


SUBJECT AREA CONTENT

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Management System: Work Planning and Control			
Subject Area: Stop Work  VIEW/PRINT ALL (No Exhibits and Forms)			
Effective Date: Sep 15, 2017 (Rev 1.3) Periodic Review Due: Apr 3, 2020	Subject Matter Expert: Raymond Costa	Management System Executive: Raymond Costa	Management System Steward: Thomas Daniels

Introduction

This subject area describes the procedures for issuing an official stop-work order. Official stop-work orders can be issued to mitigate imminent danger to staff, the environment, or equipment. Imminent danger exists when there is a hazard that could result in death, serious injury, a significant environmental event, equipment damage, and when immediate action is required.

Only BNL staff and non-BNL staff trained in this procedure can issue a stop-work order. Staff do not have to be expert in the area of concern and do not have to be involved in the work in question. It is the staff's responsibility to issue a stop-work order when imminent danger exists.

This subject area also describes the procedures for restarting work after a stop-work order is resolved.

When imminent danger does not exist, work may be paused without the issuance of an official stop-work order. Issues for pausing work include discovery of a potential hazard that has not been addressed, reviewing changing situations, and work plan not being followed. Staff identifying an issue or potential issue may pause work. Work can restart when the issue has been addressed.

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Section

Overview of Content (see section for full process)

[1. Stopping Work](#)

- Obtain training.
- Issue stop-work order.
- Stop work.

- Notify supervisor and ES&H Coordinator of stoppage.

2. Restarting Work

- Review workplace activities and conditions.
- Determine conditions to meet before work may resume.
- Authorize restart.

Definitions

Exhibits

Generic Examples of Imminent Danger and Pause Situations That May Exist

Forms

None

Training Requirements and Reporting Obligations

This subject area contains the following training requirements (see the [BNL Training and Qualifications](#) website):

- Stop Work Procedure (GE-STOPWORK).

This subject area does not contain reporting obligations.

External/Internal Requirements

Requirement Number	Requirement Title
BSA Contract No. DE-SC0012704 - Clause F.4	Stop Work And Shutdown Authority
BSA Contract No. DE-SC0012704 - Clause I.131 (DEAR 970.5223-1)	INTEGRATION OF ENVIRONMENT, SAFETY, AND HEALTH INTO WORK PLANNING AND EXECUTION (DEC 2000)

References

[Training and Qualifications](#) Web Site

Standards of Performance

All staff shall carry out appropriate emergency responses and off-normal event follow-up activities.

All staff and users shall identify, evaluate, and control hazards in order to ensure that work is conducted safely and in a manner that protects the environment and the public.

All staff and guests shall promptly report accidents, injuries, ES&H deficiencies, emergencies, and off-normal events in accordance with procedures.

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https://sbms.bnl.gov/sbmsearch/subjarea/132/132_SA.cfm

PROCEDURE: STOPPING WORK

Management System: Work Planning and Control		
Subject Area: Stop Work		
1. Stopping Work		
Effective Date: Sep 15, 2017	Subject Matter Expert: Peter Eterno Jr	Management System Executive: Raymond Costa

Applicability

This information applies to BNL staff and non-BNL staff who observe imminent danger while working, or who believe the work of others is unsafe. It applies only to staff who are trained to follow this procedure.

Required Procedure

Only persons trained in this procedure have stop-work authority. For example, casual visitors to BNL and other untrained individuals do not have stop-work authority. Any trained person who reasonably concludes that an imminent danger exists and that immediate action is required to mitigate the danger is obliged to take action to stop work.

There will be **no reprisals** by anyone for issuance of a stop-work order.

Note: When imminent danger does not exist, work may be paused without the issuance of an official stop-work order. Reasons for pausing work include discovery of a potential hazard that has not been addressed, reviewing changing situations, and work plan not being followed.

