



Lunch Box Safety Talks *Safety Over Sandwiches*

Non-Routine Work Programs

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Progressive Safety Services LLC***

Definition

Non-Routine Work Hazards

Hazard Analysis

Safe Operating Procedures

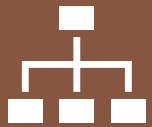
Pre-Work Training

The Power of Repetition

Today's Discussion



Is non-routine work performed in my workplace?



Does my organization have any type of formal process for performing non-routine work?



Would my organization benefit from developing a formal non-routine work program?

Thought Questions



Non-Routine Work

Merriam-Webster Definition: not of commonplace or repetitious character.

Employees can be seriously injured or killed performing non-routine work.

Can place employees in hazardous situations that are not expected or understood.

Many organization have developed formal processes for managing non-routine work.

Non-Routine Work

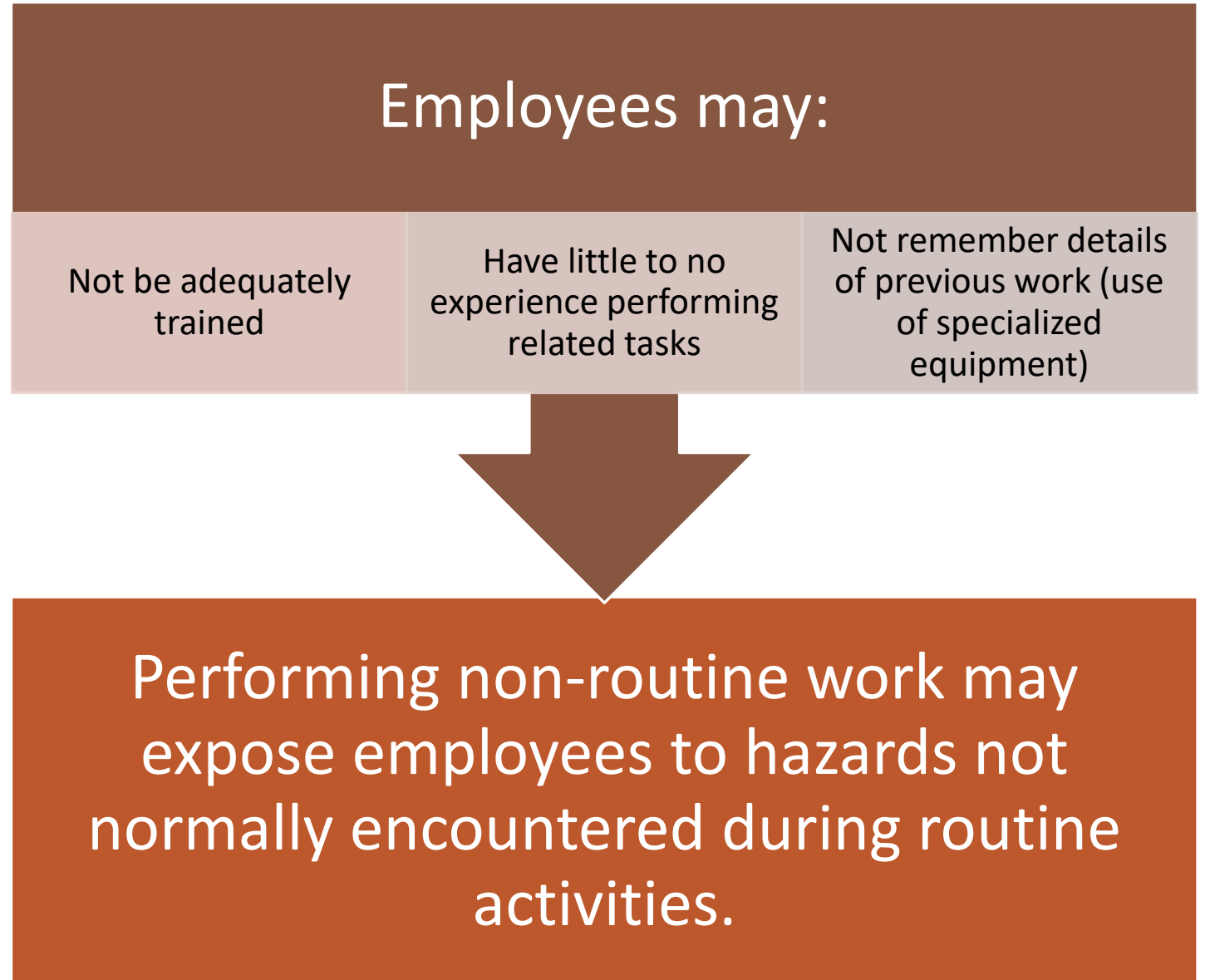
Example – Grain Bin Entry

Situations where entries are not performed on routine basis.

