

<b>STEP BACK AND STOP WORK AUTHORITY</b>	Identifier: PRD-1004		
	Revision: 1		
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Companywide	Program Requirements Document	For Additional Info: <a href="http://EDMS">http://EDMS</a>	Effective Date: 04-24-06

Manual: Subcontractor Requirements

**USE TYPE 3**Change Number: 310892

Entire document revised

## 1. PURPOSE

This document establishes requirements for stepping back or stopping work when a safety, environmental, operational, or quality deficiency is noted which warrants stepping back or stopping work. This document highlights contractor requirements. Any applicable regulatory or contractor requirements must be followed, with the most stringent requirement being met.

## 2. APPLICABILITY

This document applies to all subcontractors working at the INL whenever a situation occurs that endangers workers, the public, the environment, facilities or equipment, or the quality of work or products. Stricter requirements may be imposed by subcontractors upon their employees or subtier contractors. The requirements of this document must be followed by subcontractors; however, the means of implementation may vary as determined by the subcontractor.

**NOTE:** *Responsibility for the requirements described in this document will often cross company boundaries. For example, a contractor employee may need to order a subcontractor employee to step back (see def.) or stop work (see def.), or vice-versa. Similarly, a problem identified by a subcontractor may need to be investigated and corrected by the contractor. In any case, all of the requirements must be met, but in some cases, negotiation will be necessary to determine by whom they should be met. A graded approach should be used, based on the significance of the problem identified.*

## 3. REQUIREMENTS

3.1 All workers shall have the right and responsibility to step back. A step back is an action taken for a potentially unsafe condition that may be corrected by the performing employee and/or the cognizant line management with minimal effort and time.

**NOTE:** *A step back can be as simple as an employee pausing to refocus on the task at hand after a break, or by asking for clarification about a task from an immediate supervisor. A potentially unsafe condition can also exist when an employee encounters any situation, condition, or potential hazard not discussed in pre-job briefings, or if an employee has a concern about whether the job can be performed safely.*

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- 3.2 All workers shall have the right and responsibility to stop work whenever an act or condition endangers workers, the public, the environment, facilities or equipment, or the quality of work or products.

**NOTE:** *Stop Work is a formal process to halt work in order to resolve safety issues or concerns that are not readily fixable by the performing employees and their first line supervisors.*

- 3.2.1 For formal stop work Appendix A must be completed.

- 3.3 All workers shall be informed of their right and responsibility to step back or stop work.

- 3.4 Any worker who identifies a dangerous act or condition that warrants stepping back or stopping work shall have the following responsibilities:

- A. notifying all affected employees that he or she is exercising his or her step back or stop work authority.
- B. taking those actions necessary to protect workers, the public, the environment, and the facility (in that order).
- C. notifying his or her immediate supervisor and the contractor POC.

- 3.5 Any worker who is ordered to step back or stop work shall immediately comply with the step back or stop work order.

- 3.6 Every work stoppage whether it is a step back or stop work shall be investigated, and the situation or action shall be appropriately corrected.

- 3.7 The results of any investigation or corrective action shall be communicated to the employee who initially stepped back or stopped work.

- 3.8 The employee who initially stepped back or stopped work shall have the right to protest or appeal (to a higher level of management) the results of an investigation or the corrective actions taken.

- 3.9 No worker, supervisor, foreman, manager, or any other employee shall be allowed to take any act of reprisal, retribution, or discipline against an employee for having exercised his or her step back or stop work authority in good faith or for having filed a protest or appeal.

#### **4. DEFINITIONS**

See LST-27

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**5. REFERENCES**

None

**6. APPENDICES**

Appendix A, Stop Work Action

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Appendix A

Stop Work Action

**STOP WORK ACTION**

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**SECTION I**

Work Stopped By:

Printed Name	S-Number	Signature	Date
Work Order/Project Number (if applicable): _____			

**SECTION II**

Justification for Stop Work Action:

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**SECTION III**

Mitigation: (Work performed, or actions taken, in order to resume work.)

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**SECTION IV**

Authorization to Start: (Requires all signatures before work can begin.)

Employee Concurrence Printed Name	Employee Concurrence Signature	Date
Cognizant Manager/Supervisor/Alternate Printed Name	Cognizant Manager/Supervisor/Alternate Signature	Date
Cognizant ESH&QA Representative Printed Name	Cognizant ESH&QA Representative Signature	Date