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.

The following jobs or tasks are examples of non-routine work:
- Performed infrequently;
- Outside of normal duties;
- Does not have a documented procedure;
- Performed in a different way from documented procedure;
- Has never been performed before; or
- Routine tasks that carry a high level of risk.

Non-routine work can be unscheduled and unplanned, and you may be called upon to complete it immediately.

Accidents can occur when we don't take time to assess the risks prior to performing the work.

Before doing unplanned work, think about the following questions:
- What injuries could occur;
- What are the severities of the injuries;
- What would cause these injuries; and
- What conditions/events would lead to the injuries.

Job Safety Analysis (JSA) are 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.

Sometimes you may not have time to develop a formal JSA.

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; and
- Inform everyone about the associated hazards and how to protect against them.

There is always enough time to spend a couple of minutes to think about and plan your work!

How to do a quick risk assessment:
- On a scale of 0-4, how severe would an injury be;
- On a scale of 0-4, how likely would an injury occur;
- If you rate the severity or likelihood at 3 or 4, stop and talk to your supervisor;
- This kind of task would warrant further discussion.

No matter the urgency of completing a job, all Environmental Health and Safety Policies must be followed:
- Lockout/tagout;
- Confined space;
- Hot work; and
- All other applicable EHS policies.