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DIVISION: Environment, Safety, Health and Quality	FBP-OS-PRO-00028	REV. NO. 2
FUNCTIONAL AREA: Occupational Safety and Health	SME: Kim Brown	Page 1 of 12
TITLE: Work Stoppage Due to Environmental, Safety, Health and Quality Concerns	APPROVED BY/DATE: Barry Ko – 08/28/13 (Signature on File)	

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EFFECTIVE DATE: <u>09/10/13</u>	<u>5</u> YEAR PERIODIC REVIEW DATE: : <u>08/28/18</u>

Level 2 Administrative Procedure**ATTENTION:**

Required Reading before first use was issued for this procedure on 08/28/13. If you **HAVE NOT** completed the required reading, please read this procedure in its entirety before use and notify your required reading administrator.

RECORD OF ISSUE/REVISION

Former LPP Doc #: LPP-EH-2018

Revision/Change	Description of Changes	Affected Pages	Date Approved
0	Initial FBP Release	All	3/29/11
1	Integration of FBP-OS-PRO-00028 (LPP-EH-2018) Base with FBP-OS-PRO-00019 (UE2-SF-SF1030); performed periodic review	All	5/22/12
2	General rewrite; added FBP-OS-PRO-00028-F02; performed periodic review.	All	8/28/13

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1.0 PURPOSE

- 1.1 Reaffirm FBP commitment that all individuals involved in any aspect of the project have the authority and responsibility to stop work when they believe that a situation exists that places them, their coworker(s), contracted labor resources personnel, or the public at risk or in danger; could adversely affect the safe operation or cause damage to the facility; result in a release of radiological or chemical effluents to the environment above regulatory requirements or approvals.
- 1.2 Provide instructions for stoppage of work, to address environmental, safety, health and quality issues and concerns identified by employees prior to or during the execution of work.
- 1.3 This procedure meets the intent of FBP-PM-PDD-00001, *Integrated Safety Management System*, with regard to stop work authority.
- 1.4 Maintaining a diligent questioning attitude is vital to safe execution of work-scope and is a cornerstone to effective Conduct of Operations and Integrated Safety Management.

2.0 SCOPE AND APPLICABILITY

- 2.1 This Level 2 procedure applies to stoppage of any work, activity, or process that jeopardizes personnel safety or health or that places the public at risk; has the potential for significant insult to the environment or quality; or could adversely affect the safe operation or cause damage to a facility. Examples:
 - a. Environmental concern: Spill occurs outside a process building without explanation.
 - b. Safety concern: Individual could not identify an approved tie off point for fall protection established prior to the work start.
 - c. Health concern: Crew identifies unexpected condition involving asbestos or other hazardous material.
 - d. Quality concern: Maintenance worker identifies counterfeit parts installed on equipment during performance of a PM.
- 2.2 This procedure applies to all Fluor-B&W Portsmouth LLC (FBP) and subcontractor projects and facilities and encompasses all FBP and contracted labor resources personnel performing work under the FBP prime contract with the Department of Energy (DOE) at Portsmouth Gaseous Diffusion Plant (PORTS).
- 2.3 The FBP Prime Contract Clause H.13 provides a basis for the issuance of stop work orders by FBP or DOE requiring a formal DOE restart in accordance with DOE 425.1 C. For FBP, the Site Project Director or Deputy Site Project Director must approve and issue any work stoppages subject to the provision of this prime contract clause.
- 2.4 Exceptions:
 - This procedure does not address situations when DOE has stopped the work.

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- Issues outside the FBP scope of responsibilities shall be forwarded to the appropriate subcontractor, tenant, or DOE organization for disposition.

3.0 GENERAL INFORMATION

None

4.0 USE REFERENCES

- A. FBP-BS-PRO-00062, *Records Management Process*
- B. FBP-NSE-PRO-00002, *Pre-Job Briefing and Post-Job Review*
- C. FBP-QP-PRO-00020, *Problem Reporting and Issues Management*

5.0 RESPONSIBILITIES

NOTE

Anyone may declare a Work Stoppage for safety, environmental, and quality reasons. Workers are always empowered to declare a stop work without fear of reprisal.

