

MANUAL OF ADMINISTRATION

TOPIC: HEALTH AND SAFETY	SUBJECT: Non- Routine Work Procedure	Code: HS130
		Date of Issue: July 2006
		Revised: Nov 2009
		Reviewed: Sept 2009
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PURPOSE: To outline the procedure to be followed when non-routine work is identified.

Non-Routine Work is a task/activity that you have never or seldom before conducted.

For Example:

- Using a mechanical lift to transfer someone

The Managers are responsible for ensuring that work tasks/activities are assigned to the appropriate workers.

Employees must be trained and/or experienced in carrying-out the task/activity. If not, the following procedure must be followed:

- Worker informs the Manager that he/she is not familiar with the task/activity.
- Manager or a designated competent worker will conduct task/activity orientation (pre-work meeting) with the worker.
- A step-by-step review of the task will be conducted among the worker, Manager and or a competent worker.
- Potential hazards associated with the non-routine task/activity must be identified.
- The hazards identified must be rated (using the existing Avenue II Hazard Analysis).
- All necessary controls are put in place.
- Safe Operating Procedures are established and then explained to the worker.
- All of the necessary safety equipment required to complete the task/activity safely are outlined and their proper use demonstrated for the worker not previously trained.

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- The worker is then required to demonstrate his/her ability to complete the task/activity to the Manager and/or competent worker.
- The Manager or competent worker does not allow the worker to commence work until satisfied that the worker can safely complete the task/activity.
- If any training is provided to complete the non-routine task the Manager or competent worker documents such training. A record of the training will be kept in the workers' supervision file.