



POLICY	
Policy Number: HS2020-025	Date Approved: August 2017
Department: Health and Safety	Date Reviewed: October 2020
Non-Routine Work	

1. Policy Statement

In the event an employee(s) is assigned to non-routine work, the Department Head/Supervisor or experienced designate must conduct a pre-work meeting with all affected employees to review the activities of the work for hazards. When hazards are identified; controls shall be implemented that may include Safe Operating Procedures. A job planning procedure shall be written.

2. Purpose

To ensure that employees at the Town of Kirkland Lake (the Corporation) who are assigned to non-routine work; are aware of the potential hazards associated with the non-routine task/activity, that controls are in place in order to protect the health and safety of the employees, and that all employees receive adequate training prior to performing the work.

3. Scope

This policy affects all employees of The Town of Kirkland Lake

4. Definitions

Activity - A set of actions required to complete a job.

Non-Routine Work - Activities that are not generally performed on a regular basis.

5. Policy & Procedures

Responsibilities

Department Heads/Supervisors

- Assign competent employees to work tasks.

- Ensure Non-Routine Work Hazard Assessment is completed and documented.
- Ensure all employee performing Non-Routine Work are properly trained prior to starting work.
- Establish and document Safe Operating Practices (SOPs) as required.
- Ensure all safety equipment is available for the work.

Employees

- Inform their supervisor when assigned non-routine work
- Shall follow the Non-Routine Work Form as documented.
- Shall not perform any Non-Routine Work that they have not received proper training and documentation on.
- Participate in Non-Routine Work Hazard Assessment as required.
- Use SOPs as required to conduct the work.

Procedures

- Department Head, Supervisor or experienced designate conducts a pre-work meeting with all affected Employees involved, in addition to a Safety Committee Member, the following will be discussed and adhered to:
- All potential hazards associated with the non-routine task/activity must be identified, and controls must be established and fully implemented.
- The Supervisor must establish SOPs, and these procedures must be documented on the Non-Routine Work Form. All employees involved must be trained on these procedures. All necessary safety equipment required to complete the work must be outlined and all employees involved must receive instructions on proper use and maintenance of the equipment.
- Equipment Specific SOPs may already be established for equipment to be used in the Non-Routine Work. Check on the Health and Safety Website under the SOP menu to see if the necessary equipment SOP has been developed.

All employees involved must sign the Non-Routine Work Form to confirm that they have received all required instruction/ training and documentation before commencing work

6. Summary

Training

Affected Employees will receive the appropriate training as deemed necessary and documented on the Non-Routine Work Form.

Evaluation

An evaluation regarding adherence to this policy will be conducted by the Safety Committee.

Legislation/ Standards/ Regulations

Ontario Occupational Health and Safety Act, R.S.O. 1990