5.1 Employee

- 5.1.1 Exercises responsibility and authority to stop work or decline to perform an assigned task, to discuss and resolve work and safety concerns. The stop work may include discussions with coworkers, supervision, or safety representative to resolve work related issues, address potential unsafe conditions, clarify work instructions, propose additional controls, etc.
- 5.1.2 Initiates a stop work IMMEDIATELY when the employee believes a situation exists which places himself/herself, a coworker(s), or the environment in danger or at risk.
- 5.1.3 Reports any activity or condition the employee believes is unsafe or for which they have initiated a stop work. Notification should be made to the affected worker(s) and to the Supervisor or their Supervisor's designee at the location where the activity or condition exists.
- 5.1.4 Notifies their Supervisor if a raised stop work issue has not been resolved to their satisfaction through established channels prior to the resumption of work. Alternatively, contact the employer's Employee Concerns Program or the DOE Employee Concerns Program.

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5.2 Supervisor and Management (as required)

Management and supervision are committed to promptly resolve issues resulting from an employee-raised Stop Work [10 CFR 851.20]. Management (e.g., Directors, Managers, Supervisors) responsibilities are to:

- A. Resolves any issues that have resulted in an individual stopping a specific task(s) or activity in consultation with the PSS.
- B. Provides feedback to individual(s) and the affected work group who have exercised their Stop Work responsibility on the resolution of their concern prior to resuming work. If the employee that issued a Stop Work is not available due to reasons such as vacation, PTB, PTO, shift change, or training then the Supervisor provides the feedback to the safety representative and union safety representative, prior to resuming work.
- C. Notifies the employers' safety representative and the union safety representative, when bargaining unit personnel are affected, if a raised Stop Work issue has not been resolved.
- D. Ensures no actions are taken as reprisal or retribution against individuals who raise safety concerns or stop an activity they believe is unsafe.
- E. **IF** a Stop Work is not brought up by a bargaining unit employee, but does impact bargaining unit personnel, **THEN** also notify the union safety representative.

5.3 Plant Shift Superintendent (PSS)

- 5.3.1 Reviews stop work notice with Supervisor.
- 5.3.2 Determines severity of stop work conditions/circumstances and required compensatory measures in conjunction with Supervisor.
- 5.3.3 Determines if issues leading to stop work need evaluated in other areas. If so, review other areas, identify issues, stop work, and take immediate corrective actions.
- 5.3.4 Determines if a fact finding meeting, reporting under FBP-QP-PRO-00019, *Occurrence Reporting and Processing*, and root cause analysis are required and notifies appropriate levels of management of the stop work based on the severity of the Stop Work conditions.
- 5.3.5 Reviews corrective actions to resume work with responsible Supervisor.

5.4 Safety Representative(s) / Union Safety Representative(s)

- 5.4.1 Assists employees, supervision and management in the resolution of safety issues and concerns.

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- 5.4.2** Immediately contacts management and works to resolve issues when an employee has called a situation to their attention that has not been resolved.
- 5.4.3** Discusses resolution with employees involved in a Work Stoppage where resolution was completed after their shift or when they were unavailable, or where he/she acted as their representative in reaching resolution.
- 5.4.4** Works as the agent of an employee that prefers to remain anonymous to work directly in the resolution of the Stop Work.

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NOTE

Any previous reference to a “safety pause” is now considered a stop work as described in this procedure.

6.0 ACTIONS

6.1 Work Stoppages

NOTE

Anyone may declare a Work Stoppage for safety, environmental, and quality reasons. Workers are always empowered to declare a stop work without fear of reprisal.

Employee

NOTE

A flowchart is provided in Appendix A for the stop work process, and actions required to resume work.

6.1.1 IF conditions are discovered that any work, activity, or process jeopardizes personnel safety or health, places the public at risk; has the potential for significant insult to the environment or quality; or could adversely affect the safe operation or cause damage to a facility, **THEN:**

A. Stop work and request other workers involved to stop work.

NOTE

If conditions create an emergency situation then respond according to emergency management training and comply with approved work, operating and emergency procedures to minimize hazardous, toxic, or radioactive materials exposure.

B. Take immediate action to put work in a safe and stable configuration and warn other employees of potential hazards; provided that doing so does not expose the employee or others to potential harmful hazards.

C. Inform Supervisor of the condition or circumstances and the decision to stop work.

D. Contact PSS or request supervision to contact PSS to inform them of the stop work and conditions/circumstances.

E. If appropriate to ensure safety of others, remain in work area to warn individuals of unsafe conditions until necessary hazard controls are implemented.

