

Non-Routine Work Safety Talk



THE UNIVERSITY OF
CHICAGO

**BEFORE YOU DO.....
THINK IT THROUGH**



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.

Points to ponder before doing non-routine work:

1. What chemicals will I be working with and how do I safely use them?
2. What tools do I need to safely complete the work?
3. Will I be lifting?
4. Will I be working in awkward postures?
5. How is the footing where I am working?
6. Is it safe to use electrical equipment in the area?
7. Do I need to complete lockout/tagout?
8. Will I be exposed to live electricity or moving machine parts?
9. Would it be safer to have a "buddy" around?
10. Will I be working in a hot or cold environment?
11. Will I be working somewhere that I can potentially fall more than four feet?
12. Will I be working on pipes containing high pressure, temperature fluids, or gases?

Non-routine work includes jobs or tasks that are

- Performed infrequently
- Outside of normal duties
- Do not have a documented procedure
- Performed in a different way from documented procedure
- Have never been performed before
- Routine tasks that carry a high level of risk

Non-routine work can be unscheduled and unplanned, and may need to be completed immediately.

Accidents can occur when we do not take time to assess the risks prior to performing the work.

Before performing non-routine work, think about the following questions

- What injuries could occur
- What are the severities of the injuries
- What would cause these injuries
- What conditions or series of events would lead to the injuries

Job Safety Analysis (JSA) is used to assess and document the hazards associated with a job.

JSAs should be completed for routine tasks that are associated with high-risk hazards.

You may not have time to develop a formal JSA for a non-routine task.

In these cases, you can at least do the following

- Perform a quick risk assessment
- Develop a rough procedure on how to complete the job
- Conduct a pre-job discussion with your supervisor and everyone involved
- Inform everyone about the associated hazards and how to protect against them

THERE IS ALWAYS ENOUGH TIME TO THINK ABOUT AND PLAN YOUR WORK!

If you have questions about non-routine work, contact Environmental Health and Safety



No matter the urgency of completing a job, all Environmental Health and Safety Policies must be followed