HEALTH AND SAFETY DICTIONARY

GLOSSARY OF TERMS, DEFINITIONS AND ACRONYMS

Health and safety should be as straightforward and comprehensive as possible. Our glossary of commonly-used terms has been devised for health and safety committee members and representatives, or for anyone who is responsible for health and safety in the workplace.

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Glossary of terms, definitions and acronyms

A

Absolute duty - No defence available against non-compliance with statutory requirement
Abnormal event - An unplanned, unusual, occurrence or emergency
Absorption - Taking a substance into the body by penetration through intact skin – one of the Routes of Entry
Acceptable indoor air quality - Air in which there is an acceptable concentration of toxins and contaminants, i.e. air that will not cause harm or injury to workers. Eighty percent of the workers should express no discomfort
Acceptable risk - The acceptable risk is one that has been reduced to a level that can be tolerated in accordance with an organization’s OH&S policy and its legal responsibilities.
Access - Entrance to a building/area or workplace.
Accident - An undesired, unplanned incident resulting in injury, ill-health, death or damage.
Accident causation – The many factors that act together to cause accidents. They include: personal factors, job factors, and lack of management control factors.
Accident investigation – The process of systematically gathering and analysing information about an accident. This is done for the purposes of identifying causes and making recommendations to prevent the accident from happening again.
Accident prevention – a set of precautionary, measures taken to avoid possible bodily harm.
Accident triangle - Indicates statistical relationship and severity of accident: Small number of deaths - Medium number of injuries - Large number of near misses
ACOP - Approved Code of Practice
ACM - Asbestos Containing Materials
Active system - A system that uses mechanical means to satisfy load demand as opposed to passive systems.
Activity - Any development, implementation, review, and enforcement of the Department’s Occupational Health and Safety (OHS) procedures.
Acts of nature - Events outside human control, such as sudden natural disasters
Acute - Short-term/single exposure with immediate and reversible effect
Acute effect - A change that occurs in the body within a relatively short time (minutes, hours, days) following exposure to a substance
Acute exposure - Immediate exposure to a hazardous substance over a short time period.
Adaptation - The limited ability for people to tolerate small departures from optimal conditions (equipment design, environment, etc) without significantly affecting performance.
Adaption - Changes or alterations to scaffolding
Additive effects – The health effects of a mixture which are equal to the sum of the effects of the components of the mixture.
Administrative controls – A category of hazard control that uses administrative/management involvement in order to minimize employee exposure to the hazard.
Adverse driving conditions - Unfavourable circumstances that reduce optimum driving conditions e.g. poor visibility, adverse weather, road conditions, traffic etc.
Agenda – A plan or list of items to be considered at a meeting. It is usually circulated to members in advance of the meeting so that they are aware of what will be discussed.
Aerosols - Substance dispersed into the air such that the droplets or particles remain in suspension for a significant period of time
Air Changes (AC or AC/HR) - A way to express ventilation rates, which are the number of time the air volume of a given space will be replaced in a one hour periods, assuming the air
distribution within the space is uniformly mixed.

**Air cleaning** - An IAQ control strategy to remove various airborne particulates and/or gases from the air. The three types of air cleaning most commonly used are particulate filtration, electrostatic precipitation, and gas adsorption.

**Air cleaning system** - A device or combination of devices applied to reduce the concentration of airborne contaminates, such as microorganisms, dust, fumes, reparable particulates, other particulate matter, gases, and/or vapours in the air.

**Air conditioning** - The process of treating air to meet the requirements of a conditioned space by controlling its temperature, humidity, cleanliness, and distribution.

**Air contaminant** - An unwanted airborne constituent that may reduce acceptability of the air.

**Air handler system** - A mechanical system that heats and/or cools air. See "Constant Air Volume System" and "Variable Air Volume System."

**Air pollutant** - An airborne constituent that may adversely affect health.

**Air sampling survey** - Collection of chemical or biological contaminants on a specific media which is sent to a laboratory for analysis or using direct reading instruments for instantaneous data.

**ALARP** - As Low As Reasonably Practicable. (See also SFAIRP). The two terms mean essentially the same thing and at their core is the concept of "reasonably practicable"; this involves weighing a risk against the trouble, time and money needed to control it. Thus, ALARP describes the level to which workplace risk is controlled (HSE).