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Supervisor

- 6.1.2** Ensure work is stopped and placed into a safe and stable configuration.
- 6.1.3** Ensure no reprisal, retaliation or negative actions are taken against individuals who raise safety concerns or exercise stop work authority.
- 6.1.4** Advise PSS of conditions and circumstances and in consultation with PSS, determine the severity of the Work Stoppage and immediate compensatory actions and corrective actions.
- 6.1.5** Complete Part I of Stop Work Notice FBP-OS-PRO-00028-F02, *Stop Work Notice* and forward to the PSS.
- 6.1.6** Initiate immediate compensatory actions and corrective actions as discussed with the PSS in Step 6.1.5 and complete FBP-OS-PRO-00028-F02, Part I.
- 6.1.7** Initiate FBP Problem Reporting process to document conditions and circumstances involving any Work Stop.

PSS

- 6.1.8** Determine if issues leading to Stop Work need evaluation in other areas. If so, review other areas, identify issues, stop work, and take immediate corrective actions.
- 6.1.9** In consultation with management, determine if a fact finding meeting is required per FBP-NSE-PRO-00122, *Fact Finding Meeting*; reporting under FBP-QP-PRO-00019, *Occurrence Reporting and Processing*, and root cause analysis are required. If a fact finding meeting is required, ensure the proper individuals are invited and/or present including the appropriate DOE Facility Representative.
- 6.1.10** If the conditions do not warrant a Fact Finding meeting or reporting under FBP-QP-PRO-00019, consult with the Supervisor, on necessary actions, if any, to address the issue.

Supervisor and Management (as required)

- 6.1.11** Develop corrective actions, modify as required, and document by completing FBP-OS-PRO-00028-F02, part II.

NOTE

If the employee who issued the stop work is not available then provide feedback to the company safety representative and union safety representative, prior to resuming work.

- 6.1.12** Provide feedback to individual(s) who initiated stop work regarding resolution of their concern prior to resuming work.

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- 6.1.13** Document stop work conditions in appropriate log, procedure or work document.

Safety Representative / USW Safety Representative

- 6.1.14** Assist Supervisor, employee, and PSS in resolution of Stop Work.
- 6.1.15** Discuss resolution with employees when resolution is completed after they are unavailable or were acting on their behalf.

Supervisor

- 6.1.16** Authorize work to resume by completing Part III of FBP-OS-PRO-00028-F02, *Stop Work Notice*.
- 6.1.17** Perform pre-job briefing as required per FBP-NSE-PRO-00002, *Pre-Job Briefing and Post-Job Review*.

Employee

- 6.1.18** Resume work.

Supervisor

- 6.1.19** Forward completed FBP-OS-PRO-00028-F02 to the PSS.
- 6.1.20** Exit this procedure.
- 6.1.21** Document stop work conditions in appropriate log, procedure or work document.

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7.0 RECORDS

7.1 Records Generated

- A. FBP-QP-PRO-00020-F01, *Problem Report*
- B. FBP-OS-PRO-00028-F02, *Stop Work Notice*

7.2 Requirements

Records generated or received as a result of performing this procedure will be managed in accordance with FBP-BS-PRO-00062, *Records Management Process*.

