

# VICTORIA UNIVERSITY HEALTH AND SAFETY PROCEDURE

**Date of Issue:** July 7, 2023

**Review/Revise Date:**

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## NON-ROUTINE WORK PROCEDURE

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### PURPOSE

The purpose of this procedure is to ensure that the risks associated with unfamiliar work are diminished and knowledge of the associated risks is gained through advanced planning.

### SCOPE

This procedure applies to all locations.

### STANDARDS/PROCEDURES

#### Definitions:

Activity:	A set of actions required to complete a job.
Non-Routine Work:	Activities that are not generally performed on a regular basis, do not have a documented procedure on how to do the job safely, task has never been performed before, etc.
Safe Operating Procedures:	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 manager identifies non-routine work, all involved must attend a pre-work meeting.

#### Pre-Work Meeting

- The manager or designate will conduct the pre-work meeting with all involved as well as include a worker member if the JHSC (if available).
- 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 (the Non-Routine Work Permit form)

- All controls (using hierarchy of controls) must be identified, documented, and fully implemented. Controls include but not limited to:
  - ✓ Guarding or other engineering controls
  - ✓ Air monitoring
  - ✓ Awareness signs
  - ✓ Safe operating procedures
  - ✓ Fall arrest/ fall restraint
  - ✓ Hazardous energy isolations
  - ✓ PPE
  - ✓ Other required safety equipment
- All involved workers must be trained on the non-routine work plan developed and hazards of the non-routine work (all workers involved in the specific task will sign off on the permit).

### **During Non-Routine Work**

- During the non-routine work the manager or designate must continually evaluate the work to ensure that all safety controls implemented, adequately control the identified hazards. New controls or measures should be implemented as required and communicated to all impacted workers.
- All workers must continually monitor the work taking place and if any new hazards arise or the controls do not adequately control the hazard, immediately stop the work and inform the manager or designate.
- Work should be stopped if the hazards cannot be adequately controlled.

### **After Non-Routine Work**

- Non routine work plans will be kept in a binder in the applicable managers office for record keeping, as well as be available for review if that task must be completed again in the future.

## **ROLES AND RESPONSIBILITIES**

- The manager will be responsible for initiating this procedure when required.
- It is the manager's responsibility to ensure that work activities are assigned to the appropriate workers.
- It is the workers responsibility to participate and follow any controls developed or Safe Operating Procedures.

## **COMMUNICATION**

- Health & safety responsibilities will be communicated to all management and workers/supplied labour during the health and safety orientation training program (completed at the time of hire).
- Management is responsible to communicate any revisions to their staff at the beginning of each staff meeting.

- Written – ensure any documentation received from training is forwarded to the employee’s manager.
- Management must keep copies of their staff meeting agendas and minutes for a period of 2 years.

## **TRAINING**

- Applicable workers will be trained on what is considered non-routine work and the process in place to conduct the work in a safe manner after hazards have been identified and appropriate controls implemented.

## **EVALUATION**

- This procedure and plan will be re-evaluated for its effectiveness as per the schedule or when processes change or legislation changes.
- A review of completed plans will be conducted to ensure that plans are being conducted and completed as per the procedure, hazards and controls identified, and worker signoffs are conducted.

## **FORMS**

- Non-Routine Work Plan

## **RELATED PROCEDURES**

- Hazard Identification and Control Procedure

## **REFERENCE MATERIALS**

- Ontario legislation – OHSa section 25, 26, 27 and 28.




**Risk Rating Matrix**  
*High Risk:* immediately dangerous to life and health  
*Medium Risk:* medium potential for non life-threatening injury  
*Low Risk:* long term potential for slight injury or illness

**Safe Operating Procedure (list the steps required to complete the work and the safety measure implemented to maintain safety):**

<b>Approved by Department Manager/ Designate:</b>	<b>Approver Signature:</b>
<b>Title:</b>	<b>Date:</b>

**Workers Names and Signatures:** acknowledging that they have been informed of the tasks, hazards and controls to conduct the job in a safe manner. Any deviation from the plan must be assessed and reviewed by the department manager.

If at any time the hazards cannot be controlled, a control fails or does not adequately control the hazard, or new hazards arise all work must stop and the department manager/designate must reassess and implement new controls.

Any deviation from the plan must be assessed and approved by the department manager/designate.

***Records of this plan shall be kept in a binder in the department managers office.***