

Tip Sheet for the Stop Work Program

All UW Facilities employees have the authority to stop work they believe to be unsafe. If you see something you believe is unsafe, you need to say something! Addressing the safety concern can be handled using one of several methods:

The Direct Approach (preferred) - approach the employee(s) doing the work and share your concern and have a conversation about the issue. Be as courteous as possible, which is more effective than being upset or angry.

Chain of Command - contact the Lead, Supervisor or Manager of the employee(s) doing the work, or if they aren't available, your own Lead, Supervisor, or Manager

Referral - If you can't contact the employee's supervisor or anyone in your chain of command, contact the UW Facilities Safety Manager who will forward the concern to the Supervisor of the employee(s).

If the work is being done by a contractor, first contact the maintenance zone to see if they have hired a contractor to conduct the work, or know who is overseeing the contractor. For CPO projects, please contact Ron Fouty, Safety Director.

If, after discussing the issue with the appropriate person, there are questions as to whether or not the activity of concern being done is unsafe, please contact EH&S or the UW Facilities Safety Manager for clarification.

IF THE ACTIVITY OF CONCERN IS IMMEDIATELY DANGEROUS TO LIFE AND HEALTH, ATTEMPT TO STOP WORK AND NOTIFY EH&S AT 543-7262 AS QUICKLY AS POSSIBLE.