8.0 DEFINITIONS/ACRONYMS

8.1 Definitions

None

8.2 Acronyms

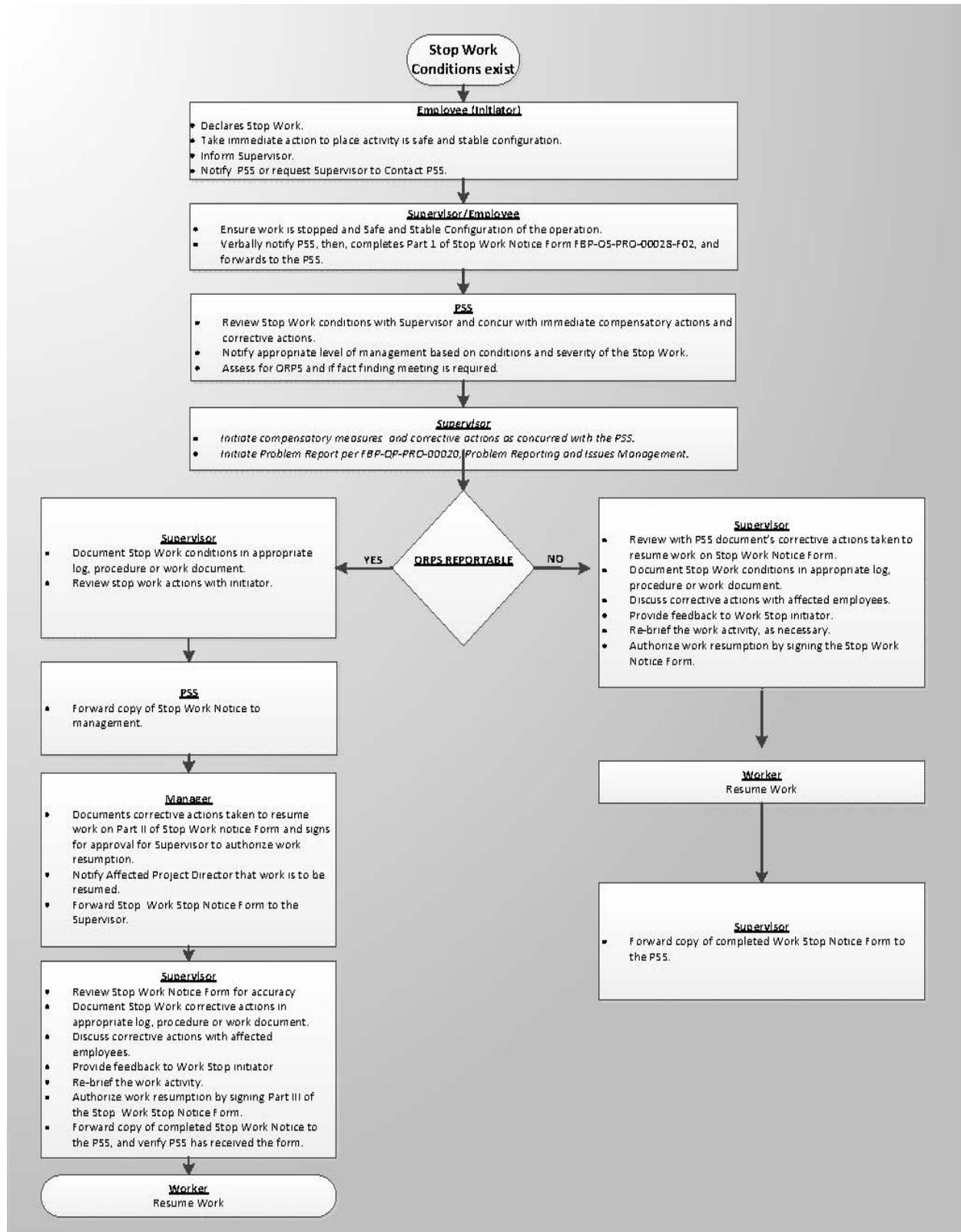
- A. **DOE** – Department of Energy
- B. **ESH&Q** - Environmental, Safety, Health and Quality
- C. **FBP** – Fluor-B&W Portsmouth LLC
- D. **PSS** - Plant Shift Superintendent

9.0 SOURCE REFERENCES

- A. 10 CFR 851, *Worker Safety and Health Program*
- B. FBP-NSE-PRO-00122, *Fact Finding Meetings*
- C. FBP-OS-PDD-00001, *Worker Safety and Health Program*
- D. FBP-PM-PDD-00001, *Integrated Safety Management System*
- E. FBP-QP-PRO-00019, *Occurrence Reporting and Processing*
- F. DOE Order 5480.29, *Employee Concerns Management System*
- G. Contracts between Fluor-B&W Portsmouth LLC Portsmouth Gaseous Diffusion Plant and United Steel Workers, AFL-CIO Local No. 689

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APPENDIX A STOP WORK FLOWCHART



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ATTACHMENT A STOP WORK NOTICE



STOP WORK NOTICE

Part I - Initiation			
Location or Activity	Initiator	Date	Time
Specify the Activity Stopped and the conditions requiring work to be stopped.			
Immediate Compensatory Action Taken			
Name:	Supervisor Signature	Date	Time
PSS Notified: <input type="checkbox"/> Yes <input type="checkbox"/> No	PSS Name:	Date	Time
Part II – Corrective Actions to Resume Work			
Corrective Actions Performed to Resume Work			
Supervisor/Management Name:	Supervisor/Management Signature:	Date	Time
Part III – Authorization to Resume Work			
Basis:			
Supervisor Print Name	Supervisor Signature	Date	Time