In these instances the entry may be considered non-routine.



Why is Non-Routine Work Hazardous?



Non-Routine Work Hazards

Falls to a different level

Overexertion

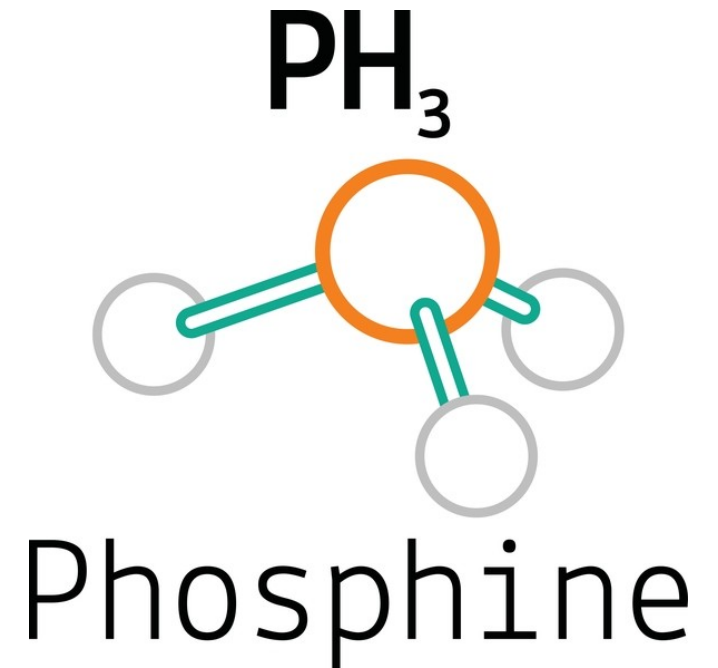
Exposure to energized conductors or high noise

Hazardous atmospheres (O2 deficiency)

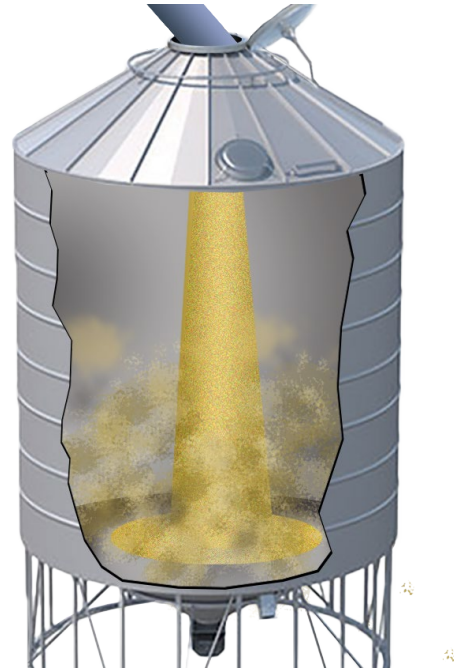
Chemical exposure (phosphine)

Struck by, against

Caught-in/caught between



Grain Bin Entry



Atmospheric hazards (i.e. O₂ deficiency, phosphine)

