

Reclamation Manual

Policy

Stop Work Procedures

1. **Stop Work Procedures.** If the regional manager or area office has not issued local stop work implementing instructions that are equivalent to this Policy, then Reclamation employees must follow the stop work procedures below.
2. **Procedures for Stop Work Incidents.**
 - A. **Stop Work.**
 - (1) Every individual (employees, supervisors, contractors) having a reasonable belief that a safety hazard exists must exercise stop work authority. If ceasing work immediately would result in additional hazards, they must bring the task to a safe stopping point.
 - (2) When possible, the initiation of stop work must be coordinated through a supervisor and the contracting officer (CO) and/or the CO's representative as appropriate.
 - (3) If a supervisor is not immediately available (e.g., on travel or leave), then the acting supervisor will be notified once the unsafe condition or behavior perceived as unsafe has stopped.
 - B. **Notify.** The supervisor/acting supervisor must notify all individuals (employees, supervisors, contractors) of the perception that the action/step is either unsafe or has created an unsafe condition.
 - C. **Assess.**
 - (1) The supervisor of the task will lead the assessment of the perceived unsafe condition or behavior. The supervisor must:
 - (a) assess using the checklist in Appendix B or equivalent, and in cooperation with the appropriate and qualified subject matter expert(s), visually review the situation and talk with the employee(s) 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 manage the hazard or determine that mitigation is not required (see Paragraph 2.C.(3)).
 - (2) The employee exercising stop work must also prepare a written statement of any hazards they reasonably believe have not been adequately mitigated.

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- (3) If, after the assessment, the supervisor of the task and the employee(s) involved in the task agree the condition or behavior does not require mitigation (i.e., the individual who exercised stop work was unaware of certain information or circumstances) and the second-line supervisor agrees, then the second-line supervisor will lift the stop work and work will resume. If the hazard will not require mitigation, then 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/or behavior will be documented. The actions that must be taken to mitigate the hazards before work can resume must be identified. Mitigation measures must be reviewed and approved by the individual exercising stop work authority, the appropriate and qualified subject matter expert(s), 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 agree to reassign the employee to another work task.
- D. **Correct.** The supervisor will ensure any corrective actions identified during the assessment are taken. The corrective actions will be reviewed by a qualified safety professional who is familiar with the task and hazards associated with the task, and they must affirm all the safety issues have been properly resolved.
- E. **Resume Work.** Work will resume with the approval of the second-line supervisor. All individuals (employees, supervisors, contractors) involved in the task and initially notified of the stop work will be notified of the corrective actions taken, if any, and work will resume.
- F. **Report.** The supervisor will prepare, with input from the employee(s) that exercised the stop work authority, an after-action report that will:
- (1) describe changes made to safety practices, if any, to prevent future similar incidents;
 - (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 appropriate area management and the regional safety manager servicing the regional safety and occupational health office.