Stop Work Program
## DOCUMENT REVISION LOG

**Document:**  Stop Work Program

<table>
<thead>
<tr>
<th>Rev. No.</th>
<th>Effective Date</th>
<th>Revision Description</th>
<th>Pages Replaced</th>
<th>Completed by</th>
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<tr>
<td>0</td>
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<td>Initial Program</td>
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## ACRONYMS & DEFINITIONS

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Bad Faith</td>
<td>A dishonest purpose or a fraudulent intent</td>
</tr>
<tr>
<td>EHS</td>
<td>Environmental Health and Safety</td>
</tr>
<tr>
<td>Good Faith</td>
<td>Honesty or sincerity of intention</td>
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<tr>
<td>HR</td>
<td>Human Resources</td>
</tr>
<tr>
<td>SWA</td>
<td>Stop Work Authority</td>
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Stop Work Program

1. **Purpose**

To provide an outline of stop work authority (SWA) procedures when the environmental, health, or safety risk of a project or process has not been mitigated or when the mitigating methods utilized are not properly understood.

2. **Scope**

Applies to all UNM faculty, staff, and students that have concerns regarding the safety of a process or project. All have the authority and an obligation to stop any process or project where concerns exist.

3. **Responsibilities**

3.1. **Deans/Directors**

- Establish clear expectations to exercise stop work authority;
- Ensure no retaliation for initiating SWA; and
- Ensure compliance with program.

3.2. **Supervisors**

- Create a culture where the SWA is exercised freely;
- Work to resolve issues before operations can resume;
- Train employees and students on SWA procedures;
- Ensure no retaliation for initiating SWA;
- Report stop work actions to EHS; and
- Follow up on all reported stop work actions.

3.3. **Employees, Faculty & Students**

- Initiate a stop work intervention when a concern for environment, health, and/or safety arises;
- Support stop work initiated by others; and
- Report instances where SWA is not taken seriously through the proper chain of command and/or EHS.

3.4. **Environmental Health & Safety**

- Maintain the written program with periodic updates;
- Monitor compliance with this program;
- Assist with solutions;
Stop Work Program

- Resolve SWA conflicts when they arise;
- Provide training materials;
- Report “Bad Faith” SWA requests to HR;
- Share lessons learned; and
- Investigate work stoppages that are not immediately resolved.

3.5. Human Resources
- Work with departments on disciplinary actions related to reports of “Bad Faith” SWA.

3.6. Contractors
- Refer to the EHS’s Construction Safety Manual.

4. PROCEDURE

The process for stop work includes: Stop, Notify, Correct, and Resume (See Attachment A).

4.1. Stop
- When someone perceives that an unsafe condition, unsafe act, an error, or an omission exists, that person should immediately initiate a stop work intervention by:
  a. Notifying their supervisor that stop work is being initiated; or
  b. If a supervisor is not present, the intervention can be initiated directly with those who are at risk.
- All work must stop immediately upon this intervention.
- All persons should be removed from the unsafe area and the area should be blocked off.
- If necessary, stabilize the situation by immediately correcting any imminently dangerous conditions if it can be done so safely.

4.2. Notify
- Supervisor;
- Affected personnel;
- EHS (ehs.unm.edu or 505-277-2753);
- If warranted; campus police (505-277-2241); and
- If there is an emergency, call 911.
4.3. Correct

- If the issue can be resolved immediately, work can resume after EHS is notified;
- If the issue cannot be resolved immediately, work shall be suspended until a resolution is reached;
  - EHS shall be contacted for assistance in resolving the issue(s) and will make the final determination regarding appropriate corrective action(s);
- The issue will be resolved to the satisfaction of the initiator; and
- All involved parties must discuss the issue and agree on how to proceed. If a suitable resolution cannot be found, EHS will be the final arbiter.

4.4. Resume

- Work can resume if:
  - The process is determined to be safe as is by all involved;
  - The issue is resolved to the satisfaction of the initiator; or
  - If a solution is reached by all involved parties. If a solution cannot be reached by all involved parties, EHS shall have final determination on when work can resume.
- Document all interventions and report them to the Dean/Director and EHS.

4.5. “Good Faith” vs. “Bad Faith”

- No person who exercises SWA in good faith shall be reprimanded or shown retribution.
- If it is determined that a person has utilized SWA as an act of bad faith, the incident will be reported to HR for investigation and follow-up.

5. REPORTING

All stop work interventions will be documented on the Stop Work Incident Investigation Report (Attachment B). The report will be reviewed by Deans/Directors, Supervisor(s) and EHS.

Reports will be used to:

- Monitor participation;
- Determine the quality of interventions and follow-up;
- Identify opportunities for improvement; and
- Facilitate sharing of learnings.
6. INVESTIGATION/FOLLOW-UP

If the issue is unable to be resolved, EHS will perform an investigation.

- Based on the investigation, EHS will make recommendations as to how to proceed.
- If it is determined the stop work was initiated in bad faith, EHS will contact HR.

A Root Cause Analysis may be performed by EHS.

7. ATTACHMENTS

A. Stop Work Flowsheet
B. Stop Work Incident Investigation Report
ATTACHMENT A

STOP WORK FLOWSHEET
ATTACHMENT B

STOP WORK INCIDENT INVESTIGATION REPORT
# STOP WORK INCIDENT INVESTIGATION REPORT

<table>
<thead>
<tr>
<th>Section 1: Stop Work Issuance</th>
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<tbody>
<tr>
<td>Building/Area:</td>
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<tr>
<td>Department:</td>
</tr>
<tr>
<td>Location/Room:</td>
</tr>
<tr>
<td>Date/Time:</td>
</tr>
<tr>
<td>Supervisor:</td>
</tr>
<tr>
<td>Phone/Email:</td>
</tr>
<tr>
<td>Individual(s) Initiating SWA:</td>
</tr>
<tr>
<td>Individual(s) Performing Work:</td>
</tr>
<tr>
<td>Description of Process or Project:</td>
</tr>
<tr>
<td>Hazard(s):</td>
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<td>Additional Observations:</td>
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<table>
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<th>Section 2: Date/Time Informed</th>
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<tbody>
<tr>
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</tr>
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<td>Dean/Director:</td>
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<td>HR:</td>
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<table>
<thead>
<tr>
<th>Section 3: Follow-Up Action</th>
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<tr>
<th>Section 4: Restart Authorization (Only 1 Signature Required)</th>
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<tbody>
<tr>
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<td>Name/Title:</td>
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<tr>
<th>Section 5: Recordkeeping (Date Sent)</th>
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<td>HR:</td>
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