



CITY POLICY & PROCEDURE

SECTION: HUMAN RESOURCES

NO: HR-HS-34

REFERENCE: HEALTH AND SAFETY

Date: Feb 1, 2017

**Next Review Date:
Feb 1, 2019**

TITLE: NON-ROUTINE WORK

1.0 POLICY

The City of Dryden is committed to providing a healthy and safe workplace for all employees. The City is committed to diminishing the risks and hazards associated with unfamiliar and non-routine work or work being performed for the first time.

2.0 RESPONSIBILITY

2.1 Manager/Supervisor:

- (a) shall make all employees aware of the Non-Routine Work policy and procedure;
- (b) are responsible for ensuring that work tasks/activities are assigned to appropriate workers;
- (c) will monitor their workers' compliance with the procedure and address any contraventions with the worker and Human Resources (as necessary);
- (d) will participate in a pre-work meeting, prior to performing the non-routine work;
- (e) will ensure safe operating procedures are established and documented for the non-routine work;
- (f) will ensure all workers are trained on the safe operating procedures;
- (g) will ensure all required safety equipment and personal protective equipment is available to complete the task safely and that workers are instructed in use;
- (h) will ensure workers can demonstrate their ability to safely complete the task/activity prior to commencing any work; and,
- (i) ensure a post-work evaluation is completed and any findings incorporated into the safe operating procedure.

**This procedure is subject to any specific provisions of the Municipal Act,
or other relevant legislation or Union agreement.**

2.2 Workers:

- (a) are responsible for complying with this policy and procedure;
- (b) will inform their supervisor of any task or job that they feel is non-routine;
- (c) will participate in a pre-work meeting, prior to performing the non-routine work;
- (d) will follow the safe operating procedures established for this non-routine work;
- (e) will use or wear all required safety equipment and personal protective equipment needed to complete the task safely; and,
- (f) will demonstrate to their supervisor their ability to safely complete the task/activity prior to commencing any work.

3.0 PROCEDURES

- 3.1 Non-routine work are jobs and tasks that are performed irregularly or being performed for the first time. Since these tasks and jobs are not performed regularly, it can be difficult to understand all of the hazards associated with the job.
- 3.2 In the event that an employee or manager/supervisor identifies a non-routine work situation, all involved must attend a pre-work meeting, prior to performing the non-routine work.
- 3.3 During the pre-work meeting, a step by step review and all potential hazards associated with the non-routine task/activity must be identified. A Hazard Reporting form must be completed (Refer to Hazard Recognition and Reporting Procedure/Form).
- 3.4 All controls must be identified and fully implemented for each hazard identified that cannot be eliminated, as per the Hazard Recognition and Reporting Procedure.
- 3.5 Safe operating procedures for the non-routine work must be established and documented.
- 3.6 All involved employees must be trained on the safe operating procedures as developed and approved by the Manager/Supervisor.
- 3.7 All necessary safety equipment required to complete the task/activity safely are to be documented including their proper use, maintenance and storage.
- 3.8 The employee must demonstrate their ability to safely complete the task/activity to the manager/supervisor/competent person, prior to commencing any work. This includes that the employee demonstrates how to inspect and wear the required personal protective equipment.

History			
Approval Date:	May 16, 2011	Approved by:	By-law 3876-2011
Review/Amendment Date:	February 1, 2017	Approved by:	CAO E. Remillard
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