

Section 43
Brieser
Construction
SH&E
Manual

March

2017

This standard will outline the protective measures that employees are encouraged utilize to reinforce employee participation in their own safety while recognizing unsafe work practices, procedures or unsafe conditions.

**STOP WORK
AUTHORITY**

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Stop Work Authority Brieser Construction

I. Purpose

This standard will outline the protective measures that employees are encouraged to utilize to reinforce employee participation in their own safety while recognizing unsafe work practices, procedures or unsafe conditions. All Brieser employee are given full Stop Work Authority training during Orientation I training which is always completed before initial assignment and reiterated quarterly in our newsletter.

II. Scope

All Brieser employees have the authority and obligation to stop any task or operation where concerns or questions regarding the control of Health, Safety or Environmental risk exist.

The Stop Work Authority program is intended to promote safe work environments as monitored by the very people who perform the work, without the fear of retribution from the company or harassment from fellow workers. Any form of retribution or intimidation directed at any individual or company for exercising their right to issue a stop work authority will not be tolerated.

Once a Stop Work Condition has been issued, no work will resume until all stop work issues and concerns have been adequately addressed.

III. Definitions

- **Stop Work Condition** – Includes any of the following conditions:
 - Unsafe Act or Condition
 - A concern or question regarding the control of HSE risk exists
 - Any task or situation where you feel uncomfortable that HSE risk exists
- **Unsafe Act** - The actions of a person in a manner which vary from the accepted or legislated safe practice and create a hazard to themselves, another person, or equipment.
- **Unsafe Condition** - A condition in which something exists that varies from a normal accepted safe condition and, if not corrected, could cause injury, death, or property damage.
- **Safety Suggestion** – A thought, idea or procedure that may improve safety on the jobsite and is not related to any Stop Work Condition

IV. Responsibilities

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The Program Administrator: Brieser Safety Manager

This person is responsible for:

- Issuing and administering this program and making sure that it satisfies all applicable federal, state and local requirements.
- Create a culture where Stop Work Authority is exercised freely.
- Maintaining training records for all employees included in the training sessions

Project Managers, Superintendents and Foremen

These people are responsible for:

- Promote a culture where Stop Work Authority is exercised freely.

Employees

- Read & Understand the elements of this policy
- Initiate a Stop Work Intervention when warranted

V. General

- When a Stop Work Condition is identified the Stop Work Intervention will be initiated, coordinated through the supervisor, initiated in a positive manner, notify all affected personnel and supervision of the stop work issue, correct the issue, and resume work when safe to do so.
- It is the desired outcome of any Stop Work Intervention that the identified safety concern(s) have been addressed to the satisfaction of all involved persons prior to the resumption of work. Most issues can be adequately resolved in a timely manner at the job site, occasionally additional investigation and corrective actions may be required to identify and address root causes.

VI. Methods of Compliance

- Stop Work Intervention
 - The employee informs the supervisor that work has been stopped and that a resolution of an immediate safety concern is necessary
 - The supervisor and the employee(s) discuss the problem and develop an approach for a resolution. Involved personnel should obtain assistance if necessary Brieser Operations or Safety Department

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- The supervisor informs the employee(s) of the planned resolution, obtains agreement and the job is restarted
- The employee(s) will update the TSTI to reflect the changes
- If the employee(s) and the supervisor cannot agree on the resolution of the problem, then the next level of supervision will be contacted.
- If representatives from management and safety agree on a plan and the employee(s) still do not feel comfortable completing the task, then the employee(s) will be reassigned to other duties. There will be no repercussion for this action.
- At the conclusion, the site supervisor will complete the **Stop Work Authority Report**

VII. Reporting & Recordkeeping

- Stop Work Authority Report
 - All Stop Work Authority Conditions will have a Stop Work Authority Report
 - Stop Work Reports shall be documented by the site supervisor and recorded with the following information:
 - Date of the Stop Work Intervention
 - Employee(s) involved
 - Description of event or perceived Stop Work Condition
 - Corrective action including preventing future reoccurrence
 - Stop Work reports shall be reviewed by the V.P. of Operations and the Director of Safety in order to measure participation, determine quality of interventions and follow-up, trend common issues, identify opportunities for improvement, and facilitate sharing of learnings.

