

Function of Beauty

Function Inc.

5570 Snyderstown Rd.

Paxinos, PA 17824

Stop Work Authority Program

1. Purpose

- 1.1. The purpose of this program is to ensure that all employees and contractors are given the responsibility and authority to Stop Work when there is a belief that a situation exists that places himself/herself, coworker(s), contractors, or the public at risk or in danger.
- 1.2. An employee's and contractor's responsibility and authority to Stop Work also includes situations, that if allowed to continue, could adversely affect the safe operation or cause serious damage to a facility or equipment, or adversely affect the environment.

2. Scope

- 2.1. This policy applies to all Function Inc. locations, work sites, and areas containing Function Inc. owned equipment.
- 2.2. It is applicable to all Function Inc. employees and contractors working at these locations.
- 2.3. The EHS Director is responsible for the scope and content of this program.

3. General Requirements

- 3.1. A Stop Work intervention should be initiated for conditions or behaviors that could reasonably be expected to pose a risk or danger to person(s), safe operation of a facility, serious damage to equipment or adversely affect the environment.
- 3.2. Situations that warrant a Stop Work intervention may include, but are not limited to the following:
 - 3.2.1. Unsafe conditions
 - 3.2.2. Change in conditions
 - 3.2.3. Changes to scope of work or work plan
 - 3.2.4. Equipment used improperly
 - 3.2.5. Lack of knowledge, understanding or information
 - 3.2.6. Clarify work instructions
 - 3.2.7. Propose additional controls
- 3.3. Any Stop Work issue(s) requiring corrective action(s) to resolve the issue(s), shall be documented by submitting a [Supervisor's Incident Report Packet](#) to the EHS Department.

4. Responsibilities

- 4.1. Employees and Contractors
 - 4.1.1. In supporting safe execution of work, all employees and contractors have:
 - 4.1.1.1. The responsibility and authority to initiate a Stop Work intervention immediately, without fear of reprisal, when the individual believes a situation exists which places

- himself/herself, a coworker(s), contract employee(s), or the public in danger or at risk.
- 4.1.1.2. The responsibility to report any activity or condition the individual believes is unsafe or for which they have initiated a Stop Work. Notification shall be made to the affected worker(s) at the location where the activity or condition exists.
 - 4.1.1.3. The 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 co-workers, supervision, and/or a safety representative.
 - 4.1.1.4. The responsibility to notify his/her supervisor if a raised Stop Work issue has not been resolved to their satisfaction prior to the resumption of work.
 - 4.1.1.5. The responsibility to initiate a Stop Work intervention in good faith and support a Stop Work intervention initiated by others.
- 4.1.2. Managers and Supervisors
- 4.1.2.1. Managers and Supervisors are committed to promptly resolve issues resulting from an individual raised Stop Work issue and are responsible to:
 - 4.1.2.1.1. Take the lead on any unresolved Stop Work issues that have resulted in an individual stopping a specific task or activity.
 - 4.1.2.1.2. Provide feedback to an individual and the affected work group(s) who have exercised their Stop Work responsibility on the corrective action(s) taken to resolve a Stop Work issue prior to resuming work.
 - 4.1.2.1.3. Contact the EHS Department prior to resuming work.
 - 4.1.2.1.4. Notify the EHS Department if a raised Stop Work issue has not been resolved.
 - 4.1.2.1.5. Hold employees and contractors accountable for full compliance with the Stop Work Authority policy.
 - 4.1.2.1.6. Ensure no actions are taken as reprisal or retribution against individuals who raise safety concerns or stop an activity they believe is unsafe.
- 4.1.3. EHS Department
- 4.1.3.1. Assist employees, contractors, supervisors and managers in the resolution of Stop Work issues and concerns.

- 4.1.3.2. Immediately contact Management and work to resolve a Stop Work issue when an individual has called a Stop Work issue to their attention that has not been resolved.
- 4.1.3.3. Discuss corrective action(s) taken to resolve a Stop Work issue(s) with the individuals involved where resolution was completed after their shift or when they were unavailable, or where he/she acted as their representative in reaching resolution.

5. Stop Work Protocol

- 5.1. An individual shall immediately initiate a Stop Work intervention when he/she identifies a perceived unsafe condition, act, error, omission, or lack of understanding that could result in an undesirable event.
- 5.2. The individual shall briefly introduce him/herself and start the conversation with the phrase, "I am using my Stop Work Authority because.....". Using this phrase will clarify the initiator's intent and set expectations.
- 5.3. The individual shall make the area as safe as possible by removing personnel and stabilizing the situation.
- 5.4. The individual shall ensure that all affected personnel discuss the situation and come to an agreement on the Stop Work issue.
 - 5.4.1. If all parties come to an agreement the condition or behavior is safe to proceed without corrective action(s), (e.g. the initiator was unaware of certain information or circumstances), the affected persons should show appreciation to the Stop Work initiator for his/her concern and then resume work.
 - 5.4.1.1. The Stop Work is complete at this point and no further action is required.
 - 5.4.1.2. Under this circumstance, the initiator must complete a [Safety Concern Form](#) on the EHS website to document the issue and resolution.
 - 5.4.2. If it is determined and agreed that the Stop Work issue(s) requires corrective action(s) to resolve the issue(s), then work shall be suspended and every attempt shall be made to resolve the issue(s) with all individuals involved before work is allowed to restart.
 - 5.4.2.1. When the Stop Work issue(s) has been resolved, all affected individuals shall be notified of the corrective actions taken.
 - 5.4.2.2. If all affected personnel are in agreement with the corrective actions, then work can restart.
 - 5.4.2.3. The responsible supervisor overseeing the task(s) that lead to the initiation of the Stop Work process shall document the

Stop Work issue(s) by submitting a completed Supervisor's Incident Packet to the EHS department.

- 5.4.3. If the Stop Work issue has not been resolved to the agreement of all affected individuals, then the Stop Work remains in place.
 - 5.4.3.1. The supervisor overseeing the tasks or project will ensure that the Stop Work order is effective and that all affected personnel or contractors are notified of the scope of the Stop Work.
 - 5.4.3.1.1. The EHS Department and site management will be notified of the Stop Work as soon as is feasible and safe.
 - 5.4.3.1.2. A [Supervisor's Incident Packet](#) will be started by the on site supervisor for submission to the EHS Department.
 - 5.4.3.2. Work may only resume when all corrective actions to resolve the issue(s) have been implemented and all affected personnel, site management, and the EHS Department are in agreement that the corrective action(s) are effective and safe.

6. Training

- 6.1. Training related to this program will be conducted for all new employees of Function Inc., as part of all contractor / vendor safety briefs, and otherwise as deemed appropriate by Leadership.

7. Document Review and Approval

- 7.1. **Date Devised:** 05-2023
- 7.2. **Reviewed Date:** 05-2023
- 7.3. **Date Approved:** 05-2023
- 7.4. **Approved By:** Ed Nolter, Director EHS / L&D