

Safety Policy & Procedure Manual		Section:	Date: 10-29-2015
		Revision:	
Subject: Stop Work Authority			

Purpose

Light Tower Rentals is dedicated to provide a safe and healthful work environment and to create a safety culture where Stop Work Authority is exercised freely when any employee recognizes a hazard or does not feel that control of the HSE risk is clearly defined or understood. Employees will never be reprimanded for issuing a Stop Work Intervention.

Training

Before initial assignment, all employees will receive orientation training that will include Stop Work Authority training. This training must be documented including employee name, dates of training and subject.

Responsibilities

EMPLOYEES – Employees are responsible to initiate a Stop Work Intervention when any hazard is recognized or any part of the work process is not clearly defined or understood.

MANAGEMENT – Management is responsible to create a culture where Stop Work Authority is exercised freely and without any repercussions.

Process

The steps in the Stop Work Authority process are:

- Stop Work Authority is initiated when any unsafe condition is identified.
- Notify all affected personnel and supervisor or management of the stop work issue.
- Supervisors and employees work together to correct all issues concerning the work stoppage.
- Resume work only after all issues and concerns have been addressed and corrected.

Documentation

Supervisors will document all Stop Work Interventions and be reviewed by management, supervisors, and shared with employees as lessons learned and to promote the Stop Work Authority culture within LTR.

Subject:

Stop Work Authority



Follow-Up

After a Stop Work Intervention, most issues can be resolved at the work site. Management and supervisors should follow-up on all Stop Work Interventions to insure that all safety concerns were adequately resolved and whether or not further investigation is warranted to identify and address root causes.