

Non-Routine Work Policy Township of Springwater

Approved: July 12, 2010
Effective: July 12, 2010
Next Review: July 2011

Department: All Departments
Subject: Health & safety, non-routine
Policy Number: A09 - NO

A. Policy Statement

The Township of Springwater is committed to the health and safety of employees, contractors, visitors and the general public when non-routine work is performed.

B. Purpose

The purpose of the Non-Routine Work Policy is to provide procedures for the health and safety of employees, contractors, visitors and the general public when non-routine work is performed.

C. Scope

This policy applies to all employees of the Township including part-time firefighters, temporary workers (supplied labour) and contractors.

D. General

This Policy shall be administered by departments.

This Policy shall be referred to as the 'Non-Routine Work Policy'.

This Policy shall come into force and effect on the day of passage.

This Policy shall be reviewed annually.

E. Authority

The authority for the Non-Routine Work Policy shall be by the endorsement of the Township of Springwater's Joint Health and Safety Committee and by the approval of the Township of Springwater Council.

ATTACHMENT A
PROCEDURES FOR THE NON-ROUTINE WORK POLICY

A. General

Any worker who is not familiar with any task / activity that they have been assigned are to report this verbally to their supervisors. The worker and supervisor must perform a review of the task to identify and rate the hazards involved for loss potential.

The supervisor and / or competent worker must implement controls, supply and train on required safety equipment, and train on the safe operating procedures.

The supervisor and / or competent worker must not allow the worker to commence work until the worker has demonstrated their ability to complete the task / activity.

B. Standards

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

1. Worker informs the supervisor that he / she is not familiar with the task / activity.
2. Supervisor or a designated competent worker will conduct the task / activity orientation (pre-work meeting) with the worker.
3. A step-by-step review of the task will be conducted among the worker, field manager and / or a competent worker.
4. Potential hazards associated with the non-routine task / activity must be identified.
5. The hazards identified must be rated for loss potential (using the existing loss potential matrix for hazard reporting).
6. All necessary controls are in place.
7. Safe operating procedures are established and then explained to the worker.
8. 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.
9. The worker is then required to demonstrate his / her ability to complete the task / activity to the field supervisor and / or competent worker.

10. The supervisor or competent worker does not allow the worker to commence work until satisfied that the worker can safely complete the task / activity.

11. If any training is provided to complete the non-routine task, the supervisor or competent worker documents such training. A record of the training will be kept in the worker's training file.

The Personal Protective Equipment Policy is to be followed when conducting non-routine work.

C. Training

Supervisors or a competent worker must train the worker on the safe operating procedures, use of required personal protective equipment before the worker performs the task / activity.

D. Evaluation

The worker must demonstrate to the supervisor or competent worker their ability to complete the work and the supervisor or competent worker must not allow the worker to perform the task / activity until they are satisfied that the worker can complete the task.

ATTACHMENT B ROLES AND RESPONSIBILITIES

A. Supervisors

It is the role of the supervisor to:

- Ensure that the work tasks / activities are assigned to the appropriate worker(s)
- Conduct a pre-work meeting with the worker(s) if the worker is not familiar with the task / activity
- Complete a step by step review of the task / activity with the worker(s) and identify all potential hazards. The hazards must be rated for loss potential.
- Implement controls
- Supply required safety equipment
- Train on the safe operating procedures and proper use of the safety equipment

B. Worker

It is the role of the worker to:

- Inform the supervisor if he or she is not familiar with the task / activity
- Perform the review of the task with the supervisor to identify the hazards involved