**Allergen** - A substance that causes an allergic reaction in the body.

**Ambient** - Surrounding, e.g. ambient temperature usually means the outside temperature

**Anaesthetics and narcotics** - Affect permeability of nerve-cell membranes, and ultimately, affect nerve-cell performance. E.g. acetylene and ethylene

**Anoxia** - Lack of oxygen in the blood stream

**Antimicrobial** - Agent that kills microbial growth. See "disinfectant", "sanitizer", and "sterilizer".

**Appointed Person** - A designated person who has been nominated to take a supervisory role in the event of an accident, injury or illness. The appointed person will have completed basic first aid training and have the skills and knowledge to deal with a first aid situation.

**Approved** – Sanctioned, endorsed, accredited, certified, or accepted as satisfactory by a duly constituted and nationally recognized authority or agency.

**Approved Code Of Practice** - A Code of Practice (COP) prepared by management, unions and HSE, that has been approved and accepted by The Health and Safety Commission (HSC).

**Arc-Eye** - A painful eye condition caused by exposure to intense ultraviolet light.

**Area classification** - a method of analysing and classifying the environment where explosive gas atmospheres may occur. The main purpose is to facilitate the proper selection and installation of apparatus to be used safely in that environment, taking into account the properties of the flammable materials that will be present. DSEAR specifically extends the original scope of this analysis, to take into account non-electrical sources of ignition, and mobile equipment that creates an ignition risk.

**Area sampling** - Collection and analysis of representative samples of air in general work areas in order to determine the concentrations of any contaminants that are present.

**Asbestos** - The name used for a group of fibrous silicate minerals that once inhaled, have adverse effects on health and can lead to fatal lung diseases.

**Asbestos Management Plan** - A requirement placed upon those persons responsible for non-domestic premises built before 1999. Provides information on the ACMs to be found on the premises and how the risks from disturbing them is to be managed.

**Asbestosis** - The damage of lung tissue caused by asbestos, resulting in a shortness of breath.

**Aspect** - Environmental term – a company’s interaction with the environment

**Asphyxiant** - A vapour or gas that can either reduce the oxygen content in the air or interfere with the body’s ability to use oxygen. Exposure to an asphyxiant can result in unconsciousness or death due to being unable to breathe or by interruption of cell
respiration.

**Atmospheric monitoring** - Means a procedure whereby air is sampled within the breathing zone of a person to evaluate the person's exposure to airborne contaminants.

**Audible range** - Normal hearing frequency, approximately 20 Hz to 20 000 Hz

**Audiometric testing** - Tests that are conducted to determine the hearing ability of a person. These tests may be used to establish an employee's baseline hearing, to identify any subsequent hearing loss, and to monitor the effectiveness of noise controls.

**Audit** - An official inspection of the health and safety management arrangements of a premises, carried out by qualified auditors. The aim of an audit is to confirm that adequate control measures have been put in place to cover the risks and to ensure that these measures are being adhered to.

**Authorized person** – A person approved or assigned by the employer to perform a specific type of duty or duties or to be at a specific location or locations at the jobsite. See designated person.

**Auto ignition temperature** - Auto ignition temperature of a substance is the lowest temperature at which it will spontaneously ignite in a normal atmosphere without an external source of ignition.

**Availability** - Ability [of a system] to be in a state to perform as required. Note: Availability is measured by a probability (a dimensionless quantity between 0 and 1) of the service being provided at an arbitrary time, but is usually expressed as a percentage. Availability is related to reliability (q.v.) but is not the same.

**Barrier cream** – A cream designed to protect the hands and other parts of the skin from exposure to harmful agents. Barrier cream is also known as protective hand cream.

**BAT** - Best Available Technique related to Environment

**BATNEEC** - Best Available Technique Not Entailing Excessive Cost

**Behaviour-based safety** - The customs, norms, standards, values and beliefs that ensure safety in the workplace

**Benchmark** – any standard or reference by which others can be measured or judged.

**Best practice** - A way of delivering risk control practices which have been recognised by an authoritative body as cooperating with the law.’

**Bilateral work stoppage** – Stoppage of work under the direction of the worker certified member and the management certified member when both members have reason to believe that dangerous circumstances exist.

**Biodiversity** - The diversity of species within an ecosystem

**Blood agents** - These are chemicals such as carbon monoxide and the cyanides which act on the blood and the hematopoietic system and ultimately result in depriving body tissues of adequate oxygen.

