

Admin building.pdf



Stop Work When Something Isn't Right

Instructor -- Jennifer Moreau

Division -- Billings

Start Date -- 2025-11-18

Expiration Date -- Does not expire

Job Name -- Admin building

Foreman -- Stephen Swan

Attendance -- Stephen Swan, Jennifer Moreau, Sean Grealish

Comments:

None

If you don't have the right tools, the right equipment, or can't complete a task without breaking a safety rule : stop all work immediately!

You always have the authority and the responsibility to stop work when something isn't right.

Our success is built on professionalism, craftsmanship, and safety. We don't take shortcuts, we don't improvise dangerous solutions, and we don't ignore gut feelings that tell us something's off.

Most injuries and near misses happen because someone thought,

:I'll just make it work this one time,: or :It'll only take one second.:

That's all it takes : one wrong move, one missing tool, one moment of rushing : to cause a serious injury, damage property, or worse.

When you stop work, you're not slowing the job down. You're preventing a potential injury, protecting your crew, and demonstrating leadership.

Examples of When to Stop Work

You don't have the right ladder height, so you're thinking about climbing on the top step.

You're missing a guardrail or anchor point but plan to :be careful: for a quick task.

A coworker suggests :just getting it done: before setting up proper fall protection.

You're thinking about standing on the mid or top rail of your lift without using appropriate fall protection in place.

You see an exposed electrical hazard but decide to :work around it.:

You're unsure about the next step and no one has reviewed the Pre-Task Plan with you.

If any of these situations sound familiar : that's the moment to STOP.

What Happens if You Don't

Ignoring that instinct or bypassing a rule can lead to:

Serious injuries that will change your life forever.

Injuries to others : your decision or lack thereof affects your entire crew.

Property damage that costs thousands and delays the project.

Investigations with client partners : jeopardizing relationships and potential future work.

Disciplinary action : including removal from job, suspension or termination.

At Hudson Bay, if you knowingly break a safety rule or continue working unsafely, it's considered a serious violation of company policy, and we will take immediate actions.

Even if you don't get hurt, it sends the message that safety rules don't matter : and that's not who we are and that mentality will not be tolerated.

What We Expect You to Do

Stop work immediately when something feels wrong or unsafe.

Contact your Foreman or Supervisor right away and explain the issue.

Get help or replacement equipment before resuming work.

Update the Pre-Task Plan (PTP) if the conditions have changed.

Don't start again until you have the right tools, protection, and approval.

Foreman and Leadership Expectations

Supervisors and Foremen are expected to support stop-work decisions do not criticize them.

When an employee stops work:

Listen first.

Assess the situation together.

Solve the problem safely.

Recognize the employee for doing the right thing.

If people fear being yelled at or blamed for stopping work, they'll hesitate next time and that hesitation can lead to disaster.

Remember This!

There is no production goal, deadline, or schedule that is more important than your safety or your job. If completing a task means breaking a rule, skipping PPE, or improvising a tool : the **ONLY** action is to **Stop and call for help.**

At HBI, we expect you to speak up, stop work, and get others involved when things don't look right. That's not slowing down : that's leadership.