

## THE RIGHT TO ACT AND STOP WORK AUTHORITY PROCESS

1. All employees will be informed of the Right to Act and Stop Work Authority process and will be instructed by \_\_\_\_\_ (employer) on how important it is to prevent work-related fatalities, injuries, illnesses, environmental releases, and adverse events, and how critical it is to maintain and respect the process. The Right to Act and Stop Work Authority is, in part, stopping a job/task/operation/process, etc. that is believed to be unsafe/unhealthy and is also about identifying, preventing and controlling the hazards – short and long term. If you see something that is unsafe and/or unhealthy, the employer and the union want employees to say and do something without fear of consequences.
2. Each employee, in good faith, is empowered to assess each work situation that he or she believes is potentially unsafe, unhealthy, or in violation of a safety or health policy or safety and/or health standard. The employee(s) can then stop the job/task/operation/process, etc., and then engage their supervisor and union representative by sharing the concern for their safety/health, and/or the safety/health of others, if the specific job/task/operation/process, etc., were to be performed. The employee(s) should communicate to their supervisor that they are not willing to perform the required job/task/operation/process, etc., because of identified safety and/or health risks that may result in injury to themselves, other employees, the environment or result in damage to the facility.
3. Upon notification of the concern(s) to their supervisor and union representative, it is the responsibility of the supervisor to assess the situation with the employee(s), and if needed, consult with additional levels of management and Local Union Health, Safety and Environment Committee Representative(s) to review the situation and confirm that the potential risks as identified do or do not exist.
4. If the safety and/or health concern(s) are not resolved through use of Section 3 above, the process will continue by engaging the department manager and local union president to assess the situation and communicate their findings to the highest-ranking facility manager. If upon concluding such an assessment, the situation is determined to be potentially unsafe and/or unhealthy, the employee(s) and others who are or could be exposed to the hazard(s), shall be directed by management to stop work on the job/task/operation/process, etc., until it is safe to do so. The employer's highest-ranking executive of environmental, health and safety and the USW's Health, Safety & Environment Department director (or designee) are available to assist in this process.
5. If after an investigation the employer does not agree that a potentially unsafe or unhealthy condition exists, the union has the right to present a grievance in writing to the appropriate facility manager and thereafter the employee(s) shall continue to be relieved from duty on the task or job. The grievance will be presented promptly to an arbitrator, who will determine whether the employee(s) acted in good faith in exercising their SWA.
6. If the arbitrator determines that the employee(s) acting in good faith was not exposed to an unsafe condition or potentially unsafe condition, the employee(s) will return to work, and continue to perform the assigned job/task/operation/process, etc.
7. Each use of SWA, including threatened use, must be entered into the facility's electronic reporting system. Such situations and all reports will be periodically reviewed by the Union-Management Health, Safety and Environment Committee. The Union-Management Health, Safety & Environment Committee will also review data in the electronic system to assess and recommend improvements as needed facility-wide to the Right to Act and Stop Work Authority policy and process.
8. All employees, hourly and salary paid, shall be trained annually to be competent in carrying out this process. In addition, new employees, before they begin work, shall be trained to be competent in carrying out this process.
9. Under no circumstances shall employees be discriminated or retaliated against for using this process. For the employee(s) exercising their SWA and all employees affected by the SWA, there shall be no discipline, loss of pay, seniority, or benefits during the period of the SWA, even if it is later determined that the alleged unsafe or unhealthy condition did not exist.
10. Wallet Card – “The Right to Act on Unsafe/Unhealthy Work – Stop Work Authority” card the employer and the union agree to co-sponsor is meant to help engage the workforce. A wallet card will be issued to all hourly and salary paid personnel. The facility's highest-ranking manager and local union president will sign the card. On one side of the card it will state:

You have the authority, without fear of reprimand or retaliation, to immediately **STOP** any work activity that presents a hazard to you, your co-workers, the environment; to **get involved**, question and rectify any situation that is identified as not being in compliance with our Safety and Health Values/Policies; to report any conditions or activities to management and question any work that may cause harm.

On the opposite side it will state, “The Right to Act on Unsafe/Unhealthy Work – Stop Work Authority; Health and Safety Shall **Never** be Sacrificed for Profits or Production.” It will include employer and union logos as well as a pictogram of a “Stop” sign.