

Stop Work Authority Plan Template

Objective:

The Stop Work Authority (SWA) Plan is designed to empower all employees to recognize and respond to unsafe conditions or activities promptly, ensuring the wellbeing of individuals and the protection of the environment.

Policy:

Responsibility:

All employees are responsible for stopping work if they believe it poses an imminent threat to health, safety, or the environment.

Supervisors and managers must support and respect any decision made under the SWA.

Conditions for Activation:

Any employee who observes an unsafe condition or activity has the authority to invoke the SWA.

Examples include but are not limited to:

- Imminent danger to personnel

- Potential harm to the environment

- Violation of safety procedures

Activation Process:

If an employee identifies a potential hazard, they should immediately:

- Remove themselves and others from the immediate danger, if possible.

- Clearly communicate the reason for stopping work to their immediate supervisor.

Supervisor's Response:

Upon receiving a SWA notification, the supervisor must:

- Investigate the concern promptly.

- Assess the situation and determine whether work can resume safely.

- Communicate findings to the involved employees.

Resolution:

If the SWA is justified, the issue must be addressed before work can resume.

Employees involved in the SWA should be part of the resolution process, providing insights and feedback.

Non-Retaliation:

No employee invoking the SWA will face retaliation for doing so, provided it was done in good faith.

Communication:

Ensure that all employees are aware of the SWA policy and procedures through regular training sessions and awareness campaigns.

Documentation:

All SWA instances, including details of the concern, actions taken, and resolutions, must be documented and reported to the safety department for analysis and improvement.

Review and Revision:

This SWA plan will be reviewed annually and revised as necessary to ensure its effectiveness.

Remember to tailor this template to align with your organization's specific policies, procedures, and industry regulations. Regular training and communication about the SWA plan are essential to ensure its successful implementation.