



Performance Document Cover Page

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DOC TYPE: Administrative Procedure	PREPARER/SME: L. Donahue/M. Bevins/K. Archer	Page 1 of 9
TITLE: Suspension/Stop Work	APPROVED BY/DATE: Matt Miller 5-29-13	
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REVISION LOG		
Revision Number	Description of Changes	Pages Affected
0	Initial Release.	All
1	Added opportunity for union representation on Pgs. 6 & 7	Pg 6 & 7
2	Added requirement to immediately notify one's Supervision following a 911 call and added definition of safety Pause	Pg 4 & 8

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PURPOSE The purpose of this procedure is to establish the requirements for pausing, suspending or stopping any work, activity or process that jeopardizes safety, health, environmental, technical or quality requirements or objectives.

SCOPE This procedure applies to Wastren-EnergX Mission Support Services, LLC (WEMS) employees and their sub-contractors at the Portsmouth Gaseous Diffusion Plant (PORTS). Employees are encouraged to approach all work with a high degree of inquisitiveness.

Management empowers all employees to refuse to perform work that is unsafe, or has significant quality issues without fear of reprisal. Work that is unclear, suspected or proven to place workers, the public, or the environment at risk, or has significant technical or quality issues shall be paused, suspended or stopped until it can be demonstrated that it is acceptable to proceed with the work.

When a worker exercises their Pause/Suspend/Stop Work authority, the subject work is curtailed and the worker has fulfilled their responsibility. At this point, with input from key personnel and the worker, the Supervisor and their Line Management (including the U.S. Department of Energy (DOE), as appropriate) determine if the work is *paused* (a momentary break), *suspended* (a short break) or *stopped* (a prolonged break). Work that is paused or suspended may generally be resumed under the authority of WEMS. Work that is stopped may require DOE occurrence and other reporting, re-start and notification/authorization ramifications and generally requires DOE interface to be resumed. DOE may, as deemed appropriate (in close coordination with the Contracting Officer), issue a mandated work stoppage to WEMS, at which time work is stopped in accordance with this procedure and may not resume without resolution of DOE issues and authorization.

OTHER DOCUMENTS NEEDED

- FSS-2603 *Control of Non-conforming Items and Services*
- FSS-2604, *Occurrence Notification and Reporting*
- FSS-2607, *Incident Reporting and Issues Management Program*
- FSS-2723, *Accident/Incident Reporting*
- FSS-1300, *Record Life Cycle and Retrieval*
- FSSF-2709, *Suspension/Stop Work Form*
- DOE Environmental Management Headquarters Memorandum, *Updated Environmental Management Headquarters Notification and Oversight Procedure*

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WHAT TO DO

A. Determining Suspension/Stop Work

NOTE: A *pause of work* is a momentary break (generally less than 1 day) in work to seek clarification of work activity, AHA content, or PPE requirements. Resumption of work does not require formal documentation unless it is determined that a “Suspension of Work” or “Stop Work” is required.

A *suspension of work* is a short break (generally less than or equal to 3 days) in work activities to evaluate and rectify anomalous conditions in which equipment, materials and resources generally remain in place. It infers that the conditions to resume work may be readily rectified with explanation and no compensatory actions, or simple analysis and minimal compensatory actions.

A *stop of work* is a prolonged break (generally greater than 3 days) in work activities to evaluate and rectify anomalous conditions in which equipment, materials, and resources may need to be retracted. It infers that the conditions to resume work may take in-depth analysis and comprehensive compensatory actions.

The *suspension* or *stop work* is documented by completing a *Suspension/Stop Work Form (FSSF-2709)*. Applying suspension or stop work to an activity will accomplish the same objectives to temporarily withdraw, step back and take the time to make an informed evaluation of an apparent anomalous condition, but stop work should be judiciously applied as it may have unexpected ramifications on resources, readiness, commitments and other work parameters.

NOTE: **IF**, in the event that an individual is injured or becomes ill requiring emergency services by calling **911**, the caller should **IMMEDIATELY** notify the ill or injured individual’s Supervisor. The WEMS Safety & Health Manager should also be notified of the incident.

Worker/Person
Identifying Issue

- 1. Immediately** *pause* any work, activity or process that requires clarification, and *suspend* or *stop* any work, activity or process that has imminent life-threatening implications, jeopardizes personnel or public safety, health, or the environment, or has significant technical or quality issues.
- If a safety or health issue, notify the Line Manager responsible for the activity **and** the Safety and Health Manager, **and** describe the conditions that prompted the pause, suspension or stop work.
- If a non-safety and health issue, notify the Line Manager responsible for the activity, **and** describe the conditions that prompted the pause, suspension or stop work.

NOTE: Contracts/Procurement Manager must provide suspension and/or stop work notice to subcontractors within the terms and conditions of the subcontracts.

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Line Manager/
Safety and Health
Manager

4. Discuss the situation with the person who identified the issue and reach a consensus on if a condition requiring a suspension or stop work exists. Determine whether the condition can be corrected within the provisions of a suspension or if a stop work is required.

If a suspension, or stop work and a subcontractor is involved, **immediately** inform the Contracts/Procurement Manager.

