



HSE Procedure

Stop Work Authority HSE369

GHD

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1. Purpose

All GHD employees are empowered and obligated to stop the work of themselves, colleagues and engaged vendors, if any person's safety or the environment are at risk. 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 vendors.

SWA can be activated 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 activated while on site, in the office or during travel.

There will be no repercussions from activating a SWA and work will not resume until the identified risk has been reduced to so far as reasonably practicable (SFARP).

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

- **Hazard Reporting** - To report a potential hazard that cannot be simply / immediately fixed; document control measures implemented to minimise the hazard and recommend further control measures to prevent recurrence.

NB: Risk management activities (e.g. adjusting travel plans or not starting / ceasing work due to weather), where no action is required or learnings to be gained are not to be recorded as hazards. If a risk management activity is related to a project discussion (e.g., Tailgate / toolbox), it is to be recorded as a Pre-Work Assessment on the SMARTApp or on form [HSE009](#), or if part of a team discussion, it is to be recorded as a HSE Briefing using the SMARTApp or using Form [HSE054](#).

- **Pre-Work Assessment (PWA) [HSE009](#)** – Daily consultative methodology (also referred to as a tailgate or toolbox meeting) used to confirm all hazards have been identified on project risk management documentation (i.e., JSEA / JSA/ SWMS / HASP / HSE Plan), identify new HSE hazards or altered conditions that may affect safe delivery of site activities and communicate this information to the project team under the control of GHD.
 - A PWA is to be undertaken prior to commencing work to fulfill our pre-task hazard recognition and mitigation obligation and at any other times during the day where site conditions have altered (e.g., due to weather conditions, incident occurring, stop work activated or external controls affecting site).
- **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 workplace that may cause injury or property damage.
 - This includes conditions where Critical Controls cannot be met. For additional information on Critical Controls consult [HSE314 Critical Controls Management Program](#) and Critical Controls Verifications (CCVs) tools on the SMARTApp.

Note: Unsafe acts may include actions that are contradictory to the HSE Expected Behaviours detailed in the [HSE304 SMART Behaviours](#).

3. Responsibilities

3.1 Management (GHD, Regional and Project)

- Promote SWA within sphere of influence, including encouraging employees to participate in SWA discussions as part of new employee inductions, project-specific inductions, pre-work assessments, JSEA/HSE Plan/HASP briefings, etc.
- Where third party, client-hired contractors 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 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 vendor (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 SWA details are recorded as per process in section 4.1.

3.2 Employees

- Be aware of SWA process, including participation in any training, induction and/or briefings with SWA as a topic, including H001 HSE@GHD e-learning.
- Advise vendors of SWA process during the engagement process and daily pre-work assessment discussions.
- Notify Site Supervisor and/or relevant Manager.
- Notify the Site Supervisor or Project Manager 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.
- Record details as per process in section 4.1.

3.3 HSE team

- Provide advice and support on SWA process.
- Ensure Pre-Work Assessment includes a discussion of SWA protocols and information.
- Monitor and report on SWAs activated where associated with a Hazard or Incident reported in BWISE.

4. Procedures

4.1 Stop work authority process

- 1. Staff and vendors to activate 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 (HSE009) or HSE Risk Assessment (HSE010)).**

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 So Far As Reasonably Practicable (SFARP) 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 SFARP 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. If SWA activation was associated with a Hazard or Incident, Site supervisor and/or relevant manager to report details via GHD SMARTApp or GRC. Share learnings locally with employees at the site and/or office (via HSE HSE054 Briefings).**

Note – Where issue can be simply / immediately fixed, risk assessment documented in Pre-Work Assessment (HSE009) or HSE Risk Assessment (HSE010) is sufficient.

Region and Enterprise Group HSE to identify and communicate issues with wider significance (via HSE Shares).
- 8. Local HSE Team to monitor SWAs associated with hazards and incidents reported in GRC to ensure the suitability of the intervention and that it has been recorded appropriately.**

Region and Enterprise HSE to analyse to identify trends and issues.



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