Engulfment/Entrapment

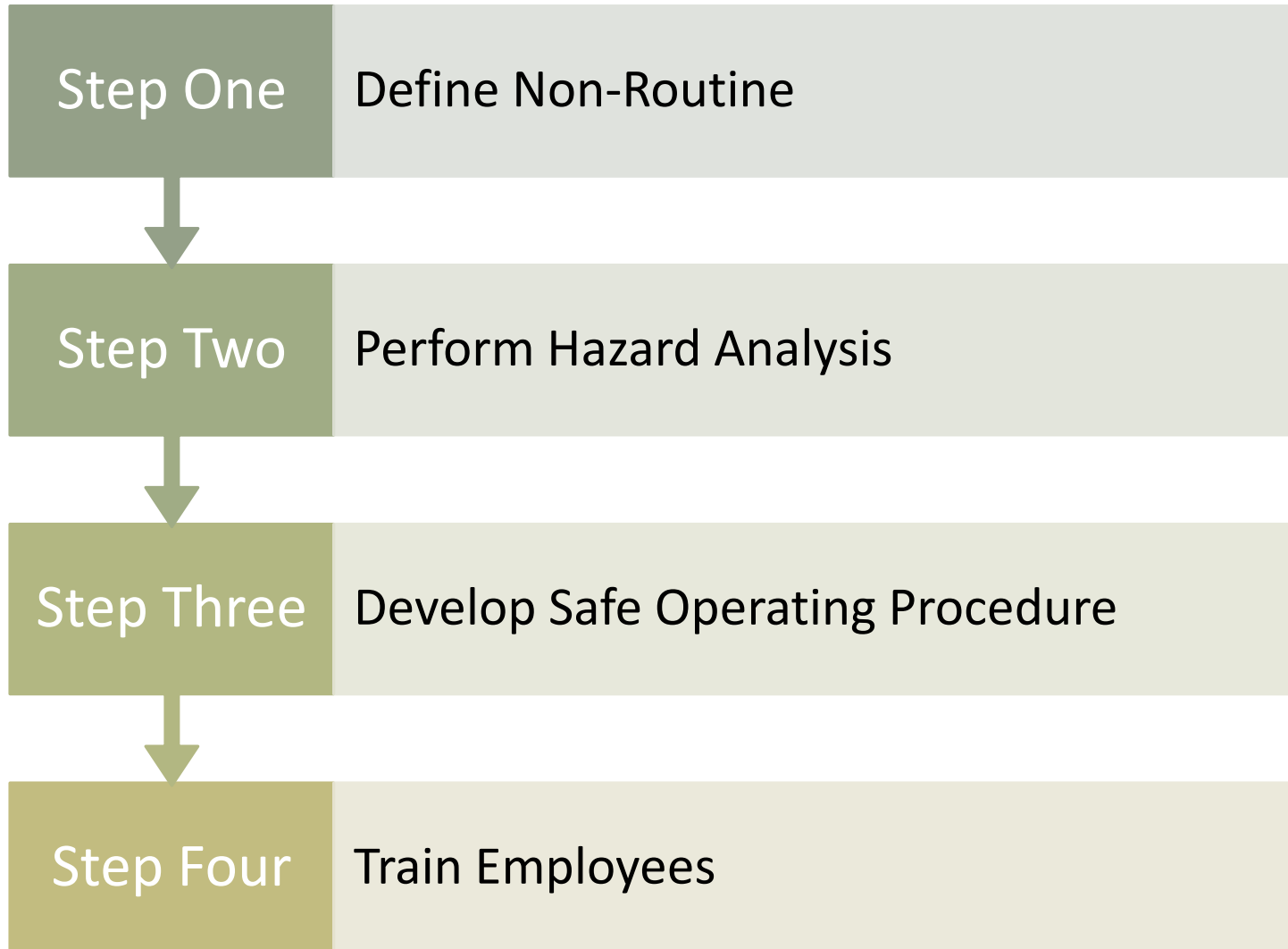
Steep angles of repose

Moving grain

Bridging grain

Falling grain

Grain hanging on vertical walls



Develop a Non-Routine Work Program

Non-Routine Work Program Step One

Define Non-Routine Work

- Generally defined as tasks performed irregularly or for the first time
- Important to define “irregular”

Sample Definition

“Any work that is not conducted on at least a quarterly basis by the ***persons assigned the task***”

Work that meets this definition would then require hazard analysis, development of safe work procedure, and employee training.

Non-Routine Work Program

STEP TWO –
IDENTIFY, ELIMINATE,
CONTROL OR REDUCE
EXPOSURE

Hazard Analysis

Simplest way to
perform Job Hazard
Analysis (JHA)

Formal or Informal

What is Hazard Analysis?

