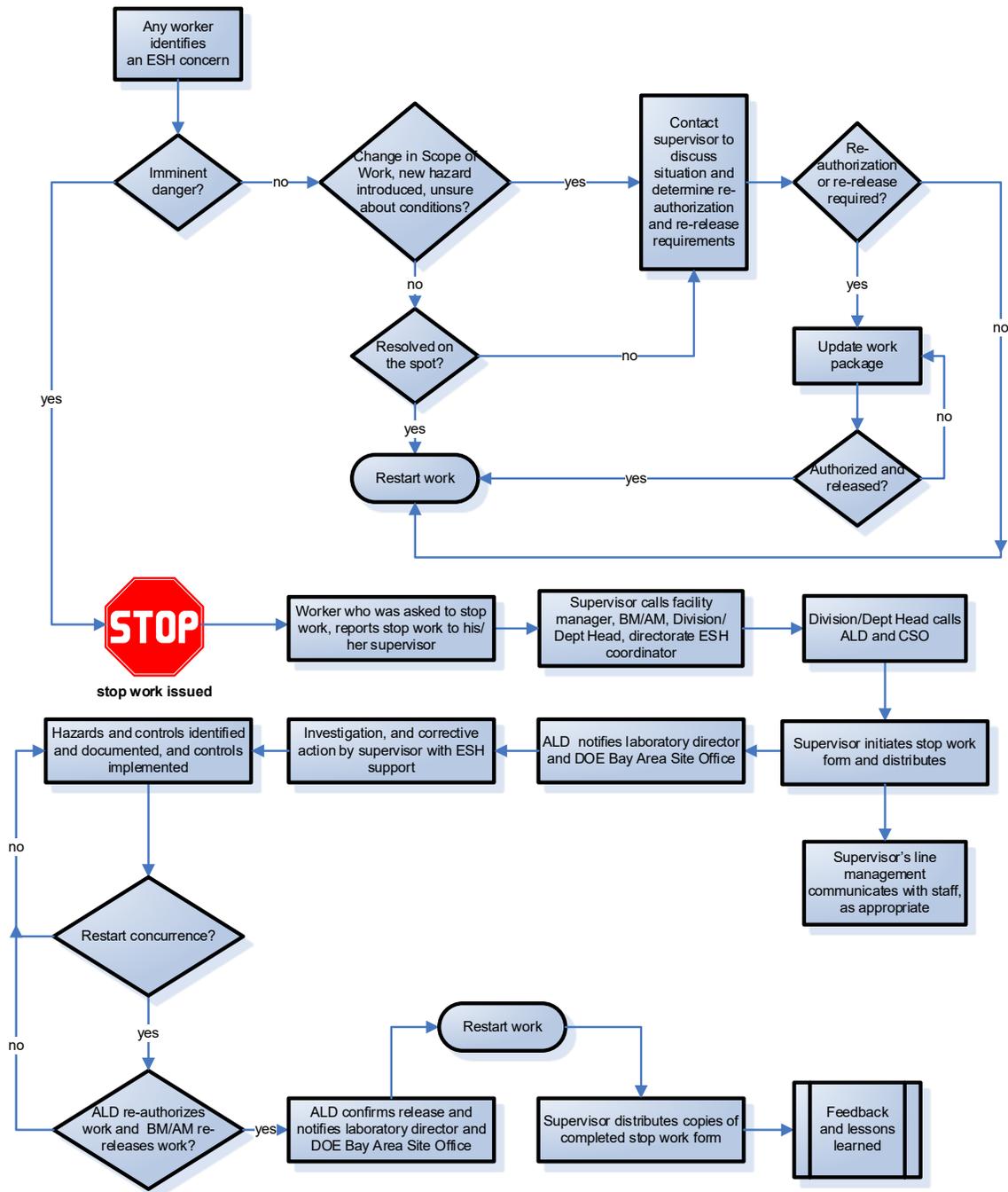


Figure 1 Stop Work Flow Chart

3 Forms

The following forms and systems are required by this procedure:

- [Work Planning and Control: Stop Work Form](#) (SLAC-I-720-0A21J-002). Form for documenting stop work

4 Recordkeeping

Completed stop work forms must be kept for 90 days by the department / division head identified in Section 4 of the form.

5 References

[SLAC Environment, Safety, and Health Manual](#) (SLAC-I-720-0A29Z-001)

- [Chapter 2, “Work Planning and Control”](#)
 - [Work Planning and Control: Authorization and Release Summary](#) (SLAC-I-720-0A21S-006)
 - [Work Planning and Control: Procedure](#) (SLAC-I-720-0A21C-002)
 - [Work Planning and Control: Construction Work Planning and Control Procedure](#) (SLAC-I-720-0A21C-005)
 - [Work Planning and Control: Enhanced Rigor Work Planning and Control Procedure](#) (SLAC-I-720-0A21C-006)
 - [Work Planning and Control](#) (includes online tools)

Other SLAC Documents

- [SLAC Injury and Illness Prevention Program](#) (SLAC-I-720-0A21B-001)
- [Incident Reporting and Investigation Process](#) (SLAC-I-701-O03-006-00)
- [Lessons Learned](#)

Other Documents

- Title 10, *Code of Federal Regulations*, “Energy”, Chapter 3, “Department of Energy”, Part 851, “Worker Safety and Health Program” ([10 CFR 851](#)) (as described in [SLAC Injury and Illness Prevention Program](#) [SLAC-I-720-0A21B-001])