Stop-Work Authority

TRADE: GENERAL CONSTRUCTION	LEADER GUIDE: 8-12 MINUTES	USE WHAT FITS TODAY

LEADER NOTE
Do not read this sheet word-for-word. Pick the sections that match today's task, point to the actual equipment/work area, and get the crew to answer the questions out loud.

WHY THIS MATTERS

Workers should be able to stop a task when conditions are unsafe, unclear or different from the plan without waiting for an injury to prove the concern was valid. A toolbox talk only works if the crew talks back. Good planning names the steps, hazards, controls and ownership, then changes when the work changes. The leader's job is to get specific answers and make it safe for someone to say the plan does not fit the field condition.

A SCENARIO TO DISCUSS
The plan for Stop-Work Authority was discussed at the start of shift, then the scope, crew, equipment, nearby work, or sequence changes. Everyone knows the job, but the written plan no longer describes the actual setup. What gets re-briefed before the next step?

BEFORE WORK STARTS

- Break the work into steps and have the crew identify hazards/controls for the actual field condition.
- Name who owns each critical control and how the crew will verify it before exposure.
- Ask what changed since the previous plan/shift and update the plan before continuing.
- Stop the task when a serious hazard appears or a required control is missing.
- Move to a safe location before discussing the problem.

SAFE WORK SEQUENCE / CONTROLS

- Stop the task when a serious hazard appears or a required control is missing.
- Move to a safe location before discussing the problem.
- Explain the condition clearly and involve the appropriate supervisor or competent person.
- Do not restart until the hazard has been evaluated and the plan is corrected.
- Treat stop-work concerns as useful information, not as blame.

COMMON FAILURE POINTS

- Reading the sheet while the crew stays silent.
- Leaving a critical control without a named owner.
- Continuing with the original plan after the scope, crew, equipment or neighboring work changes.

STOP AND RESET IF...

- The crew cannot explain the work sequence, main hazards or controls in plain language.
- A scope, crew, tool, material, adjacent trade or site condition changes without updating the plan.
- Workers raise a concern that has not been resolved or ownership for a critical control is unclear.

QUESTIONS THAT SHOULD CHANGE THE JOB

1. Can someone other than the supervisor explain the next work step, the main hazard, and the control we are relying on?
2. What has changed since the plan was written or since the last shift, and did we actually update the plan for it?
3. Which critical control has a named owner today, and what happens if that person/resource is not available?
4. What concern, near miss, or field conflict raised by the crew should change how we do the work today?
5. What gets re-briefed before the next step?

MAKE IT REAL ON THE JOB
Have a crew member, not the supervisor, explain the next step, hazard, control and stop-work trigger.

BEFORE YOU RELEASE THE CREW
Before the crew starts, everyone should be able to explain the hazard, point to the control being used today, and name the condition that would make the work stop.

Reference: OSHA Recommended Practices - Worker Participation

LidLog

ATTENDANCE & SIGN-OFF

Stop-Work Authority

Project / Job:		**Date:**	
Talk leader:		**Location:**	

CREW ACKNOWLEDGMENT

By signing, attendees confirm they participated in this toolbox talk and had the opportunity to raise job-specific questions. Signatures do not replace required training, qualifications, permits or certifications.

#	Name	Company / Trade	Signature
1			
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QUESTIONS / CONDITIONS / CORRECTIVE ACTIONS

END-OF-TALK CHECK

[ ] Crew can point to the main hazard.	[ ] Critical control is in place and usable.
[ ] The responsible person/check is clear.	[ ] Stop/re-brief conditions were discussed.