

Stop Work Authority Training

- Our Commitment
- We encourage you to work safely
- Your Authority & Responsibility
- The 6 Step Process
- Training Roster

Our Commitment

WE ARE COMMITTED TO
PROVIDING YOU THE
TOOLS AND TRAINING TO
WORK SAFELY, AS WELL
AS SAFE WORKING
CONDITIONS AND
EQUIPMENT.

Your Personal Safety is very
important to Airswift, your
family and your loved ones.



*take care
of yourself
at work*
SO YOU CAN
TAKE CARE OF
THEM AT HOME

- 
- Ask questions regarding safety
 - Never perform any task you feel is unsafe
 - Never perform any task you are not qualified to perform
 - All work can and must be performed safely!

Your Authority, Your Responsibility

EMPLOYEES ARE REQUIRED TO STOP INDIVIDUAL TASKS OR GROUP OPERATIONS WHEN A CONDITION EXISTS THAT COULD RESULT IN IMMINENT RISK OR DANGER TO ANY EMPLOYEE(S) OR WHERE THERE COULD BE AN IMPACT TO THE ENVIRONMENT.

ALL EMPLOYEES ARE EMPOWERED WITH “STOP WORK AUTHORITY” WHEN THE JOB STEPS AND/OR JOB HAZARDS ARE NOT CLEARLY DEFINED, RECOGNIZED, OR UNDERSTOOD.

THE DECISION TO STOP WORK MAY INCLUDE DISCUSSIONS WITH FELLOW WORKERS, SITE SUPERVISOR, MANAGEMENT, AND/OR AIRSWIFT SAFETY SPECIALIST TO RESOLVE WORK RELATED ISSUES, ADDRESS POTENTIAL UNSAFE CONDITIONS, AND TO CLARIFY WORK INSTRUCTIONS.



Stop Work Authority

Stop any work or behavior you deem unsafe to yourself or your coworkers.



*You will **never** be penalized for stopping unsafe work or speaking up about hazards and injuries.*

Sometimes the most important work you can do is to STOP WORKING.

STOP WORK AUTHORITY SHOULD BE INITIATED FOR CONDITIONS OR BEHAVIORS THAT THREATEN DANGER OR IMMINENT DANGER TO PERSON(S), EQUIPMENT OR THE ENVIRONMENT. SITUATIONS THAT WARRANT A STOP WORK AUTHORITY MAY INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- CHANGE IN CONDITIONS
- CHANGES TO SCOPE OF WORK OR WORK PLAN
- EMERGENCY SITUATION
- EQUIPMENT USED IMPROPERLY
- LACK OF KNOWLEDGE, UNDERSTANDING OR INFORMATION
- NEAR-MISS INCIDENT
- UNSAFE CONDITIONS
- ALARMS

Examples of behaviors that threaten imminent danger:

- Working at heights without fall protection
- Performing hot work near ignitable materials
- LOTO violations
- Standing under a lifted load, etc.

Remember, when you think, “I shouldn’t tell someone what to do” or “I’m sure they know what they’re doing, who am I to tell them to stop,” you could be saving their life by speaking up and using your Stop Work Authority.





Empower the people around you.

Encourage them to watch for unsafe conditions or processes, and when it's necessary, stop the job until it can be done safely.

It is your duty and right to exercise Stop Work Authority. Do not assume that someone else is going to take care of it:

See it, Own it, STOP!



S-Safety

T-Takes

O-Official

P-Priority



Stop Work Authority is comprised of a six step process:

1. Stop
2. NOTIFY
3. Investigate
4. Correct
5. Resume
6. Follow-up (training on lessons learned etc.)





When an employee or contractor perceives condition(s) or behavior(s) that pose imminent danger to person(s), equipment or environment he or she must immediately initiate a stop work intervention with the person(s) potentially at risk.