If a stop work is required, refer to Section B, *Stop Work*.

NOTE: Whether work is suspended or stopped, conditions may exist requiring accident/incident reporting, and non-conformance, incident or occurrence reporting, and Immediate (30 minutes), Prompt (2 Hours) or Routine (24 Hours) Notification to DOE in accordance with FSS-2723, *Accident/Incident Reporting and Record Keeping*, FSS-2603 *Control of Non-conforming Items and Services*, FSS-2607 *Incident Reporting and Issues Management Program*, FSS-2604 *Occurrence Notification and Reporting* and DOE Environmental Management Headquarters Memorandum, *Updated Environmental Management Headquarters Notification and Oversight Procedure*.

5. **If a suspension or stop work, immediately** notify the Quality Manager to facilitate determination of non-conformance, incident or occurrence reporting requirements.
6. **If** there is a question whether a condition requiring a suspension or stop work exists that cannot be resolved by the Line Manager and Safety and Health Manager, **immediately** contact the Environmental, Safety, Health and Quality (ESH&Q) Manager and Quality Manager, and other applicable Line Management to evaluate the issue.

ESH&Q and
Quality
Managers/other
applicable Line
Management

7. Discuss the situation with the person who identified the issue, the Line Manager, and Safety and Health Manager, **and** reach a consensus if work should be suspended or stopped.
8. **If** a consensus on whether work should be suspended or stopped **cannot** be reached, contact the Project Manager or Deputy Project Manager to make final determination.

NOTE: Depending on non-conformance, incident or occurrence reporting, and DOE Notification completed, DOE notification/authorization may be required to resume work that has been suspended or stopped.

Suspension of work conditions that are rectified **without involvement** of the ESH&Q and Quality Managers, Project or Deputy Project Managers, Contracts/Procurement Manager (if a subcontractor is involved), and DOE are authorized for resumption by the Line Manager and Safety and Health Manager.

Otherwise, authorization must include the managers involved, and DOE notification/authorization (as appropriate).

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Environmental Management Systems and Worker Safety and Health Protection Program)

**DEFINITIONS/
ACRONYMS**

Condition — a particular mode of being of a person or thing; existing state; situation with respect to circumstances.

DOE — The U.S. Department of Energy

EM — Environmental Management

ESH&Q — Environmental, Safety, Health and Quality

HQ — Headquarters

Immediate (30 Minutes) — Fatality, Activation of an Emergency Operations Center at Alert Level or Higher, Security Incident with Serious Threats to National Security Interests and/or Critical DOE Assets, Offsite Transportation Incident or Accident.

Issue — Generic term for something of importance, dispute or consequence derived from multiple sources including but not limited to: events, incidents, occurrences, nonconformances, oversight activities, commitments, deliverables, general correspondence and management decisions identified in the normal course of contract work.

Line Management/Line Manager — Any manager or supervisor. Line management includes all levels of management: Project Manager, Deputy Project Manager, Department Managers, Functional Managers, Leads, Coordinators and Supervisors, and Subcontractor Managers/Supervisors. Line Manager denotes the applicable manager in a work organization.

Pause— A momentary break (generally less than 1 day) in work activities to seek clarification of work, AHA content, or PPE requirements. Resumption of work does not require formal documentation unless it is determined that a “Suspension of Work” or “Stop Work” is required.

PORTS — Portsmouth Gaseous Diffusion Plant

Prompt (2 Hours) — Situation Believed to Warrant Prompt EM/HQ Notification, Serious Injury or Illness Requiring Emergency Offsite Medical Treatment, Fire Potential to Affect EM Operations or Facilities, Loss of Control or Compromise of Classified or Nuclear Material or Personal Identification Information, Category 1 Occurrence Reporting Event, and Work Stand-Down.

Routine (24 Hours) — Near Miss, Violation of Hazardous Energy Controls, Exposure to Ionizing Radiation Above Limits, Worker Radiological Skin or Internal Contamination Incident, Release to the Environment Above Limits, Violation or Non-compliance with a Technical Safety Requirement, Justification for Continued Operations or Criticality Safety Evaluation Control.

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Stand-Down — To wait, to relax, to temporarily cease or suspend, to stop pursuing, to withdraw from a state of work, alert or readiness. Stand- Down is synonymous with Suspend or Stop Work as used in this procedure.

Stop Work — A prolonged break (generally greater than 3 days) in work activities to evaluate and rectify anomalous conditions in which equipment, materials, and resources may need to be retracted. It infers that the conditions to resume work may take in-depth analysis and comprehensive compensatory actions. The stop work is documented by completing a *Suspension/Stop Work Form (FSSF-2709)*.

Suspension of Work — A short break (generally less than or equal to 3 days) in work activities to evaluate and rectify anomalous conditions in which equipment, materials and resources generally remain in place. It infers that the conditions to resume work may be readily rectified with explanation and no compensatory actions, or simple analysis and minimal compensatory actions. The suspension of work is documented by completing a *Suspension/Stop Work Form (FSSF-2709)*.

WEMS — Wastren-EnergX Mission Support, LLC (WEMS)