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Ames Laboratory Stop Work Authority Policy

This policy establishes Ames Laboratory's policy for Ames Laboratory Stop Work Authority Process.

1.0 APPROVAL RECORD

- Reviewed by: Amy Tehan, Document Control Coordinator
- Approved by: Tom E. Wessels, Quality Assurance Manager & ESH&A Manager
- Approved by: Mark Murphy, Chief Operations Officer
- Approved by: Debra L. Covey, Associate Laboratory Director for Sponsored Research Administration
- Approved by: Duane D. Johnson, Chief Research Officer
- Approved by: Bruce N. Harmon, Deputy Director
- Approved by: Alexander H. King, Laboratory Director

The official approval record for this document is maintained in the Training & Records Management Office, 151 TASF.

2.0 REVISION/REVIEW INFORMATION

The revision description for this document is available from and maintained by the author.

3.0 PURPOSE AND SCOPE

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) Title 10 CFR 851, Worker Safety and Health Rule, requires DOE contractors to provide workers with a safety and healthful workplace.

1.1. 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.

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

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individual(s) performing the activity, and safeguarding the research or work that is in process

5.0 Roles AND 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 has Stop Work Authority for all Ames Laboratory activities and all activities performed in Ames Laboratory or rented space. Stop Work Authority is communicated to employees via General Employee Training (GET). Put up posters throughout the Laboratory, “You Have a Right to a Safe and Healthful Workplace – IT’S THE LAW”.

6.0 Start Up Authorization

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

7.0 Additional References

- Environment, Safety, Health and Assurance Program Manual, Section 5.2, Stop Work Authority
- Williams Steiger Occupational Safety and Health Act of 1970.....]