

Non Routine Work Standard & Procedures



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Preamble:

Bernard Rochefort Ltd. conducts operations for the Construction Industry. For the most part, the jobs and functions are considered routine to this industry. Occasionally there may be a requirement to do work that is not routine to regular functions.

Definition:

Non routine work is any work that is considered not part of the normal work process or activities that an employee performs. This work is not normally conducted during day to day operations and may not be referenced specifically with a safe work or safe operating procedure.

Scope:

All employees who are expected to do a task that is not routine to them are expected to follow these standards and procedures

Standard:

In recognition and support of the Corporate Health and Safety Policy, Bernard Rochefort Ltd. has developed safe operating /work procedures to provide operators and workers with the information required to perform their jobs safely with an awareness of potential hazards and safeguards that are in place for their protection. Construction can be an ever changing environment and by its very nature, there may be occasional requirements for tasks or work that is not normally performed. In these cases, to ensure that our workers have the training, instruction and PPE required to perform the job, Bernard Rochefort Ltd. has developed Non Routine Work Procedures to meet those requirements. Any employee who is asked to perform a non-routine task and any supervisor authorizing the worker to perform a non-routine task is expected to complete the documented procedures below.

Step by step Process:

1. Supervisor and crew to review the Job order to consider what aspects may be considered Non Routine Work.
2. Document the nature of the non-routine work
3. Conduct pre work meeting to address potential hazards (Risk Assessment) and include Health and Safety Rep(s)
4. Implement Controls (ie PPE, Guards, TCP, Safe Operating Procedures if required)
5. Document hazards and controls and Risk Assessment.
6. Determine when the non-routine work will start and when it will end
7. If SOP's have been developed and written, post at site and communicate process directly to workers involved
8. If emergency preparedness is required arrange for Emergency Response to be on location (ie paramedics, fire)

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9. If hygiene testing is required arrange for this prior to work start (ie Air Sampling)
10. Inspect PPE to ensure effectiveness (ie appropriate respirator, fall protection, two way communication etc)
11. If non routine work is performed at the request of a General Contractor then no non routine work will commence until Contractor provides written instructions and training and safe work procedures for this non routine work and all applicable PPE and emergency preparedness elements.
12. Have Field Supervisor ensure that all workers have been trained on process and that all necessary PPE are in place
13. Post the non-routine work notice on site at job start and Supervisor must remove upon completion.

Roles	Responsibility/Task	Non Routine Work Consideration
Supervisor/General Manager	PHR	Consider what aspects of this project if any may require or result in non-routine work being performed
	Documentation	Document clearly the nature of the non-routine work
Surveyor, Field Supervisor and/or Secretary and or General Manager, Health and Safety Rep and Health and Safety Coordinator	MEETING	Conduct a pre work meeting to discuss what routine work is required and conduct a hazard assessment using the management hazard assessment guide to measure the risks associated/ review PHR
Supervisor	Document	Based on previous meeting document the hazards associated with the work and list and implement controls – These may include PPE, guarding and defined Safe Operating Procedures
Field Supervisor/General Manager/Secretary	Document	If Safe Operating Procedures are required ensure that no work is completed until these SOP's are written. These must be written and approved by either the Vice President, Secretary /Treasurer or Field Supervisor if deemed to be competent persons regarding the non routine work – If in doubt the opinion of a professional (ie engineer, inspector or Occupational hygienist) must be obtained
Field Supervisor/Supervisor	Control implementation	In addition to the SOP to be written ensure that all other controls are available during the period of non routine work (ie PPE, guarding, emergency response personnel, two way communication etc)
Field Supervisor/Supervisor	Consultation	If hygiene testing such as air sampling is required it is the Field Supervisors responsibility to arrange- The Health and Safety Coordinator can provide assistance

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		in this regard
Field Supervisor/Supervisor	Contractor Requests	If work is to be done at request of a general then obtain all SOP's from the general in addition to ensuring that the General provides instruction and training to all affected workers
Field Supervisor/Supervisor	Worker Awareness/training	Conduct safety talk on nature of work, review written safety procedures and remind workers of their right to refuse unsafe work- all workers must be trained prior to commencing work
Field Supervisor/Supervisor	Inspection	Inspect PPE for effectiveness and to ensure it meets requirements (ie respirator for air quality issues) If specific training is required (ie fall restraint/travel) then verification that the worker has had training must be documented
Health and Safety Rep	Participation	Health and Safety Rep is to participate in pre work safety meeting and should be willing to contribute in any way to the development of safe work procedures

SUMMARY NOTE: When in doubt, at any time, as to the nature of the work to be performed the worker must address this concern with the supervisor at time of job/task allocation. Workers are reminded of their rights to refuse unsafe work.

Approval & Acknowledgement:

Rhéaume Rochefort

Feb 1st, 2018

Date:

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