Step 1	<p>Each Department/Division trains its staff to follow this procedure by assigning training course GE-STOPWORK Stop Work Procedure Training. Managers and supervisors must not allow hazardous work to start unless the involved workers are trained in this stop-work procedure. See the Training and Qualifications Web Site.</p> <p>Departments should conduct a discussion of applicable facility/operation-specific stop-work examples of imminent danger when they exist. See the Generic Examples of Imminent Danger and Pause Situations That May Exist exhibit for examples.</p> <p>Note: If an employee is reassigned to work for another supervisor for a time, the new supervisor must ensure facility-specific stop-work training is conducted before allowing work to begin.</p>
Step 2	

	<p>If an imminent danger situation is observed, issue an official stop-work order by clearly stating that work must be stopped and describing the imminent danger.</p> <p>One possible way to issue a stop work is to state: "Stop work! You are in imminent danger because..."</p>
Step 3	<p>Any person receiving an official stop-work order must stop work immediately, if that can be done safely, or at the first opportunity to stop safely.</p> <p>The person issuing an official stop-work order must not verbally or physically interfere, whether or not the recipients of the official stop-work order continue to work. If someone refuses to stop work, immediately contact your supervisor or Environmental Safety and Health Coordinator.</p>
Step 4	<p>The person initiating a stop-work order identifies him/herself to the stopped workers as soon as it is safe to do so; and contacts his/her own supervisor.</p>
Step 5	<p>After the work is stopped, the recipient of the official stop-work order notifies his/her supervisor that he/she has been ordered to stop work and to describe the reason why the work was stopped.</p>

References

[Training and Qualifications](#) Web Site

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PROCEDURE: RESTARTING WORK

Management System: Work Planning and Control		
Subject Area: Stop Work		
2. Restarting Work		
Effective Date: Sep 15, 2017	Subject Matter Expert: Peter Eterno Jr	Management System Executive: Raymond Costa

Applicability

This information applies to BNL staff who review the conditions for stopping work and authorize the restart of work.

Required Procedure

Step 1	The Department Chair/Division Manager (or equivalent line manager) of the person who was stopped, with support from ES&H staff, reviews the workplace activities and conditions and determine the conditions that must be met before work may resume. Seek input from the person who initiated the stop-work into conditions for restart.
Step 2	The responsible manager authorizes restart after corrective actions and safety reviews are completed.

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EXHIBIT: GENERIC EXAMPLES OF IMMINENT DANGER AND PAUSE SITUATIONS THAT MAY EXIST

Management System: [Work Planning and Control](#)

Subject Area: [Stop Work](#)

Generic Examples of Imminent Danger and Pause Situations That May Exist

Effective Date: Sep 15, 2017

Examples Where Imminent Danger Situations May Exist

- Work in confined space without following confined space entry requirements.
- Work on elevated areas without fall protection or fall prevention devices.
- Work in an excavation deeper than 5 feet without shoring.
- Working on or near energized electrical systems without proper controls.
- Using a heat source near combustible materials.
- Work that may result in uncontrolled release of toxic, radioactive, flammable, or reactive materials.
- Lockout/Tagout violations.
- Unsecured compressed gas cylinders, dewars, or heavy equipment on a moving vehicle.
- Unprotected work around Class III and Class IV Lasers.

Examples Where Pause Situations May Exist

- Safety glasses not being worn when applicable.
- Shorts are being worn by worker in an industrial area.
- Self-reading dosimeter is out of calibration date.
- Planned work is beginning to include unplanned work.
- Worker in risky position.
- Tool not right for job.
- Procedure not up-to-date.
- Work space disorderly or inadequate space for the job.

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DEFINITIONS

Definition: Stop Work

Term	Definition
imminent danger	Exists when there is a hazard that could result in death, serious injury, or significant environmental or equipment damage. See the exhibit, "Generic Examples of Imminent Danger and Pause Situations That May Exist" for additional examples.
Pause work	When imminent danger does not exist, work may be paused without the issuance of an official stop-work order. Issues for pausing work include discovery of a potential hazard that has not been addressed, reviewing changing situations, and work plan not being followed. Staff identifying an issue or potential issue may pause work. Work can restart when the issue has been addressed. See the exhibit, "Generic Examples of Imminent Danger and Pause Situations That May Exist".

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