
 Rainy River District Social Services Administration Board	SECTION: Health & Safety
	POLICY TITLE: Non-Routine Work
ORIGINAL DATE: March, 2012	POLICY AREA: Operations
REVISION DATE: July, 2014	POLICY NO: HS-6.3
NEXT REVIEW DATE: July, 2018	APPROVED BY: 

Purpose

It is the Supervisor's responsibility to ensure that work activities are assigned to the appropriate workers.

Definitions

"Activity" means a set of actions required to complete a job.

"Non-routine Work" means activities that are not generally performed on a regular basis.

"Safe Operating Procedures" means 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"

- a) The Supervisor or experienced designate will conduct the pre-work meeting with all involved.
- b) During the pre-work meeting, all potential hazards associated with the non-routine task/activity must be identified. The hazards identified must be rated for loss potential (using the existing loss potential matrix included on the hazard reporting form).
- c) All controls must be identified and fully implemented for each hazard identified that can not be eliminated.
- d) Safe operating procedures must be established and documented.
- e) All involved workers must be trained on the safe operating procedures. A record of training will be kept in the employees personnel file.

- f) All necessary safety equipment required to complete the task/activity safely, are to be documented including their proper use, maintenance and storage. The proper and consistent use of Personal Protective Equipment will minimize the risk of personal injury to employees of the Rainy River District Social Services Administration Board (RRDSSAB) and ensure all work is performed in accordance with the *Occupational Health and Safety Act* and Regulations.

“Non-routine Work Evaluation”

- a) The worker must demonstrate their ability to complete the task/activity to the Supervisor or experienced designate.
- b) 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 how to inspect and wear the required personal protective equipment.