**Boiling Point** – The temperature at which a liquid changes to a vapour.

**Bonding** – The use of low-resistance material to connect two or more conductive objects that would likely undergo a build-up of static electricity. Bonding prevents the unwanted release of electrical energy, such as sparks. E.g., transferring of one flammable liquid from one container to another can release electrical energy if it is not bonded.

**Biological agent** - Any living organism (for example, virus, bacteria or fungi) that affects the body, a part of the body, or any of its functions. The effects may be beneficial or harmful.

**Biological contaminants** - Agents derived from or that are living organisms (e.g., viruses, bacteria, fungi, and mammal and bird antigens) that can be inhaled and can cause many types of health effects including allergic reactions, respiratory disorders, hypersensitivity diseases, and infectious diseases. Also referred to as "microbiological" or "microbial".

**Biological monitoring** - Biological Monitoring refers to the collection and analysis of biological samples (blood, saliva, tissues, secreta, excreta etc.) for the presence of a workplace agent or its metabolite. The purpose of this procedure is to determine the extent of exposure encountered by the employee in the workplace to a specific agent, thereby
protecting the employee from potential hazards.

**BPEO** - Best Practise Environmental Option

**Breathing zone** – The area surrounding the worker's head. The make-up of air in this area is thought to be representative of the air that is actually breathed in by the worker.

**BSI** - British Standards Institute

**Building envelope** - Elements of the building, including all external building materials, windows and walls, which enclose the internal space.

**By-product** – The product formed or released by a material during use in a process. This is produced in addition to the principle product. A by-product may be toxic, flammable or explosive.

**C**

**C** - Ceiling Exposure Values

**Cancer** – A disease characterized by an abnormal growth of cells.

**Carcinogen** - A substance or physical agent that causes cancer.

**Carcinogenic** - Inherent potential of a substance or physical agent to be a carcinogen.

**Carpal Tunnel Syndrome (CTS)** - A chronic disorder of the hand and wrist possibly resulting from repetitive work involving repeated wrist flexion or extension

**CAS number** - the Chemicals Abstracts Service number for a chemical

**Catalyst** - A chemical which changes the rate of a chemical reaction between two other chemicals without affecting the chemical itself.

**CE** - declaration by the manufacturer, indicating that the product satisfies all relevant European Directives. Note, however, that the mark only applies to products that fall within the scope of European Directives.

**Ceiling exposure limit** - See Threshold limit values

**Ceiling exposure values** - Concentration of the biological or chemical agent that should never be exceeded in the workplace

**Ceiling Plenum** - Space below the flooring and above the suspended ceiling that accommodates the mechanical and electrical equipment and that is used as part of the air distribution system. The space is kept under negative pressure for returning air to the air handler.

**Certified** – Equipment is “certified” if it (a) has been tested and found by a nationally recognized testing laboratory to meet nationally recognized standards or to be safe for use in a specified manner; or (b) is of a kind whose production is periodically inspected by a nationally recognized testing laboratory; and (c) it bears a label, tag, or other record of certification.

**CFC** – Chlorofluorocarbons – causal factor in ozone depletion

**Chemical agent** - A chemical substance that affects the body, a part of the body, or any of its functions. The effects may be beneficial or harmful.

**Chemical contaminants** - Compounds released from the use of chemicals within a building.

**Chemical waste** - Any waste generated from the use of chemicals that has the potential to pose a chemical threat to health, safety and/or the environment.

**Chemisorb** - To take up and hold, usually irreversibly, by chemicals forces.

**Cherry picker** - A boom elevating work platform

**CHIP** - Chemical Hazards Information and Packaging

**Chronic** - Occurring over an extended period of time

**Chronic effect** - A change that occurs in the body over a relatively long time (weeks, months, years) following repeated exposure or a single over-exposure to a substance

**Chronic exposure** - Multiple exposures to a hazardous substance over a long period of time.

**CIEH** - Chartered Institute of Environmental Health.

**CIH** – Certified Industrial Hygienist.

**CIS** - International Occupational Safety and Health Information Centre

**Climate** - The long-term state of weather patterns within an ecosystem
**Clinical wastes** - Substances arising from the medical treatment of a person/s. As such, this may pose a risk to people exposed to the waste e.g. blood, tissue, sharps, clean up items etc.