If the supervisor is readily available and the affected person(s), equipment or environment is not in imminent danger, coordinate the stop work action through the supervisor. The stop work action should be clearly identified as a stop work action and initiated in a non-combative manner.

2. NOTIFY



Notify affected personnel and supervision of the stop work action. If necessary, stop work activities that are associated with the work area in question. Make the area(s) as safe as possible by removing personnel and stabilizing the situation.

3. Investigate

Affected personnel will discuss the situation and come to an agreement on the stop work action.

If all parties come to an agreement the condition or behavior is safe to proceed without modifications, (e.g. the initiator was unaware of certain information or circumstances), the affected persons should show appreciation to the SWA initiator for their concern and then resume work. The SWA is complete at this point and no further steps are needed.

If it is determined and agreed the SWA is valid, A Stop Work Issuance Form will be completed. The condition(s) or behavior(s) that pose threats or imminent danger to person(s), equipment or the environment must be resolved before restarting work. Work will be suspended until a proper resolution is achieved.

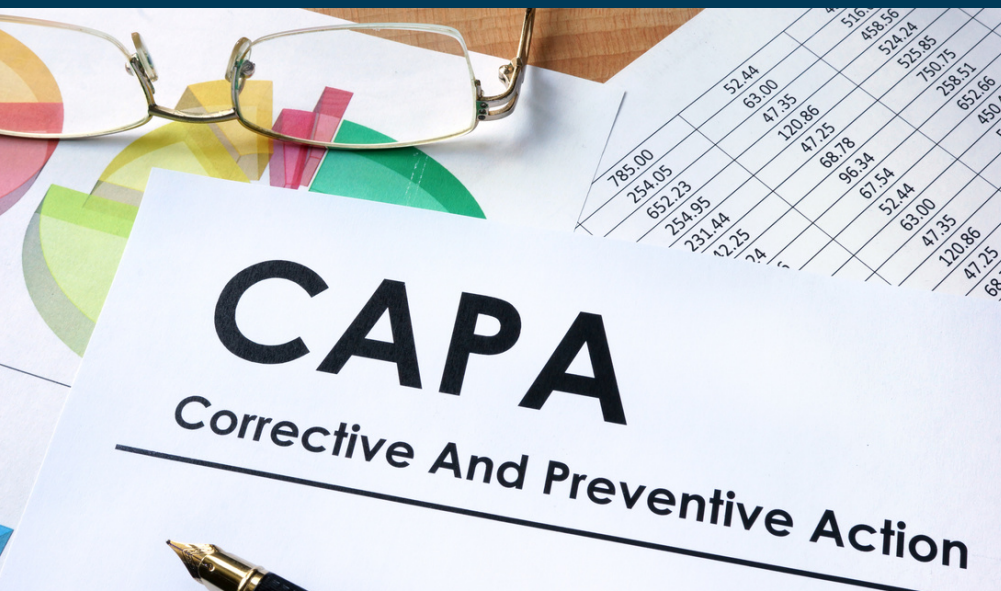


Investigation

4. Corrective Action

Modifications to the affected area(s) will be made according to the corrections outlined in the Stop Work Issuance Form.

The affected area(s) will then be inspected by qualified experts to verify completeness of the modifications and to verify all safety issues have been properly resolved. The completion of modifications will then be noted on the Stop Work Issuance Form.





The affected area(s) will be reopened for work by personnel with restart authority. All affected employees and contractors will be notified of what corrective actions were implemented and that work will recommence.

Either the Site Safety Manager, Supervisor, or Airswift Safety Specialist will provide the root cause analysis to the stop work action and identify any potential opportunities for improvement. The Safety Manager will publish the incident details regarding the stop work action to all Site Safety Managers and employees outlining the issue, corrective action and lessons learned. Management will promptly review all stop work reports in order to identify any additional investigation or required follow-up.

SAFETY



Training Roster

Thank you for taking the time to review this training presentation.

Please complete the training roster by either clicking the [link](#), or scanning the QR code with your cellphone.