Tailgate Talk

1. This "Tailgate Talk" handout provides a summary of the IIF Proactive events.
2. Use the Tailgate talk to facilitate field discussions where you don't have the benefit of overhead projectors/ multi-media communication.
3. Full length discussion topics and materials may be referenced on the IIFL website.

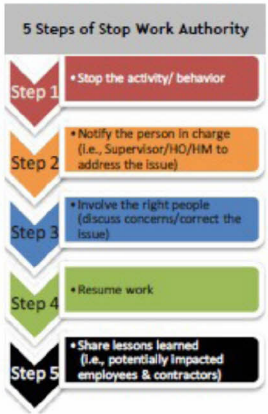
3/28/11. Welcome to week ten of 1Q proactive event. This week, we will highlight the five steps of Stop Work Authority and share personal success stories.

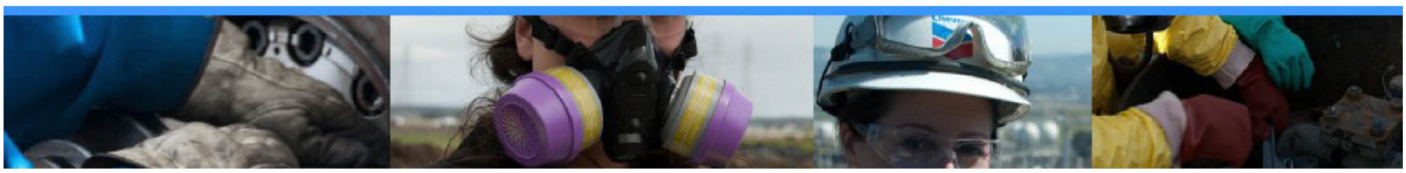
Why is stop/ pause work authority important to you?

2011 Play to Win Richmond Refinery meet or beat the plan

IIF every day

Which step is the most difficult for you?





Talking Points:

1. Ask the people in your group if they have a Stop Work Authority card.
2. Take one out and review the basic elements of the SWA card. Such as, "It is your responsibility AND you have stop work authority" and "Do it safely or not at all, There's always time to do it right", and "All levels of refinery management support you".
3. Ask the group, "Have any of you ever had to use your Stop Work Authority?" and "How did the process go? What happened?".
4. As a supervisor/ leader share your own commitment to Stop Work Authority.
5. Review the 5 steps of SWA, to remind people of the five steps to follow if they need to use stop work authority. (see below).
6. Ask the group, "Which step is the most difficult for you? And explain why?".
7. Finally, if there are barriers to the steps of Stop Work Authority - create a plan to overcome the barriers.

5 Steps of Stop/ Pause Work Authority (*video #1 is available on the IIF webpage****)***

1. Stop the Activity/ Behavior
2. Notify the person in charge (Supervisor, HO, HM, to address the issue)
3. Involve the right people (discuss concerns/ correct the issue)
4. Resume Work
5. Share lessons learned with other potentially impacted employees and contractors.