The assessment of risks present in a particular environment

3 x 3 Risk Matrix

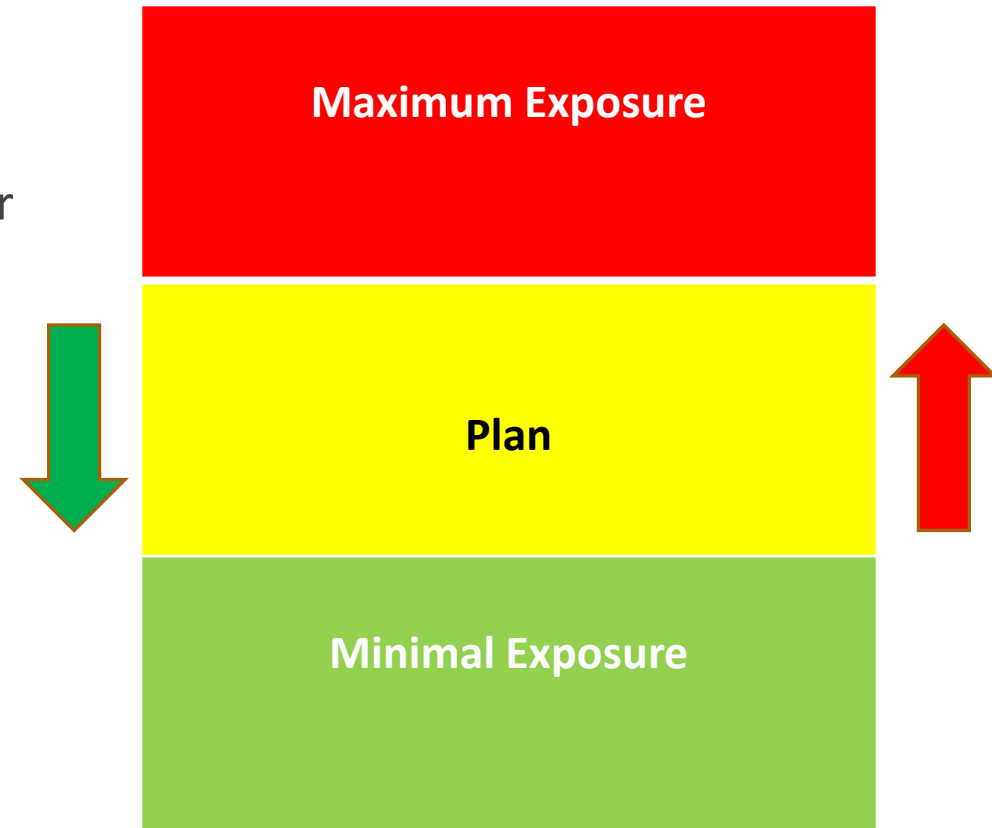
L I K E L I H O O D	Likely	Medium Risk	High Risk	Extreme Risk
	Unlikely	Low Risk	Medium Risk	High Risk
	Highly Unlikely	Insignificant Risk	Low Risk	Medium Risk
		Slightly Harmful	Harmful	Extremely Harmful
CONSEQUENCES				

Classification of exposure based on the level of risk

Exposure

Risk is inherent in many situations

Recognize that when risk exceeds what we for
we must step back and re-evaluate our
actions/behavior





Hazard Analysis

Process

- Continuous
- Never ending

How do we make it continuous or intuitive?

- Repetition



The Goal

Provide a **proactive** and **continuous** approach to **identifying, eliminating, controlling, and/or reducing** workplace exposure

Engage employees **at all levels** to work together to create a safe workplace

Benefits

Leads to a collaborative culture

People working together to eliminate, control,
and reduce exposure





Identifying the Steps

Team includes anyone involved in performing the non-routine task

Establish the steps involved in completing the job or task

Identifying the Hazards

When evaluating each step ask the question?

- Can this step increase exposure leading to an injury or fatality?



Struck Against: Can the worker forcefully strike against anything (sharp edges, protruding objects, machinery, etc.)?

Struck By:	Can anything move and strike the worker abruptly and/or forcefully?
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Contact:	Can the worker come in contact with electrically charged equipment?
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Caught In:	Can any part of the worker be caught on any object which could pull them into a piece of equipment?
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Caught Between: Can any part of the body be caught between something moving and something stationary or between two moving objects?

