

## Chapter 2: [Work Planning and Control](#) Stop Work Form

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URL: <https://www-group.slac.stanford.edu/esh/eshmanual/references/wpcFormStopWork.pdf> | [docx](#)

When an imminent risk stop work has been issued, the supervisor (that is, the SLAC employee who authorized work) of the person whose work has been stopped must make sure this form is completed and observation recorded in as complete and objective a manner as possible. Upon request by the facility manager, ALD, or CSO, this form will also be used for non-imminent risk stop work.

When completed, copies of this form are to be sent to

1. Area / building manager
2. Department / division head
3. Directorate ESH coordinator
4. Associate laboratory director (ALD)
5. Chief safety officer (CSO)

Work may not be resumed until this form is signed, indicating re-authorization by the ALD and re-release by the area or building manager.

For additional information, see [Work Planning and Control: Stop Work Procedure](#) (SLAC-I-720-0A21C-003).

Section 1: Stop Work Issuance			
Directorate		Department	
Location of operation		Date / time	
Supervisor		Phone	
Individual initiating stop work			
Individual performing work			
Work operation or condition (include names of individuals performing work)			
Hazard (as stated by individual initiating stop work)			
Additional observations			

Section 2: Date / Time Informed			
Supervisor		Directorate ESH coordinator	
Building / area manager		Associate laboratory director	
Division / department head		Chief safety officer	
Facility manager			

Section 3: Follow-up Action			

Section 4: Restart Concurrence			
Division / department head		Date	
Directorate ESH coordinator		Date	
CSO		Date	
Section 5: Restart Authorization			
ALD		Date	
Section 6: Restart Release			
Area / building manager		Date	