

Ames Laboratory	Policy:	10200.005
Office: Environment, Safety, Health & Assurance	Revision:	2
Title: Ames Laboratory Stop Work Authority Policy	Effective Date:	10/1/02
Page: 1 of 3	Review Date:	10/1/05

Ames Laboratory Stop Work Authority Policy

This policy:

1. Establishes Ames Laboratory's policy for Ames Laboratory Stop Work Authority Process.
2. Establishes the process to be used for any Stop Work Action occurring at the Ames Laboratory.

Comments and questions regarding this policy should be directed to the contact person listed below:

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Sign-off Record:

Approved by: _____ Date: _____
 Manager: Environment, Safety, Health & Assurance

Approved by: _____ Date: _____
 Chief Operations Officer

Approved by: _____ Date: _____
 Science and Technology Division Director

Approved by: _____ Date: _____
 Deputy Director

Ames Laboratory	Policy:	10200.005
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Title: Ames Laboratory Stop Work Authority Policy	Effective Date:	10/1/02
Page: 2 of 3	Review Date:	10/1/05

1.0 Revision/Review Log

This document will be reviewed once every three years as a minimum.

Revision Number	Effective Date	Contact Person	Pages Affected	Description of Revision
0	10/1/93	L. Mathison	All	Original Document
1	4/1/99	S. Nelson	All	Titles, Authorities & Process
2	10/1/02	S. Nelson	P. 3	Deleted Reference to Activity Status Review Procedure

2.0 Purpose and Scope

2.1 Purpose

The purpose of this policy is to provide Ames Laboratory employees with a Stop Work Authority process to prevent serious injury, impairment of health, or adverse impact to the environment. Included in this policy is a process to start up operations that have been shut down (Readiness Review, Procedure 10200.010 or Activity Status Review 10200.037). The concept of having Stop Work Authorization for Ames Laboratory employees is recognized as a good management practice.

2.2 Scope

This policy applies to all Ames Laboratory employees.

3.0 Prerequisite Actions and Requirements

3.1 Definitions

Stop Work:

Immediate action taken by any Ames Laboratory employee, Supervisor, Group Leader, Department Manager, Program Director, Division Director, Deputy Director, Director or Environment, Safety, Health and Assurance Personnel to stop work when there is the apprehension of a serious injury, impairment of health or adverse impact to the environment resulting from a condition or practice in the work place as judged by a reasonable and knowledgeable employee.

Ames Laboratory	Policy:	10200.005
Office: Environment, Safety, Health & Assurance	Revision:	2
Title: Ames Laboratory Stop Work Authority Policy	Effective Date:	10/1/02
Page: 3 of 3	Review Date:	10/1/05

4.0 Ames Laboratory Stop Work Authority Policy

All Ames Laboratory employees have authority to stop work to prevent serious injury, impairment of health or adverse impact to the environment. The responsibilities listed in Section 4.1 ensure the safety of the individual initiating the stop work, the safety of the individual(s) performing the activity and safeguarding the research or work that is in process.

4.1 Responsibilities

Employees have Stop Work authority for activities in their immediate work area.

Supervisors/Group Leaders/Department Managers have Stop Work authorization in the areas of assigned responsibility.

Safety Coordinators/Safety Representatives have Stop Work authorization in all their respective Groups/Programs and/or Departments

Program Directors/Department Managers have Stop Work authority throughout their program/department or assigned area.

Environment, Safety, Health and Assurance Personnel, Division Directors, Deputy Director, and Laboratory Director have Stop Work authority for all Ames Laboratory activities and all activities performed in Ames Laboratory or rented space.

4.2 Start Up Authorization

A Readiness Review (Procedure 10200.010) is required as a pre-requisite to start up operations resulting from stop work actions.

5.0 Additional References

Environment, Safety, Health and Assurance Program Manual, Section 5.2, Stop Work Authority

Williams Steiger Occupational Safety and Health Act of 1970.