

19.13 NON-ROUTINE WORK

It is the supervisor's responsibility to insure that work activities are assigned to appropriately trained workers.

Definitions

Activity: a set of actions required to complete a job

Non-Routine Work: activities that are not generally performed on a regular basis

Safe Operating Procedures: a set of instructions for a job, process or machine that when correctly followed will provide optimum safety to the worker.

In the event that a worker or supervisor/manager identifies a non-routine work situation, all involved must attend a pre-work meeting.

Pre-work Meeting

- The supervisor or experienced designate will conduct the pre-work meeting with all involved;
- During the pre-work meeting, all potential hazards associated with the non-routine task/activity will be identified. The hazards identified must be rated for loss potential (using the existing loss potential matrix included on the hazard reporting form);
- Controls will be identified and fully implemented for each identified hazard which could be eliminated;
- Safe operating procedures will be established and documented;
- All involved workers will be trained on the safe operating procedures. A record of training will be retained in the employees personnel file;
- Safety equipment required to complete the task/activity safely will be documented with a detailing of their proper use, maintenance and storage.

Non-routine Work evaluation

- The worker must demonstrate their ability to complete the task/activity to the supervisor or experienced designate;
- The supervisor or experienced designate will not allow the worker to commence any work until they are satisfied that the worker can complete the task/activity in a safe manner. This includes that the employee demonstrates the inspection and safe usage the required personal protective equipment.