Fall/Same Level:	Can the worker slip or trip on anything that would result in a fall?
Fall/Different Level:	Can the worker fall from one level to another?
Overexertion:	Can the worker be injured while lifting, pulling, pushing, twisting, reaching, bending or any other motion resulting in a sprain or strain?
Exposure:	Can the worker be exposed to excessive noise, vibration, extreme temperatures, poor air circulation, toxic gases, airborne dust/fumes or hazardous chemicals?
Engulfment:	Engulfment/Entrapment – Can the worker be engulfed/entrapped by material (grain, fertilizer, etc.)?

Eliminating, Reducing, Controlling Hazards



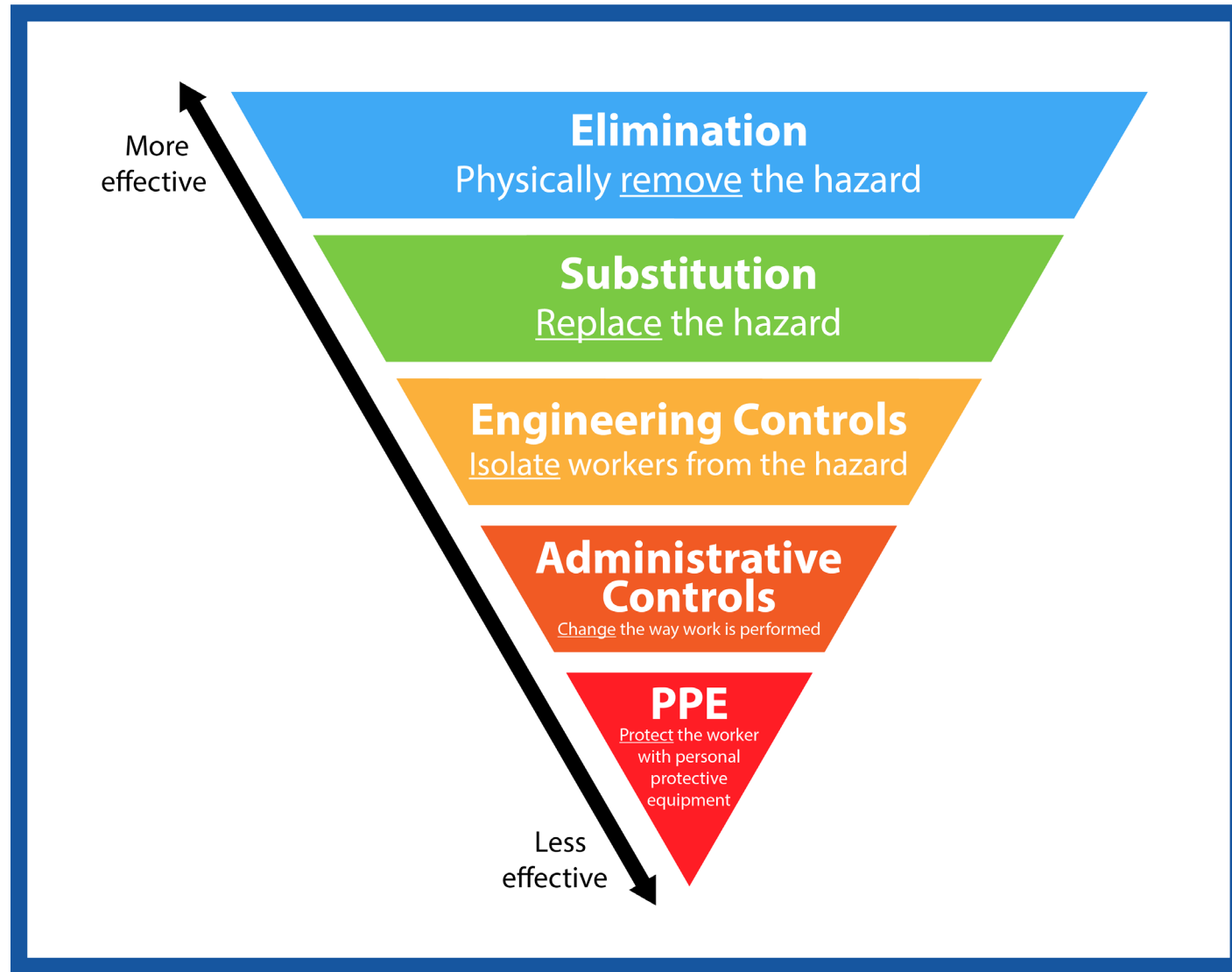
Evaluate each hazard



Doing nothing is not an option.
Identify all possibilities and decide
on the most feasible.



