



Electrical Transmission & Distribution Partnership

OSHA Construction Outreach Training Course

Stop-Work Authority Continuing Education

Presenter Guide

-1st Quarter 2017

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Introduction

This Stop-Work Authority course is designed to be a presenter lead process. The presenter may choose to augment the material with videos, handouts or other media to enhance the learning experience. The presenter may want to incorporate visual aids such as rubber gloves, sleeves, line hose etc. to enhance the presentation.

Using this material in combination with practical experience, good presentation skills and knowledge of adult learning techniques, the facilitator has a greater opportunity to deliver the information.

Edgar Dale stated that 2 weeks after a learning event, adult learners remember:

- ✓ 10% of what they read
- ✓ 20% of what they hear
- ✓ 30% of what they see
- ✓ 50% of what they see and hear
- ✓ 70% of what they say
- ✓ 90% of what they say while performing a task

Microsoft® PowerPoint® combined with good instructional skills and instructor/student dialogue work strongly in the fifty to seventy percent range. PowerPoint® presents the information to the attendee and the instructor summarizes the content of the slides. It is critical to engage and involve the attendee in the process. Ask open-ended questions that will elicit conversation and discussion, but be cautious to maintain control of the discussion.

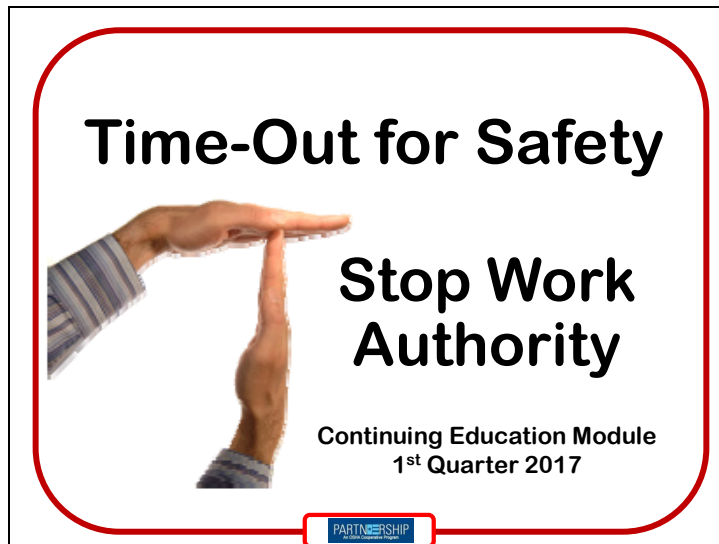
Conversation and scenarios are good, but can cause the discussion to run long. If it seems like the group is losing focus during the course, the facilitator can direct the group back on track by using comments like “This is a great discussion, but let’s get back to the subject at hand”.

Another tool is the “Parking Lot” which is simply a newsprint chart or dry erase board or note pad where the facilitator records questions that not answered during the meeting and that may require more research. It is vital to capture any ongoing discussions or questions on the “Parking Lot” and follow up when the information is known.

This refresher is to be delivered in the first quarter of 2017. Delivery time is approximately 30 minutes to 1 hour (depending upon discussion) in one setting or divided-up as needed. It is critical that the facilitator makes him or herself familiar with the material prior to delivery.

This module may be presented with the Pre-Job Briefing module or presented separately.

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Opening discussion: Did you know that sometimes the most important thing you can do is to STOP working? If you are, working and you see a process that is not being followed correctly, or if you notice at-risk behavior going on, take the initiative and call a quick time-out. Then confer with your workmates to make sure everyone knows the safe way to continue.

Stopping is not always easy. When we get into the “swing of things”, it is sometimes hard to call a halt. As problem solvers, we tend to push our way through a problem. Sometimes this is good, but there are times when we just need to stop.

Executing Stop Work Authority to right safety concerns and catch potential unsafe action before it actually happens is not only responsible, it is also effective. In fact, in the oil and gas industry, it has been one of the most successful approaches to safety in the last decade. Empower the people around you. Encourage them to watch for unsafe conditions or processes, and when it is necessary, stop the job until it can be safely done.