**CMR** - Carcinogens, Mutagens, Toxic to Reproduction

**CO** - Carbon Monoxide

**CO2** - Carbon Dioxide

**Cochrane Collaboration** - An international, non-profit, independent organization established to ensure that current, accurate information about the effects of health care interventions is readily available worldwide, through the publication of Cochrane Reviews (systematic reviews of the literature).

**Cochrane Occupational Safety and Health Review Group** - It is one of more than 50 collaborative Review Groups within the Cochrane Collaboration. The group collects for as many occupational safety and health topics as possible, all the available research on the effects of specific protective measures. The results of these studies are combined in reports that are called systematic reviews.

**Code of Practice** - A set of rules fixed by regulatory bodies or trade associations which, although not law themselves, are intended to provide guidance on how to comply with the law.

**Cold** - A thermal stressor responsible for hypothermia and other cold-related injuries

**Combustible liquid** - Liquid with a flash point above 37.8 C (100° F)

**Comfort factors** - Conditions other than indoor air contaminants that cause stress, comfort, and/or health problems (e.g., humidity extremes, drafts, lack of air circulation, noise, and overcrowding).

**Commissioning** - Start-up of a building that includes testing and adjusting HVAC, electrical, plumbing, and other systems to assure proper functioning and adhere to design criteria. Commissioning also includes the instruction of building representatives in the use of the building system.

**Common Cause Failure (CCF)** - a dependent failure (q.v) of two or more (redundant) system elements due to a single cause, for example a fire or flood.

**Common Law** - Unwritten law which has been devised through judicial precedent rather than statutes. A breach of common law can however, result in a criminal offence.

**Common Mode Failure (CMF)** - a dependent failure (q.v) where two or more system elements fail in the same manner, for example by having the same incorrect maintenance action performed on all the elements.

**Commuting accident** - An accident occurring between the place of work and the worker’s place of residence, usual meal location, or payment location

**Compensation claim** - A claim filed mostly in accordance with national legislation, insurance regulations or other regulations, or with a contract by or on behalf of an employee, who has suffered a disabling injury, illness, or death arising out of and in the course of work.

**Competent Person** - A person who has been adequately trained and has the appropriate skills and knowledge to perform certain health and safety tasks without posing a risk to themselves or others.

**Compliance** – conforming to mandatory and voluntary regulations and standards; accident and injury histories; the courts; and custom and practice.

**Compressed gas** - Substance that is a gas at normal pressure and room temperature but is held in a pressurised container resulting in it becoming a liquid

**Concentration** - The quantity of one constituent dispersed in a defined amount of another.

**Condensate** - Water that is removed from air as it is being cooled.

**Confinement space** - An enclosed area that has the potential to cause serious harm from hazardous substances or conditions within the space.

**Confined space entry permit** - A confined space entry permit is to be issued by the Workplace Manager. The Permit provides details of a formal check to ensure all elements of a safe system of work are in place before persons are permitted to enter the confined space.

**Constant Air Volume System** - Air handling system that provides a constant air flow while varying the temperature to meet heating and cooling needs.
Consultation – The act or process of consulting, a conference at which advice is given or views exchanged.
Consulting – acting as an advisor on professional matters.
Contractor - Contractors including any service providers /individuals who are not direct employees who are providing services/works in relation to maintenance and repair work and other contracted services engaged by schools such as cooking demonstrations, sports coaching and other activities including workshops and incursions.
Contaminant - A substance, usually a pollutant, which has been discovered in an area where it does not usually belong.
Control Measures - Actions that have been put in place to regulate and reduce the risks associated with the work being carried out.
Controlled product – Any product or ingredient that meets the criteria for one or more of the classes of hazards
Controlled risk - A portion of the risk that can be managed with existing controls
Core Competencies - Basic (core) knowledge elements or competencies related to infection prevention and control that are required by all Health Care Workers
Corrective Actions – is a change implemented to address a weakness identified in a management system. Normally corrective actions are instigated in repose to a customer complaint.
Corrosive - A substance that has destructive effects on another substance - a substance that will burn the skin or mucosa on contact.
COSHH - The Control of Substances Hazardous to Health.
CPC - Chemical Protective Clothing. This is special clothing which may be resistant to permeation, penetration, or degradation by a chemical. Rubber boots, gloves, aprons, and suits are commonly used to protect workers from exposure to hazardous chemicals.
CPCS - Construction Plant Certification Scheme
CPP - Acronym for construction phase plan – needed for all construction works
Critical Parts or Items – The parts of machinery, equipment, materials, structures or other areas that are more likely than other components to result in a major problem or loss when worn, damaged, abused, misused, or improperly applied.
CSA - Chemical Safety Assessment
CSCS - Construction Skills Certification Scheme
CTS - Carpal Tunnel Syndrome
Cumulative trauma disorder - See repetitive strain injury.

