Stop Work Authority Policy

Fill-in policy, stop and restart procedure, stop work log and wallet cards

How to use this: replace every bracketed item with your own names, job titles and sites, then delete the grey hints. This is a company policy, not an OSHA form. No federal OSHA standard requires a stop work authority program, so the wording below is a starting point you can make stricter. Have it reviewed against your state's rules and any client or general contractor requirements before you adopt it.

Policy details

Company name	
Sites or projects covered	
Policy owner (name and job title)	
Date adopted	
Date last reviewed	

1. Purpose

[Company] expects every job to stop when someone sees a hazard that could seriously hurt or kill a person and that has not been controlled. This policy gives everyone on our sites the authority to stop that work, and explains how work is stopped, checked and restarted.

2. Who this applies to

This policy applies to every employee of [Company], regardless of job title or time on the job, and to subcontractors, temporary workers and visitors on our sites.

3. When to stop work

Stop work when any of these is true:

- Someone could be seriously injured or killed if the task continues as it is.
- Conditions have changed from the plan, permit or job safety analysis the work was started under.
- A required control is missing or not working (guard, barricade, fall protection, lockout, permit, ventilation).
- Someone doing the task is not trained or qualified for it, or is not fit to do it safely.
- You are unsure whether it is safe and cannot get an answer before the work continues.

4. No retaliation

Nobody at [Company] will be disciplined, demoted, moved or treated differently for using this policy in good faith, even if the hazard turns out to be smaller than it looked. A supervisor who discourages a stop, or punishes someone for one, is breaking this policy.

Separately from this policy, Section 11(c) of the OSH Act protects employees who refuse dangerous work under the conditions in 29 CFR 1977.12(b)(2). This policy is meant to go further than that minimum.

5. How to stop work

1. Stop. Say "stop work" clearly and get the attention of everyone involved in the task.
2. Make it safe. Bring the task to a safe stop. Do not walk away from a load, machine or open energy source in an unsafe state.
3. Notify. Tell the person in charge of the work right away: [job title of supervisor or foreman].
4. Talk it through. The person who stopped the work and the person in charge look at the hazard together.
5. Fix it. Put controls in place. If it cannot be fixed now, the work stays stopped.
6. Restart. Only the person named in Section 6 can restart the work, after the hazard is controlled.
7. Record it. Fill in the stop work log (page 3) before the end of the shift.

6. Who can restart work

Person who can restart work (name or job title)	
Backup if they are not on site	
Who must also sign off for high-risk work (for example, the safety lead)	

The person who stopped the work should agree that it is safe to restart. If they still do not agree, escalate to the policy owner before restarting.

7. Training and reminders

- Explain this policy in every new-hire and site orientation, including for subcontractors.
- Review it in a toolbox talk at least [how often, for example quarterly].
- Mention stop work authority in every job safety analysis.
- Share stop work stories (without blame) so people see the policy being used.

Where this policy is posted on each site	
Where completed stop work logs are kept	

Stop Work Log

One row per stop. Fill it in before the end of the shift, even if the fix took two minutes.

Date and time	Site and task	Stopped by	Hazard seen	Fix made	Restarted by and time

Wallet cards

Print on card stock, cut along the lines and hand one to everyone at orientation. Fill in the name and phone number first.

STOP WORK AUTHORITY You have the authority to stop any job that could seriously hurt someone. 1. Stop / 2. Make it safe / 3. Tell your supervisor No one will be punished for stopping work in good faith. Call: _____ Phone: _____	**STOP WORK AUTHORITY** You have the authority to stop any job that could seriously hurt someone. 1. Stop / 2. Make it safe / 3. Tell your supervisor No one will be punished for stopping work in good faith. Call: _____ Phone: _____
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