



ENVIRONMENTAL HEALTH & SAFETY

Stop Work Program

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UNIVERSITY OF NEW MEXICO
Department of Environmental Health and Safety

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ACRONYMS & DEFINITIONS

Bad Faith	A dishonest purpose or a fraudulent intent
EHS	Environmental Health and Safety
Good Faith	Honesty or sincerity of intention
HR	Human Resources
SWA	Stop Work Authority

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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;

- 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.

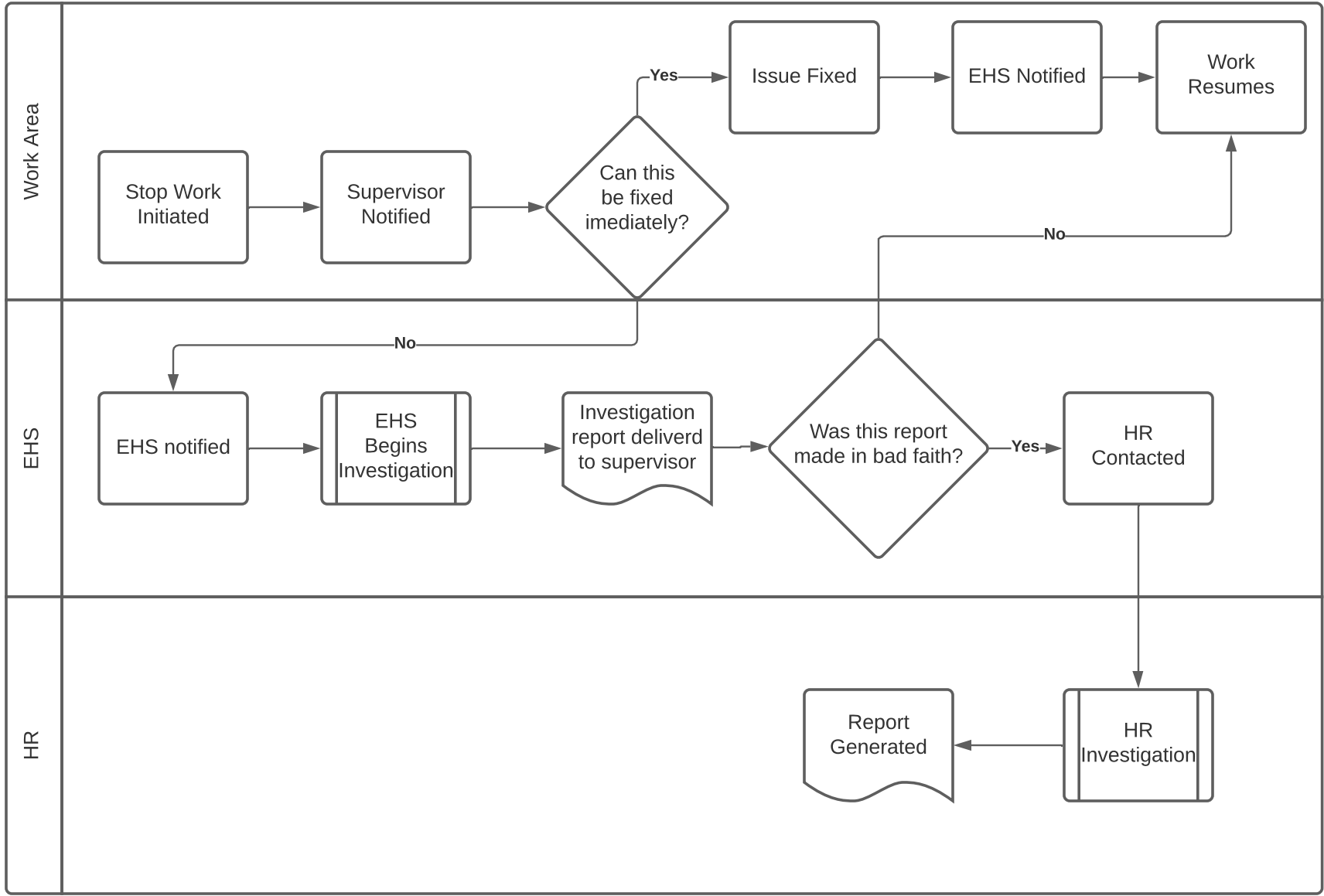
A Root Cause Analysis may be performed by EHS.

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

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