



# Focus on Safety

## Stop Work Authority

All employees are authorized and obligated to stop work during any perceived unsafe operation or where concerns or questions regarding the control of health, safety, or environmental risks exist. If you see a hazard or at-risk behavior that could result in an accident, STOP the work, notify supervision, and correct the matter before resuming operations.

When the Stop Work Authority is used, work will be stopped immediately or as quickly and as safely as possible. No work shall resume until all Stop Work issues and concerns have been adequately addressed and approved by supervision.

No repercussions shall be taken against workers for exercising their Stop Work Authority. Any form of retribution or intimidation directed at any individual or company for exercising their right to issue a Stop Work Authority will not be tolerated.

When Stop Work Authority is implemented, the following steps will be taken:

- The employee(s) who wishes to stop work should notify the supervisor of his or her concerns.
- The supervisor will notify affected personnel of the Stop Work Order in a positive manner.
- The supervisor will notify appropriate personnel such as the Project Manager, Project Superintendent, HSE Manager, or other applicable parties.
- The **supervisor** will organize a meeting with appropriate personnel to discuss the issue and determine any corrective measures that may be needed.
- Once any corrective measures have been implemented, the supervisor and/or HSE Manager should follow up with the person who initiated the Stop Work to ensure their concerns have been addressed.
- The supervisor should document the use of Stop Work Authority, including any corrective actions that were implemented.

If you have a concern, doubt, or even a question about the safety of the work, please bring it up. It is far better to discuss and resolve possible issues **before** an accident occurs. Teamwork and cooperation between workers, supervisors, and managers is vital to job safety and accident prevention. Not only do you have Stop Work Authority, you have a Stop Work Responsibility.

### Group Questions:

**Have you been involved in a work task you felt was unsafe, and what did you do to correct the situation?**

**Have you ever stopped work to address a safety concern, and was your decision supported?**

**What responsibility do you have to Stop Work if you feel there is a safety concern?**



# Focus on Safety Agenda



DEPARTMENT/LOCATION: \_\_\_\_\_ MEETING DATE: \_\_\_\_\_  
 Meeting Lead By: \_\_\_\_\_ Time Started: \_\_\_\_\_  
 Title: \_\_\_\_\_ Time Finished: \_\_\_\_\_

1. **Open Meeting & Present** Safety Topic: \_\_\_\_\_
2. **Read** minutes from previous meeting.
3. **Persons present (Print & Sign)**


4. **Updates** – Status of previously presented safety concerns. Discuss any pending items.
  
5. **Incidents** – Concentrate on accident causes to make everyone more aware. Discuss incidents or near misses that have occurred since the last meeting. Summarize incidents and any injury trends. Review corrective actions that have been taken or are needed.
  
6. **Inspection/Audits** – Discuss findings and corrective actions of safety inspections made since last meeting.
  
7. **New Information** – Ask for employee suggestions. Discuss new procedures, safety policy changes, etc.

DISCLAIMER: The contents of this document are intended only for the informational use of the addressee. The information contained herein is not intended as, nor does it constitute, specific legal or technical advice to the reader. Any information or recommendations contained herein are provided to the addressee for usage at their own discretion. Neither Signal Mutual Indemnity Association Ltd., its Members, Managers or Signal Management Services, LLC and/or their employees accept liability whether in tort, negligence, contract, or otherwise, to anyone for any lack of technical skill, completeness of recommendations, or analysis of issues associated with the discussion of topics set forth herein. No responsibility is assumed for the discovery or elimination of unsafe conditions. Compliance with any recommendations herein should not assume your compliance with any federal, state, or local law or regulation. Additionally, the information contained herein does not constitute and shall not be construed to reflect the adoption of any coverage position by Signal Mutual Indemnity Association Ltd., its Members, Managers or Signal Management Services, LLC and/or their employees.