

## AMES LABORATORY STOP WORK AUTHORITY POLICY

This policy establishes the policy for Ames Laboratory Stop Work Authority process.

### 1.0 APPROVAL RECORD

- Reviewed by: Document Control Program Assistant (Molly Daub)
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- Approved by: Chief Operations Officer (Mark Murphy)
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- Approved by: Assistant Director for Scientific Planning (Cynthia Jenks)
- Approved by: Deputy Director (Tom Lograsso)
- Approved by: Laboratory Director (Adam Schwartz)

The official approval record for this document is maintained in the Training, Documents & Records Office, 105 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 Program, requires DOE contractors to provide workers with a safe and healthy workplace.

#### 3.1. Definitions

Stop Work: Immediate action taken by any Ames Laboratory employee, supervisor, group leader, department manager, division director, Deputy Director, Director or Environment, Safety, Health and Assurance (ESH&A) personnel to stop work when there is the possibility of a serious injury, impairment of health or adverse impact to the environment resulting from a condition or practice in the workplace 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 5.0 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. Stop Work Authority is communicated to employees via General Employee Training (GET), institutional training, the ESH&A Program Manual, the Ames Lab website, and the annual refresher training email.

<b>Contact Person</b>	<a href="#">Shawn Nelson</a>	<b>Revision</b>	5
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## 5.0 ROLES AND RESPONSIBILITIES

- Employees have Stop Work Authority for activities in their immediate work area. For activities outside their immediate work area, employees are obligated to communicate the unsafe activity/hazard to the division director, department manager, other line supervisor of the relevant organization, or ESH&A. In the event of a situation where it is Immediately Dangerous to Life and Health (IDLH), employees are to halt work.
- Group leaders/activity supervisors have Stop Work Authority in their areas of assigned responsibility.
- Safety Coordinators/Safety Representatives have Stop Work Authority in all of their respective groups/programs and/or departments.
- Division directors/department managers have Stop Work Authority throughout their program/department or assigned area.
- Environment, Safety, Health and Assurance personnel and the Executive Council have Stop Work Authority for all Ames Laboratory activities and all activities performed in Ames Laboratory owned or rented space.
- All Stop Work events must be reported to ESH&A.

## 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

- Manual 10200.002, Environment, Safety, Health & Assurance Program Manual, Section 5.2, Stop Work Authority
- CFR Title 10 Part 851 Worker Safety and Health Program
- Plan 10200.016, Ames Laboratory Integrated Safety Management System Description