



STOP WORK AUTHORITY

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PURPOSE

This program provides an outline of site and project Stop Work Authority (SWA) for Southern Company Generation (Generation) employees, contractors, and visitors to foster a culture in which it is accepted and expected to have a questioning attitude.

SCOPE

This program applies to all employee and contractor personnel at Southern Safety Trilateral (SST) sites.

PROGRAM OVERVIEW

This program formally establishes the SWA of Generation employees and contractors. The SWA empowers employees and contractors to stop individual tasks or group operations when the control of health, safety, and environmental (HSE) risk is not clearly established or understood.

- All employees and contractors have the authority and obligation to stop any task or operation where concerns or questions regarding the control of HSE risk exist.
- No work will resume until all stop-work issues and concerns have been adequately addressed. Any form of retribution or intimidation directed at any individual or company for exercising their authority as outlined in this program will not be tolerated.

ROLES AND RESPONSIBILITIES

Persons in the following roles have responsibilities in support of this program:

Company employees and contractors are responsible for initiating a Stop Work intervention when warranted, supporting the intervention of others, and properly reporting all Stop Work actions.

Foremen and supervisors are responsible for creating a culture where SWA is exercised freely, honoring a Stop Work request, working to resolve issues before operations resume, recognizing proactive participation, and ensuring all Stop Work actions are properly reported with required follow-up completed.

Site managers are responsible for establishing the clear expectation to exercise SWA, creating a culture where SWA is exercised freely, resolving SWA conflicts when they arise, and holding those accountable who choose not to comply with established SWA policies.

Site safety program staff is responsible for monitoring compliance with the requirements of this program; maintaining associated documents, processes, and training materials; identifying trends; and sharing lessons learned.

INTERVENTION PROTOCOL

An established intervention protocol creates an environment where people know how to act and respond.

In general, the SWA process takes a stop, notify, correct, and resume approach to resolve a perceived unsafe work action or condition. These steps should be the framework for all Stop Work interventions.



As we know from experience with behavior-based safety processes, a workforce that clearly understands how to initiate, receive, and respond to a Stop Work intervention is more likely to participate.

TRAINING

Training for the SWA program shall be conducted as part of all new employee and contractor site orientation. A review of the SWA shall be included as part of all field location safety briefings, and in regular safety meetings.

Stop Work Authority cards (see Attachment A) can be obtained by contacting site management.

Protocol Instruction - Steps

1. When a person identifies a perceived unsafe condition or act, error, omission, or lack of understanding that could result in an undesirable event, that person shall immediately initiate a Stop Work intervention with the person(s) potentially at risk.
2. If the supervisor is readily available and the affected person(s) is not in immediate risk, coordinate the Stop Work action through the supervisor. If the supervisor is not readily available or the affected person(s) is in immediate risk, initiate the Stop Work intervention directly with those at risk.
3. Initiate Stop Work interventions in a positive manner. Briefly introduce yourself and start the conversation with the phrase, "I am using my Stop Work Authority because...." Using this phrase will clarify the initiator's intent and set expectations.
4. Notify all affected personnel and supervision of the stop work issue. If necessary, stop associated work activities, remove person(s) from the area, stabilize the situation, and make the area as safe as possible.
5. All involved parties discuss the stop work issue and agree on how to proceed.
6. If it is determined and agreed the task or operation can proceed as-is (for example, the stop work initiator was unaware of certain facts or procedures), the affected persons should thank the initiator for their concern and proceed with the work.
7. If it is determined and agreed that the stop work issue is valid, then every attempt should be made to resolve the issue to the satisfaction of all affected persons before work is restarted.
8. If the stop work issue cannot be resolved immediately, suspend work until proper resolution is achieved. When opinions differ as to the validity of the stop work issue or adequacy of the resolution actions, site management makes the final determination.
9. Positive feedback should be given to all affected employees regarding resolution of the stop work issue. Under no circumstances should retribution be directed at anyone who exercises their SWA in good faith.



FOLLOW-UP

The desired outcome of any Stop Work intervention is to address identified concerns to the satisfaction of all involved persons prior to resuming work. Although most issues can be adequately resolved in a timely fashion at the job site, additional investigation and corrective actions may be required occasionally to identify and address root causes.

Stop Work interventions that require additional investigation or follow-up will use existing protocols and procedures for incident investigation and follow-up.

RECOGNITION

To build and reinforce a culture in which SWA and a questioning attitude are freely exercised and accepted, line supervisors are encouraged to positively recognize employee and contractor participation in the program.

At a minimum, each first-line supervisor should informally recognize individuals when they exercise their authority to stop work or demonstrate constructive participation in a stop-work intervention. This informal recognition could be the expression of appreciation for a job well done; an award of an item such as a hat, gloves, or flashlight; or a similar recognition. Additionally, formal recognition of selected examples of Stop Work interventions and those responsible should be made during regularly scheduled safety meetings.



ATTACHMENT A - STOP WORK AUTHORITY CARDS (Example)

Front of card



Back of card