VIII. Training

All Brieser employees will be trained on Stop Work Authority through our Orientation I program which can be located in Section 10 Safety Education within the Brieser SH&E Manual.

1. Orientation I is performed before initial assignment or before any task has been performed by a Brieser employee

IX. Anonymous Reporting Procedures

An anonymous form is available on site for those wishing to retain anonymity. This form is called the Anonymous Risk Report Form: This form is provided for the reporting of any at risk situation, near misses or safety suggestions and is intended to promote a continuing effort to make our jobsites a safety place. This form shall be available at each Brieser job site; the location shall be such that an employee can obtain a form while still retaining anonymity.

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Brieser Construction Company also gives employees the right & responsibility to file complaints about workplace safety and health hazards, near misses or safety suggestions by utilizing an offsite internet based method. This is intended to promote a continuing effort to make our jobsites a safety place. Further, this policy gives complainants the right to request that their names not be revealed to their employers. Complaints from our employees are taken seriously by Brieser Management personnel.

If you would like to report hazards, near misses or have any safety suggestions at your worksite to Brieser's Construction, or you have been discriminated against because of safety and health issues, choose the following:

- File an Anonymous Report Form, online if you believe your working conditions are at risk, near miss or have a safety suggestion. Follow these steps:
 - Go to Brieser Construction Web Site at www.brieserconstruction.com
 - Go to Safety Tab and click.
 - This will take you to the Safety page for Brieser. Go to the middle paragraph and you will see Submit a Report. Click on that
 - This will take you to the Log-In page. There will be no user name or passwords needed for this process. Just Click Log-In tab.
 - This will open to Anonymous Safety Risk Form.
 - Please fill out sections 1, 2 and 3 below and then click the appropriate button to have your report sent directly to the Director of Health & Safety or President of Brieser Construction. The employee's name and email address of the individual submitting the ASRRF are desirable but not mandatory.

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STOP WORK AUTHORITY REPORT



STOP WORK INTERVENTION INFORMATION	EMPLOYEE(S) INVOLVED INFORMATION
Supervisor _____	Employee _____
Date of Stop Work _____	Employee _____
Customer Name _____	Employee _____
Job Number _____	Employee _____
Email _____	Employee _____
Project name _____	Employee _____

DESCRIPTION OF EVENT OR PERCEIVED STOP WORK CONDITION

CORRECTIVE ACTION INCLUDING PREVENTION OF REOCCURRENCE

MANAGEMENT EVALUTATION (Participation-Quality of Intervention-Follow up-Improvement)

Submitted by (Brieser Site Supervisor)	Date
Reviewed by (Brieser V.P. Operations)	Date

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ANONYMOUS SAFETY RISK REPORT FORM

This form is provided for the reporting of any at risk situation, near misses or safety suggestions and is intended to promote a continuing effort to make our jobsites a safety place. The signature and address of the individual submitting the ASRRF are desirable but not mandatory. A signature is required if the individual wishes to have a copy of the completed report returned.

Does this hazard(s) immediately threaten serious physical harm? Yes _____ No _____
 (If yes, immediately contact your Supervisor or Director of Safety @ 815-679-8157)

1. Operation/Activity _____

2. Describe briefly any hazard, at-risk behavior, safety suggestion or near miss.

3. Please indicate your desire:

I do not want my name revealed (however; office may contact me to gain further information.)

Anonymous *(This office will be unable to contact with findings/results)*

Anonymous *(I will call Sean Erlenbeck @ 815-679-8157 to explain details, complete confidentiality will be retained)*

Typed or Printed Name of Employee or Employee Representative (optional)

Signature (optional)

Return completed form to office.