

**CAES**

# **Stop Work Authority**



**Center for Advanced  
Energy Studies**

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## 1. PURPOSE

This procedure authorizes CAES personnel to *stop work* (see def.) for *potentially unsafe conditions* (see def.) or *conditions adverse to quality* (see def.).

## 2. SCOPE

This procedure describes the process for initiating a stop work action, resolving a potentially unsafe condition or condition adverse to quality, and resuming normal work activities.

This procedure applies to all employees and all activities in CAES, with the exception of emergency preparedness actions taken in connection with a response to an emergency.

## 3. RESPONSIBILITIES/AUTHORITY

Performer	Responsibilities/Authority
All CAES Personnel	Any person in CAES has the authority to initiate a stop work. All persons within CAES are to comply with a stop work regardless of who initiated the stop work, until the condition is declared safe by management. Identify potentially unsafe conditions and respond in accordance with this procedure. Honor any timeout or stop work declaration made by any person in CAES.
Management	Honor a stop work declaration and resolve it in accordance with this procedure.
Concerned Person	Initiate a stop work when conditions that are potentially unsafe or adverse to quality are identified. Determine if the condition is readily fixable and within the performing employee's work scope and authorization to correct. Declare a stop work action if the condition is not readily fixable.
Principal Investigator (PI) or Associate Director (AD)	Notify the cognizant manager and the CAES Safety Office (SO) of the stop work action. Each stop work represents a potential adverse incident avoided and should be treated as a positive action.
Procurement Agent	Assist with stop work actions specifically associated with procurement issues and suppliers.

## 4. INSTRUCTIONS

### 4.1 Exercising a Stop Work Authority

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- 4.1.1 Concerned Employee: When you become aware of a potentially unsafe condition that you cannot immediately fix or a condition adverse to quality, perform the following steps:
- 4.1.1.1 Discontinue work activities and that of any other individuals in the area who may be affected by the situation.
  - 4.1.1.2 Clear all at-risk personnel from the area and post warnings, as necessary.
  - 4.1.1.3 Inform all affected personnel of the reason for the stop work, including the *process owner* (see def.) and immediate management responsible for the work.
  - 4.1.1.4 Inform your supervisor, manager, or CAES SO of the situation.
- 4.1.2 Responsible Supervisor/ Manager(s): If the work that is discontinued involves work performed by a *supplier* (see def.), notify the Idaho State University (ISU) SO.
- When necessary, take immediate and interim corrective actions to protect personnel and/or property.
- 4.1.3 All Employees: Honor the stop work by discontinuing the work activities in question.
- 4.1.4 Responsible Supervisor/Manager(s): Evaluate the stop work action to determine if this action also affects similar processes at other locations in CAES. If so, verbally notify the other affected Laboratory Leader.
- 4.1.5 Responsible Supervisor/Manager(s): Decide if Lesson Learned warrants completion of Form CAES-004, "Stop Work Action," and submittal to Safety Committee.
- 4.1.6 Responsible Supervisor/Manager(s): In consultation with the process owner, concerned employee, and CAES SO representative, determine the appropriate corrective action(s) to resolve the stop work condition.
- Ensure the proposed corrective actions will reduce or eliminate the risk, not introduce new or additional hazards.
  - Consider all immediate or interim corrective actions already implemented.

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4.1.7 Implement the identified corrective action(s).

4.1.7.1 Contact the concerned employee who reported the situation and communicate the action(s) taken.

4.1.8 Cognizant Director/Manager(s): Direct the personnel involved with the stop work to resume work.

## 5. DEFINITIONS

*Condition adverse to quality.* An all-inclusive term used in reference to any of the following: failures, malfunctions, deficiencies, defective items, and nonconformances. A state of noncompliance with quality assurance program requirements. A significant condition adverse to quality is one which, if uncorrected, could have a serious effect on safety or operability.

*Potentially unsafe condition.* A noncompliant condition or at-risk behavior or action associated with an item or work process, which if not corrected, poses a threat to public or personnel safety, facility or process operations, or the environment. A potentially unsafe condition can also exist when an employee encounters any situation, condition or potential hazard not discussed in the briefings, or if an employee has a concern about whether a job can be performed safely.

*Process owner.* That person who is the most involved in and most responsible for implementing a given process and who has the authority to make process changes. In some cases the process owner may also be the facility manager or the cognizant foreman/supervisor.

*Stop work.* A process to halt work in order to resolve conditions that are not readily fixable by the performing employee and responsible management.

*Supplier.* Individuals or companies under subcontract to furnish materials or services in accordance with procurement award documents. An all-inclusive term used in place of vendor, seller, contractor, subcontractor, fabricator, or consultant.