

## Non-Routine Work



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Health & Safety Policies	September 17, 2019	138-2019	1	2
<b>Subsection</b>	<b>Repeals By-Law Number</b>		<b>Policy Number</b>	
Non-Routine Work	27-2012		HS-19	

### **Purpose**

When workers are asked to perform work that they are not familiar with, or work that they are familiar with but perform infrequently, there is an increased likelihood that they may be injured as a result of that work. The purpose of this policy is to ensure that whenever non-routine work is performed, workers are aware of any hazards associated with the non-routine work and the control measures necessary to protect the worker.

### **Responsibility**

Senior Leadership Team members are responsible for ensuring all City of Kenora operations are in compliance with applicable legislation and the requirements of this policy.

Supervisors are responsible for ensuring that workers performing any non-routine work are aware of any hazards associated with the work, ensuring workers are aware of any necessary control measures for safety, and for ensuring that pre-work meetings and checklists are being completed by workers.

Workers are responsible for familiarizing themselves with the non-routine work, utilizing the necessary controls to protect themselves, and completing pre-work checklists to help identify any hazards associated with the work.

### **Definition**

Non-routine work is defined as activities that are not generally performed on a regular basis. For the purposes of this policy the City of Kenora defines non-routine work as work that is regularly performed not more than twice per year such as ice-in and ice-out at the Recreation Centres, or the installation and removal of the Coney Island Footbridge. Non-routine work will also include any task that is being performed for the first time, regardless of the intended frequency of performance in the future.

### **Procedure**

Supervisors will compile an inventory of known non-routine work that may be performed in their workplace.

## Emergency Preparedness

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Prior to performing non-routine work or new work for the first time, workers will hold a meeting with all those who will be involved in the non-routine or new work. At this meeting all known hazards associated with the work will be identified, pre-work checklists will be completed, and appropriate control measures will be discussed and implemented.

Safe work procedures will be developed or reviewed.

After the work is complete workers will meet again to discuss how the work went. Any hazards that weren't identified at the pre-work meeting will be added to the list of hazards associated with that work so that they will be included the next time the work is done. Safe work instructions will be modified accordingly. All meetings will be documented.

### **Training**

Workers shall be trained and instructed in the hazards associated with non-routine work or new work as well as the safe operating procedures required for completing the work. All training shall be documented and reviewed as required by the frequency of the non-routine work.

### **References**

City of Kenora Pre-Work Checklist