



GHD

Standard Operating Procedure - HSE
Stop Work Authority

HSE369

April 2016

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1. Purpose

All GHD employees are empowered and expected to stop the work of themselves, colleagues and engaged external suppliers / vendors, if any person's safety or the environment are at risk. External suppliers / vendors operating on behalf of GHD, are also empowered to stop work when unsafe conditions or acts are identified.

At times, GHD employees will find themselves working with for example a third party, client-hired contractor on project site – without contractual ties to GHD. These relationships should be considered during the GHD planning and procurement phases of the project life cycle and communication lines opened to ensure that all project parties know and understand the purpose and intent of the Stop Work Authority (SWA) process.

2. Scope

This Procedure applies to all GHD employees who work for – or on behalf of GHD - on any GHD or client-controlled site, including external suppliers / vendors.

SWA can be implemented as a result of an unsafe condition or unsafe act, or where unclear of the established risk management standard for health, safety and the environment. SWA can be implemented while on site, in the office or during travel.

There will be no repercussions from implementing a SWA and work will not resume until the identified risk has been reduced to as low as reasonably practicable (ALARP).

Employees acting positively and proactively to improve HSE should be recognised for such actions - refer to [HSE304 SMART Behaviours](#). Any form of retribution or intimidation directed at any individual or company for exercising their right to issue a SWA will not be tolerated by GHD.

2.1 Definitions

- **Unsafe Act** - Performance of a task or activity that is conducted in a manner that may threaten health and/or safety (I.E. involves human factors / behaviours).
- **Unsafe Condition** - A condition (hazard) in the work place that may cause injury or property damage.

Note - Unsafe acts may include actions that are contradictory to the HSE Expected Behaviours detailed in the [HSE004 SMART Behaviours](#).

Refer to the Glossary of Terms for further relevant definitions.

3. Responsibilities

3.1 Management (GHD, Regional and Project)

- Promote SWA within sphere of influence, including encouraging employees to complete SWA e-learning package.
- Where third party, client-hired contractor are involved:

- Liaise with the Client or Owner during the planning and bidding phases of the project to ensure that all project parties know and understand the purpose and intent of the Stop Work Authority (SWA) process.
- Request the Client or Owner to provide information related to SWA to all site/project affiliated parties.
- Identify appropriate additional processes using the SWA to protect GHD employees and GHD subcontractor employees exposed to hazards generated by the Client's contractor(s) – where the Client or Owner is not willing to recognise the GHD SWA principles.
- Meet with third party, client-hired contractors to discuss SWA protocols and controls, overall site safety concerns, and Client/Owner expectations. Ensure that all parties know and understand the information conveyed in this meeting. This meeting and its attendees shall be documented.
- Conduct a risk assessment following activation of a SWA to identify the root cause and determine corrective actions.
- Ensure details are recorded in accordance with Regional reporting mechanisms.

3.2 Employees

- Be aware of SWA process, including completion of SWA e-learning package.
- Advise external suppliers/vendors of SWA process during the engagement process and daily pre-work discussions.
- Notify Site Supervisor or relevant Manager if SWA is activated and enter the details of the SWA into the GHD reporting system.
- Notify the Site Supervisor where an activated SWA is related to a third party, client-hired contractor – the Site Supervisor or Project Manager will notify the Client.
- Participate in risk assessment and investigation following activation of SWA.

3.3 HSE Team

- Provide advice, support and training on SWA process.
- Monitor completion of SWA e-learning.
- Monitor and report on unsafe acts, unsafe conditions and activation of SWA using Regional reporting mechanisms.

4. Procedures

4.1 Stop Work Authority Process

- 1. Staff and External Suppliers / Vendors to implement a SWA when an unsafe condition or unsafe act is identified that places any person's safety or the environment at risk.**
Advise all personnel in the immediate area of the situation and direct them to stop work, including switching off equipment and machinery.
- 2. Notify Site Supervisor and/or relevant Manager of the situation.**
- 3. Conduct a risk assessment (e.g. Pre-Work Assessment for site events, within IRIS hazard or incident for office events and SWA form for North American events).**
Conduct in consultation with team members to identify the root cause of the situation, assess the risk and determine corrective actions.
- 4. Risk must be reduced to a level that is As Low As Reasonably Practicable (ALARP) before recommencing work activities.**
Whereby the cost or suitability of implementing further control measures is grossly disproportionate to the risk reduction achieved by those control measures.
- 5. Escalate to appropriate level of management with sufficient authority, if the situation cannot be resolved in a timely manner in accordance with the GHD ALARP Reporting Framework.**
- 6. Site supervisor and/or relevant manager to ensure the situation has been adequately addressed and documented prior to work re-commencing.**
- 7. Site supervisor and/or relevant manager to record details of all SWAs as a hazard or incident within IRIS or submit SWA form in North America. Share learnings locally with employees at the site and/or office (via HSE Briefings). Region and Group HSE to identify and communicate issues with wider significance (via HSE Alerts).**
- 8. Local HSE Team to review the documentation relating to the SWA to ensure the suitability of the intervention and that it has been recorded appropriately. Region and Group HSE to analyse on a monthly basis to identify trends and issues.**

4.2 Reporting SWAs

Unsafe conditions, acts and the activation of the SWA (where applicable) will be reported in the appropriate Regional database or via a phone call to the HSE Team. This will enable management notification, effective investigation, verification of corrective actions and controls and to review the implementation of the SWA process.

4.3 SWA Training – Employees and External Suppliers / Vendors

All employees will receive SWA training and it will form part of the GHD HSE New Starter onboarding process. The training must be conducted before employees are allowed to conduct site work or drive for work purposes. Training records will be documented in the GHD Learning Management System.

Additionally, the SWA procedure and relevant SWA incidents will be communicated to external suppliers / vendors during the engagement process and are to be reinforced during daily pre-work discussions (e.g. Pre-Work Assessments, STAR). Records of project briefings will be maintained with project files.

Employees are encouraged to contact the HSE Team with any questions regarding the process.

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