

# Reclamation Manual

## Policy

### Stop Work Action Procedural Checklist

Yes/No/NA	Stop Work Action Task	Initials
1	When a stop work action has been initiated, has the supervisor been notified?	
2	If contractor operations have been ceased, has the contracting officer's representative (COR)/contracting officer (CO) been contacted immediately? The task considered to be dangerous cannot resume until authorized by the COR/CO.	
3	Have all affected employees been notified to stop work?	
4	Has the work/activity been placed in a safe condition?	
5	Have the supervisor and affected workers been notified of the parameters of the stop work action?	
6	Have work-related issues been addressed with the supervisor, safety representative, and union (as applicable)? The objective is to reach a resolution at the lowest organizational level possible.	
7	Has a resolution been reached? If so, skip to steps 11 and 12. If not, proceed with steps 8 through 12.	
8	Has the direct supervisor notified the appropriate area/power/regional safety manager, safety representative, and union steward (if appropriate) that the stop work action has not been resolved?	
9	Has the area/power manager issued a formal response to all individuals involved in the stop work action describing corrective actions to be taken to best mitigate the safety concerns?	
10	Once corrective actions have been implemented, has the area/power manager notified the affected employees that the stop work action will be lifted?	
11	During the stop work action, has the supervisor completed his or her responsibilities as described in Paragraphs 2.A. through 2.F. of Appendix A, including (1) documenting the current work-site status at the time of the stop work action, (2) notifying affected personnel, (3) implementing all corrective actions to allow the stop work action to be lifted, (4) notifying all affected employees when work will resume, and (5) preparing an after-action report?	
12	After the stop work action has been lifted, has the supervisor, in consultation with the safety professionals, union representatives (as appropriate), and the employee(s), evaluated the condition that stopped the work with the criteria in Reclamation Manual Directive and Standard SAF 01-02, <i>Occupational Safety and Health — Accident Investigation and Reporting</i> , to determine if the incident requires entry in the Safety Management Information System (SMIS) for tracking and lessons learned purposes?	