



QC1012– Stop Work

Quality Control / Standard Operating Procedure

1.0 PURPOSE

The purpose of this Stop Work procedure is to aid in the creation of a culture in which all QC employees are comfortable stopping work and are properly trained to do so. Unsafe practices are not tolerated on company jobsites and employees are expected to shut down operations in the event unsafe practices or hazardous conditions exist which present imminent danger to persons or property.

2.0 SCOPE

This procedure is to be implemented on all company projects. Although QC personnel do not have the authority to shut down operations involving other subcontractors or trades, this procedure does include the appropriate actions required if other subs are creating hazards on QC jobsites. The goal of this Stop Work program is to prevent accidents from occurring when danger is imminent. It is not intended for initiating work stoppages for any other reason, e.g., unscheduled breaks, disputes, external distractions, etc.

3.0 REFERENCES

- 3.1 QC1007-x Employee Training and Qualification
- 3.2 QC1020-x Inspections
- 3.3 QC1019-x Corrective Action

4.0 PROCEDURE

4.1 Responsibilities

4.1.1 Management

Management is responsible for developing and maintaining this stop work procedure. It is responsible for setting company culture regarding the right of anyone to stop work without the threat of disciplinary action or retribution. Management must develop effective training programs that educate all employees on the company's expectations of work stoppages due to safety violations which pose imminent danger to persons and property.

4.1.2 Supervisors

Supervisors are responsible for implementing the work stoppage once the request has been made. Supervisors will document the reasons for a work stoppage and initiate the subsequent corrective action and incident investigation (ref. QC1019).

4.1.3 Employees

Employees are responsible for stopping work anytime hazards or unsafe practices are observed which are serious enough that injury to persons or damage to property is unavoidable if not corrected.

4.2 All employees are authorized to stop work for serious safety infractions or hazardous conditions. In addition, all employees are expected to stop work when these conditions are spotted.

4.3 When an employee recognizes unsafe conditions are present which will undoubtedly cause personal injury or property damage in not corrected, the following steps are to be implemented:

4.3.1 Stop

Take immediate action to stop work. All QC employees shall stop all operations once a fellow employee has initiated a work stoppage. Other subcontractors should also be advised to stop work, although QC employees cannot demand that non-affiliated companies or personnel stop work.

4.3.2 Notify

QC's onsite supervisor should be notified as soon as the employees in the affected area have been shut down. When working under contract with a general contractor, the superintendent of the GC should also be notified of the work stoppage.

4.3.3 Correct

Once operations have ceased, corrective action is to be initiated (ref. QC1019). All work stop work events are properly documented using the corrective action procedure. No work is to resume in the affected area until hazards are corrected or unsafe work methods have been resolved.

4.3.4 Resume

Once the area is deemed safe and all unsafe work methods have been resolved, operations can commence once again. Follow-ups are required to ensure that the area shutdown has remained safe and that all workers in the area are complying with the company's safety plan and procedures.

4.4 Reports of the work stoppage are to be reviewed by management and filed accordingly. Reports should be thorough—detailing reasons for the stop work order and suitable means to prevent such work stoppages from reoccurring.

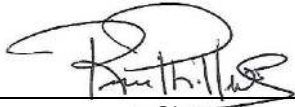


- 4.5 QC employees are to be trained to stop work procedures and retrained as necessary. Training is to be documented and records shall include the employee receiving training, the date of the training, and the name of the qualified trainer.

REVISION TABLE

Version	Date	Changes
1	04-07-17	Original Draft

APPROVAL

QC Commercial, LLC Company	Russ Phillips Print Name	 Signed	04/07/17 Date
-------------------------------	-----------------------------	--	------------------