Use the **Hierarchy of Controls** to
identify the options for addressing
each hazard



Non-Routine Work Program

STEP THREE – ESTABLISH SAFE OPERATING PROCEDURE

Safe Operating Procedures

Beneficial to use information in the JHA

Establish logical order of task/job steps

Include in each step the actions required to eliminate, control or reduce exposure. For example:

- Specialized tools
- Guarding/barriers
- Personal protective equipment
- Lockout Tagout
- Air Monitoring

Establishing and adhering to SOP reduces exposure

Non-Routine Work Program

STEP FOUR – TRAINING EMPLOYEES

Pre-Work Training

Instruct employees on:

Procedural Steps

Hazards associated with each step

Required measures to eliminate, reduce or control exposure (hierarchy of controls)

Pre-Work Training



RECOMMENDED TO
DOCUMENT PRE-WORK
TRAINING:



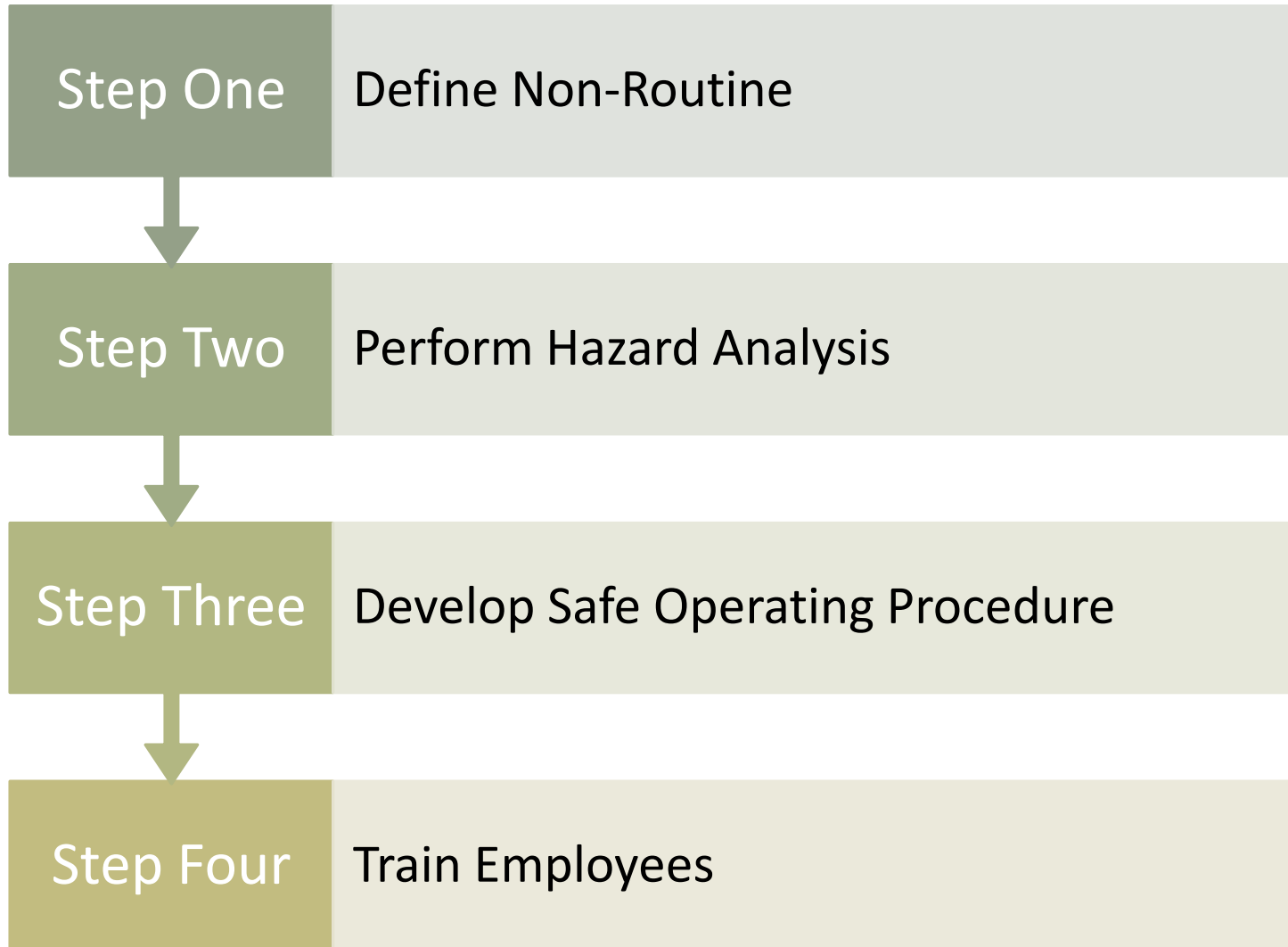
NAME OF THE TASK/JOB



DATE



NAMES AND SIGNATURE
OF THE INSTRUCTOR AND
PARTICIPANTS



Review – Non-Routine Work Program



The mind processes information both consciously and subconsciously

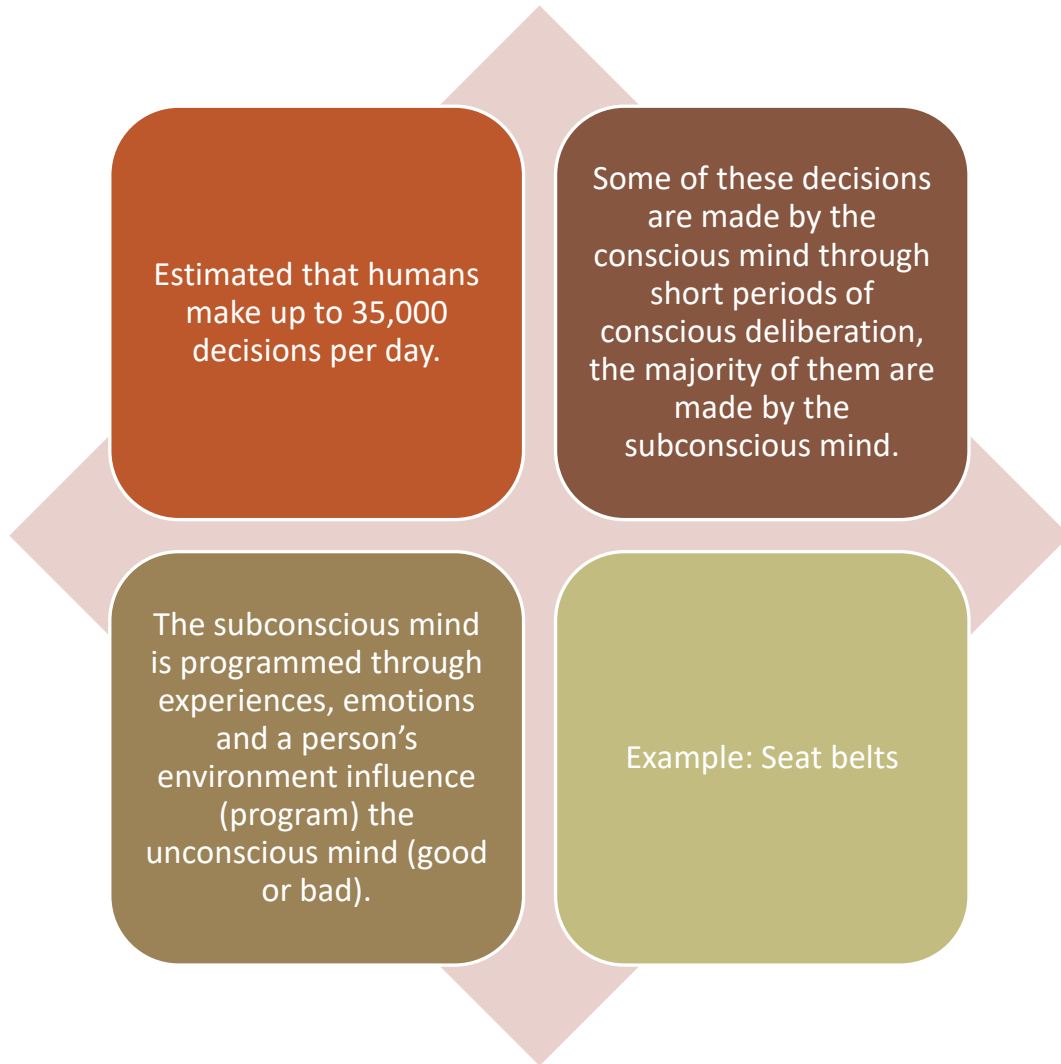


The conscious mind is the objective thinking mind. It can hold one thought at a time.

