



SANFORD UNDERGROUND RESEARCH FACILITY

SOUTH DAKOTA SCIENCE AND TECHNOLOGY AUTHORITY

Stop Work Standard

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Revision History

Rev	Date	Section	Paragraph	Summary of Change	Authorized by
01	12/6/2022	NA	NA	Initial Release	CCR 517
02	5/29/2024	NA	NA	Logo change & Incident Management Standard title change	CCR 947

1.0 Purpose

The purpose of this standard is to establish a uniform method for stopping work upon recognition of an unsafe act, condition, or behavior that presents risk. All personnel have the right and responsibility not to perform tasks or activities they feel pose undue risk to themselves, co-workers, or the environment. Stop work actions take precedence over all other priorities and procedures.

2.0 Scope

This standard applies to all personnel at Sanford Underground Research Facility (SURF).

3.0 Definitions

Imminent Danger – Any condition or practice that could reasonably be expected to cause death or serious physical harm (permanent or prolonged impairment of the body or temporary disablement requiring hospitalization) to employees or the public unless immediate actions are taken.

Stop Work – The identification of a perceived unsafe condition or behavioral action or a concern that poses a danger to a person(s), equipment, or the environment.

Restart Work – The process of safely resuming an activity after interruption due to a stop work.

4.0 Responsibilities

4.1. SURF Laboratory Director

- 4.1.1. Ensures accountability of the requirements of this document with direct reports.
- 4.1.2. Authorizes resumption of work activities when required.

4.2. Department Directors, Managers, and Supervisors

- 4.2.1. Ensure accountability of the requirements of this document with direct reports.
- 4.2.2. Authorize resumption of work activities when required.
- 4.2.3. Complete corrective actions that result from a stop work.
- 4.2.4. Fully support personnel who initiate stop work.
- 4.2.5. Reports stop work to applicable personnel.

4.3. Environment, Safety, and Health (ESH) Department

- 4.3.1. Develops and provides stop work training.
- 4.3.2. Maintains training documentation as required per this standard.
- 4.3.3. Initiates investigation if required.

4.4. All Personnel at SURF

- 4.4.1. Safely stops work upon recognition of a condition that they feel poses undue risk to themselves, co-workers, or the environment.
- 4.4.2. Safely complies with a request to stop work.

5.0 Instructions

5.1. Stopping Work

- Reference the ESH-(2000-FD)-202123 Operational Status Change for stopping work.
- All personnel have the right, responsibility, and are fully supported to apply a stop work, regardless of severity.
- Initiating a stop work is a verbal notification to the affected personnel that work shall immediately cease.
- Reasons for stopping work include:
 - Imminent danger
 - Change in scope of work
 - New hazard introduced
 - Condition uncertainty
 - Unsafe acts or conditions
- Work in the affected area shall safely stop, and access shall be restricted and secured as necessary.
- The initiator of the stop work shall explain the reasoning for the action taken with all affected personnel.
- If a stop work is initiated because of an incident, refer to the ESH-(3000-S)-73314 Incident Management Standard.

5.2. Restarting Work

- Please reference the Operational Status Change Flow Diagram for restarting work.
- The reason for the stop work is resolved and the corrective actions have been implemented to all affected person's satisfaction.
- If required, update any work planning and control documents per the ESH-(2000-S)-73320 Work Planning and Control Standard.

5.3. Reporting

- Refer to the Operational Status Change Flow Diagram for reporting requirements.
- Affected stakeholders may require notification per the Incident Management Standard.

5.4. Follow-Up

- Any environment, safety, or health issue that results in a stop work must be addressed to the satisfaction of all those involved before work resumes.
- Additional investigation may be conducted, and corrective actions shall be performed to address root causes.

5.5. Training

- All employees, users, contractors, and visitors receive stop work training during safety orientation or General Safety Basic Training.
- All employees and users receive annual refresher training on stop work.

6.0 Documented Information/Related Document

- 6.1.** ESH-(2000-S)-73320 Work Planning and Control Standard
- 6.2.** ESH-(2000-FD)-202123 Operational Status Change
- 6.3.** ESH-(3000-S)-73314 Incident Management Standard