



University Students' Council of the University of Western Ontario **NON-ROUTINE WORK POLICY**

EFFECTIVE: 10th March 2017

SUPERSEDES: 15th November 2011

AUTHORITY: Chief Operating Officer

RATIFIED BY: Board of Directors
10th March 2017

**RELATED
DOCUMENTS:**

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PURPOSE:

The purpose of this policy is to establish procedural guidelines to diminish the risk(s) associated with unfamiliar work.

1.00 SCOPE

1.01 This policy applies to all USC employees and volunteers.

2.00 DEFINITIONS

2.01 “**Non-Routine Work**” is any activity that is not generally performed on a regular basis. Examples include year-end inventory, and hanging holiday lights.

3.00 RESPONSIBILITIES

3.01 Managers, before assigning non-routine work to a person, must hold a pre-work meeting to review the activities of the work for hazards.

4.00 PROCEDURE

4.01 The pre-work meeting

- (1) will include the manager, the person being assigned non-routine work, and any supervisor of the non-routine work;
- (2) is for the purpose of identifying hazards in the non-routine work; and
- (3) implementing controls for hazards identified. Acceptable controls include the following:
 - i. training the person in safe operating procedures already in place; and/or
 - ii. developing new safe operating procedures, and then training all persons affected.

5.00 COMMUNICATION



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5.01 This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

6.00 EVALUATION

6.01 This policy will be evaluated on an annual basis through the continuous improvement plan.