Our Commitment

***Your personal safety
is very important***

- To the Company
- Your family
- Your loved ones

YOU
IT'S ALL ABOUT

PARTNERSHIP
FOR A Safer, Healthier Future

Explain that the personal safety of our workforce is very important to our company, family and loved ones.

We are Committed

To provide:

- Tools and training to work safely
- Safe working conditions and equipment



PARTNERSHIP
FOR A Safer, Healthier Future

Explain that we are committed to providing essential resources, tools, and training to allow our workers to perform our work safely.

Slide 4

We Encourage You

Ask questions regarding safety

Never perform any task you feel is unsafe

Never perform any task you are not qualified to perform

All work can and must be performed safely!



Explain that we encourage you (workers) to ask questions regarding safety and never perform any task you feel is unsafe or that you are unqualified to perform. All work must be performed in a safe and professional manner!

Slide 5

Reporting Unsafe Conditions

Report any unsafe activity or condition

Notification should be made to the supervisor or designee



Why women live longer than men



Explain that we want and expect workers to report any activity or condition, which he/she believes, is unsafe. Notify the supervisor or designee at the location where the activity or condition exists. Following notification, the responsible supervisor or management designee will resolve this issue.

Stop Work Responsibility

Every employee has the **responsibility** and **authority** to stop work immediately Without **fear of reprisal**





Also explain that every employee has the responsibility and authority to stop work immediately if a condition exist which could adversely affect the safe operation of, or could cause serious damage to, a facility; or conditions exist, that if allowed to continue, could result in the release of hazardous substances that could exceed applicable regulatory requirements or approvals.

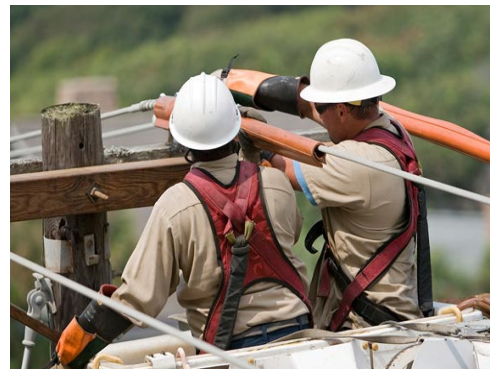
Explain that every employee has the responsibility and authority to stop work immediately, without fear of reprisal, when the employee believes conditions exist that pose a danger to the health and safety of workers or the public.

When an Employee Believes

Conditions exist that:

- Pose a danger to the health and safety of workers or the public
- If allowed to continue, could adversely affect the safe operation of, or could cause serious damage to a facility
- If allowed to continue, could result in the release of hazardous substances that could exceed applicable regulatory requirements or approvals





Trigger animation. This picture will appear.

When you trigger the animation, a picture will appear. Ask the group if they see any safety concerns. The desired answer is “Yes”. The issues are line cover, no sleeves, short sleeve shirts, possibly not FR, and exposed second points of contact.

Expectation

Any employee who reasonably believes that an activity or condition is unsafe is expected to:

- Stop or refuse work without fear of reprisal by management or coworkers
- And is entitled to have the safety concern addressed prior to participating in the work.





Any employee who reasonably believes that an activity or condition is unsafe is expected to stop or refuse work without fear of reprisal by management or coworkers and is entitled to have the safety concern addressed prior to participating in the work.

Resolution

If an employee or supervisor has a stop work issue that has not been resolved through established channels

- Immediately contact the safety manager, upper management or employee representative





① If after exhausting all available options the worker's concern for safety is not resolved then according to OSHA, a worker (or workers) may file a confidential complaint with OSHA if they believe a violation of a safety or health standard, or an imminent danger situation, exists in the workplace. Workers may request that their name not be revealed to the employer and workers have the right to know the result(s) of their complaint.

If an employee or supervisor has a stop work issue that is not resolved through established channels, the worker or workers should immediately contact the safety manager, upper management, and/or employee representative.

Review

- Never perform work that you feel is unsafe or that you do not feel qualified to perform
- Each employee has the right and obligation to call a halt to any unsafe work activity
- Each employee has the right to stop or refuse work without fear of reprisal by management or coworkers
- If an employee has a stop work issue that is not resolved through established channels they must immediately contact the safety manager, upper management or employee representative



Review.

**Injury Free Takes
You and Me!**

Target

Safety



Ask if there are any questions.