

Tools for Life – Weekly Health & Safety Meeting



Home Healthy - Home Safe

Date: April 2023

Stop Work Authority

What is “Stop Work”? The Apollo Stop Work policy is the following: All employees are empowered to Stop Work if a serious hazard or violation is recognized. The Stop Work shall remain in place until the person or group issuing the Stop Work is satisfied with the corrective actions. Stop work can also be used if an individual is untrained, does not have the right tool for the job, or is needing verification on the plan. Stop work is ultimately a tool for every individual at Apollo to “Call a timeout” and “Huddle Up” and solve a problem before it becomes an incident.

What is an example of Stop Work? Say you were asked by your supervisor to perform a task you did not have enough training to complete safely or competently. You would stop the work, communicate your needs or concerns, and not proceed until the right training has been completed, or you are partnered with someone who could teach you. Stop Work can also be used on jobsites where other contractors are creating hazards that we do not want to expose our workers to. i.e., a contractor kicking up silica dust inside of a building. We would use our stop work authority to avoid exposing Apollo employees to a hazard, and communicate to our supervisor the concern. The Project Manager would inform the controlling contractor that the hazards need to be controlled before we proceed with work inside the building.

Where would I find the Apollo Stop Work policy? The Apollo Stop Work policy is found in *Home Healthy – Home Safe* AISH 01. Stop Work is in Section 3.0 Health and Safety Plan Elements, subsection 3.2.5 Stop Work.

When have you been informed of the Apollo “Stop Work” policy? According to *Safety and Health Orientation* AISH 04, stop work would have been discussed during your orientation of the safety program overview or Home Safe.

HEALTHY OR SAFETY REMINDER: In the event an employee may have questions or concerns, they should contact their immediate supervisor, safety professional or site project manager. Apollo is committed to empower and encourage employees to exercise their stop work authority without repercussions from management or peers.

Does every hazard or non-compliance require a stop work to resolve? No, most hazards or concerns can be resolved with more communication or simple reminders. However, there may be times where it will require a lot of courage to stand up and do the right thing. It may feel overwhelming to do the right thing, but you could be saving a life just by speaking up. If you see something, say something, it might save a life.

***Please Print the Stop Work Statement by Ryan Ratchford and hang up in the common area where all Apollo Employees can see. ***

Discussion Points/Quiz Questions:

1. What would be a good example of a hazard that would be a stop work? Unguarded floor hole...
2. Does anyone have any experience with a stop work?
3. Do you have an example of when there should have been a stop work?

Apollo Mechanical Contractors

Stop Work Authority

Every employee at Apollo has the authority and responsibility to stop any task or operation if they feel inadequately trained, or have a question regarding the manner in which the work is being performed.

This applies, without exception to EVERY employee, regardless of position or tenure.

In the event an employee has questions or concerns, they should contact their immediate supervisor, safety professional or site project manager. Apollo is committed to empower and encourage employees to exercise their stop work authority without repercussions from management or peers.



Ryan Ratchford
President
Apollo Mechanical Contractors