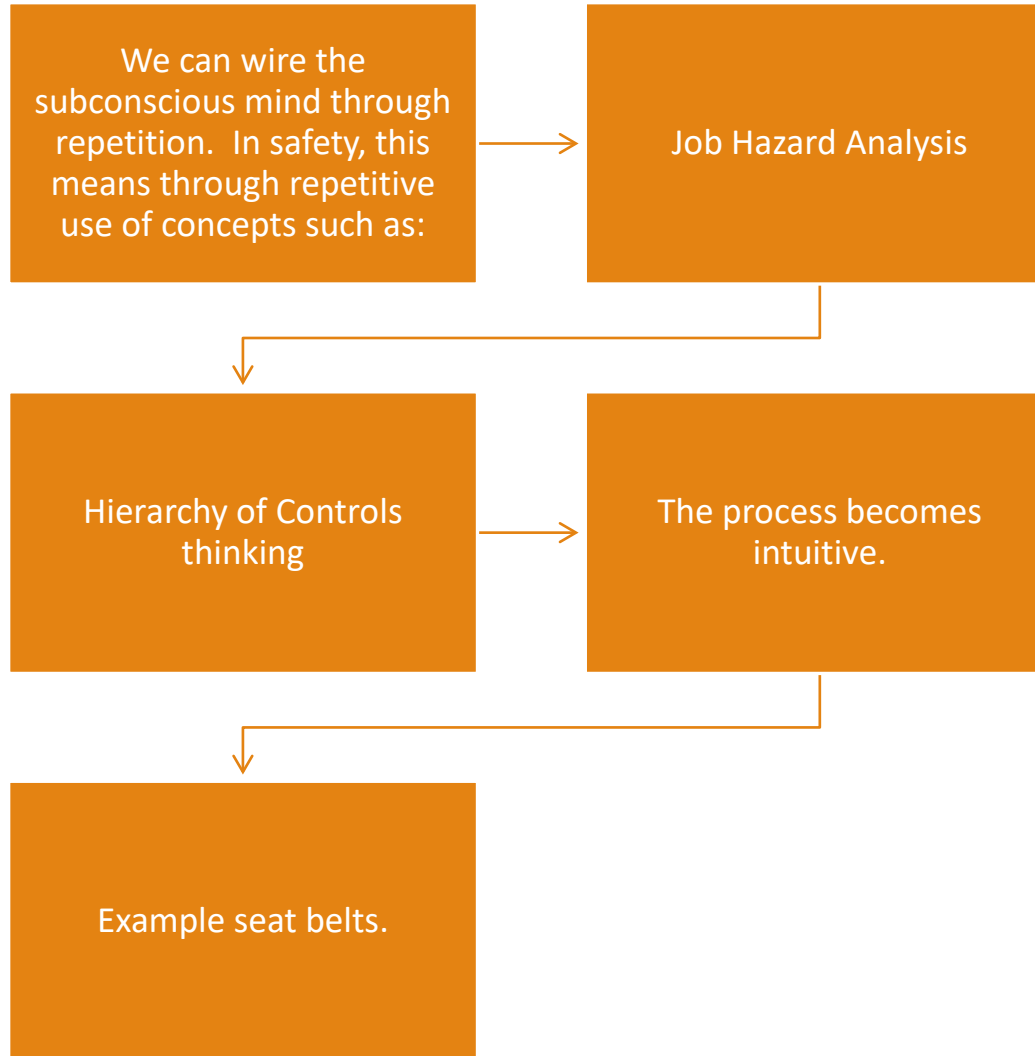


The subconscious mind's function is to store and retrieve data.

The Human Mind



The Subconscious Mind



The Power of Repetition

Thought Questions:

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Disclaimer

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