

TEMPORARY CHANGE REQUEST

TCR NO. **TCR-P-012, R2-002**

(e.g., TCR-ENG-021,R0-001)

The Temporary Change Request (TCR) Form is to be used to process urgent or minor changes for PPPL Policies, Organization/Mission Statements and Procedures. The TCR should be used when changes are:
1) urgent, and can not wait the 2-4 week period for Department Head review/comment, or
2) minor, and do not warrant Department Head review.

Person Requesting Change: Jerry Levine Phone Ext: 3439

Department Name: ES&H

Document Number: P-012 Revision No.: 2

Document Title: Stop Work Authority

Reason for change:

Changes for consistency with revised QAPD and recent organizational changes.

Change description: (Summarize and attach changed pages, with changes clearly indicated)

The term Responsible Line Manager (RLM) has been replaced throughout with Responsible Department Head. Also, the reference to the former Best Practices and Outreach Department has been eliminated.

1. Does this TCR significantly alter the intent or scope of the document? YES: NO: X

2. Does this TCR significantly impact **ES&H**? YES: NO: X

If 1 or 2 is **YES**, Explain why the changes should not be routed for Department Head review:

Department/Division Head Approval

Date

Chief Planning Officer/designee

Date

Release/Effective date of this TCR: 4/3/18

Incorporate this TCR into next revision of this document? YES: X NO:

PPPL	PRINCETON PLASMA PHYSICS LABORATORY	POLICY		No. P-012 Rev 2 page 1 of 2
		Subject: Stop Work Authority	Effective Date: October 15, 2012	Initiated by: Deputy Director for Operations
		Supersedes: Rev. 1, dated 10/1/96	Approved: Director	

PEOPLE ON THE PPPL SITE HAVE THE AUTHORITY AND RESPONSIBILITY TO STOP WORK THAT THEY BELIEVE CREATES IMMINENT DANGER.

In the event that any employee, subcontractor, visitor or other individual at PPPL becomes aware of an activity that creates an imminent* danger to an individual, property and/or the environment, that employee, subcontractor, visitor or other individual has the authority and responsibility to require that the work which is creating the danger be immediately stopped. Individuals who receive a notification to stop work must comply with that request immediately. Employees or other individuals who are capable of doing so should place the system/hardware in a safe shutdown status as part of the stop work.

In those cases where the danger can be corrected immediately, work can resume when the situation is corrected. Examples of such cases are:

- An individual walks into a posted hard hat area without a hard hat and overhead work is taking place. Immediate corrective action is to have the individual wear a hard hat or immediately leave the area.
- An individual is requested to perform a hazardous activity but does not have proper personal protective equipment (PPE) such as goggles and gloves. Immediate corrective action is to obtain the required PPE.
- An individual is warned not to enter or is asked to leave an area because a slip or fall hazard exists. Immediate corrective action is that the individual turns around and leaves the area.

In those cases where the danger cannot be immediately corrected, the Responsible Department Head for the work activity that has been stopped and the ES&H Department Head must be notified immediately. In these cases, the work that has been stopped shall not resume until a report is completed and the Responsible Department Head authorizes and documents resumption of the activity with the concurrence of the ES&H Department Head (Note: work stopped by a Deputy Director also requires their authorization to resume the stopped activity). Examples of such cases are:

- An individual is instructed to perform a hazardous activity without the proper training and certification, such as being asked to go into a confined space without the training and necessary confined space permit.
- A situation is observed which violates a requirement, such as oil being dumped on the ground.

In addition to the ES&H stop work authority, Quality Assurance is also authorized to stop work to control unsatisfactory work activities and control further processing, delivery, or installation of nonconforming items. Stopping ongoing work activities is typically a measure of last resort. It is appropriate when the activity being performed cannot be repaired without serious cost implications (e.g., pouring concrete on an unacceptable footing) or where inspection cannot be performed at a later time (e.g., root pass on a weld). If such a situation occurs, the Manager of Quality Assurance or designee contacts the Responsible Department Head for the work and requests that work be stopped in the identified area. That manager is responsible to see that the work is stopped in an orderly and safe manner. Work may be resumed by the Responsible Department Head with the concurrence of the Head of Quality Assurance, the Laboratory Deputy Director for Operations, or the Laboratory Director. The decision to restart must be documented. P-012,R2-TCR-002

* about to occur - impending injury, hazard, accident, or damage to the environment