



H S E

HEALTH SAFETY ENVIRONMENTAL



Alert #: SA 38-23

Date: October 21st, 2023

Stop Work Authority

In today's world many projects and assigned work tasks move at a fast pace. The pressures of completing projects within an allotted time frame can lead some employees to feel stressed and may lead to shortcuts or missed hazards.

This alert is designed to remind everyone of GIS's core belief of "Putting People First" and that starts with you. Every GIS employee has Stop Work Authority (SWA) and it is GIS's expectation that every employee utilizes his or her stop work authority when the need arises.

A Stop Work Authority program is a safety-based process. It gives employees permission to stop work in situations that could result in an incident or injury. For instance, an employee could stop work if they see:

- an unsafe condition
- an unsafe act happening
- a missing safety protocol
- the wrong safety protocol being used
- an overall lack of awareness about work conditions/environment

Utilizing Stop Work Authority:

1. As an employee of GIS, you are responsible and authorized to stop any work that does not comply with our belief and there will be no repercussions.
2. When an unsafe condition is identified, the stop work intervention should be initiated, all affected personnel should be notified and the issue should be corrected and documented before the resumption of work.
3. The desired outcome of any stop work intervention is that the identified safety concerns have been addressed to the satisfaction of **ALL INVOLVED PERSONS** prior to the resumption of work.
4. Most issues can be adequately resolved in a timely manner at the job site; however, occasionally additional interaction between supervision, management, and client representatives may be necessary before resume of work. The process is as follows, **STOP, NOTIFY, INVESTIGATE, CORRECT, DOCUMENT & RESUME.**

STOP  **WORK**
10 SECONDS SAVES LIVES
AUTHORITY

**Report all incidents immediately to the GIS Hotline
1-855-543-5163**

Following your initial phone call, an incident report **must** be completed and e-mailed to:
incident@gisy.com

SAFETY ALERT