D

Danger - A state or condition in which personal injury and/or asset damage is reasonably foreseeable. The presence of a hazard.
Danger Zone – An area or location where the probability of injury is high (for example, in the vicinity of saw blades).
Dangerous goods – Also referred to as hazardous materials. Any solid, liquid, or gas that can harm people, other living organisms, property, or the environment.
Dangerous occurrences - The uncontrolled release or escape of any substance or agent, in circumstances liable to cause damage to the health of, or major injury to any person, is a notifiable dangerous occurrence.
DB - Decibel
Decommissioning - The process whereby plant and equipment is safely withdrawn from service and could involve a staged process of adjustments, tests, and inspections.
Decomposition – The breakdown of a material or substance (by heat, chemical reaction, rotting or other process) into parts or elements.
Dependent failures - Failures of two or more elements of a system where these failures cannot be considered independent. Common cause and common mode failures are dependent failures.
Dermal – Relating to the skin.
Dermatitis - Inflammation of the skin. When the condition is due to contact with a substance at work it is called ‘occupational’ or ‘industrial’ dermatitis.

**Designated person** – See Authorized person.

**Designated substance** – Biological, chemicals, or physical agents that are known to be particularly hazardous. The use of a designated substance in the workplace may either be not allowed or strictly controlled by law.

**Designated Work Group (DWG)** - A negotiated and agreed grouping of employees who share similar workplace health and safety concerns and conditions. By default individual workplaces are a DWG.

**DIFR** - Disabling Incident Frequency Rate

**Disability** - Inability or lack of ability to perform any given task within a range considered normal for a human being

**Disabling injury** - An injury that prevents a person from coming to work or doing his or her usual job duties.

**Disinfectants** - One of three groups of antimicrobials registered by EPA for public health uses. EPA considers an antimicrobial to be a disinfectant when it destroys or irreversibly inactivates infectious or other undesirable organisms, but not necessarily their spores. EPA registers three types of disinfectant products based upon submitted efficacy data: limited, general or broad spectrum and hospital disinfectant.

**Display screen equipment** - A device that has an alphanumeric or graphic display screen, such as a computer monitor.

**Diversity** - Performing the same function in a redundant system (q.v) by different means in different elements, including different technologies and/or design and implementation methods.

**Document hierarchy** - The order of importance for document generation and maintenance

**DOT** – Department of Transportation

**Drugs** - Any substance that, when absorbed into the body, alters normal bodily function.

**DSE** - Display screen equipment

**Due diligence** – is a term used for a number of concepts involving either the performance of an investigation of a business or person, or the performance of an act with a certain standard of care. The process through which a potential acquirer evaluates a target company or its assets for acquisition.

**Dust** - Solid particles of a substance, suspended in the air after an aggravation, grinding, sweeping, sawing, etc.

**Duty holder** - Any person or organisation holding a legal duty, for example, all employers and persons who provide, use, or control equipment at work as required under PUWER regulations.

**DWG** - Designated Work Group

**E**

**EA** - Environmental Agency

**EAP** - Employee Assistance Programme

**EAV** - Exposure Action Value – time at which controls must be implemented to reduce exposure to vibration

**Economic prosperity** - A target for HSE users, as HSE incidents account for losses in profit

**Ecosystem** - A biological environment including all the organisms living in a particular area, as well as non-living components

**Egress** - Means of exiting a building/area or workplace.

**EIA** - Environmental Impact Assessment

**Electrical safety** - The required process to avoid electrical incidents through correct use of electrical equipment

**Elimination/termination** - Complete elimination of a hazard

**ELV** - Exposure Limit Value – time which must not be exceeded for exposure to vibration

**Embryo toxin** - An agent that is harmful or poisonous to unborn children up to the end of the
eighth week of development. See also Teratogen.

**Emergency conditions** - Extreme conditions (weather) and breakdowns of critical/hazardous machinery

**Emergency plan** - A plan detailing the exact actions to be taken in the event of an emergency with the aim of evacuating all persons from dangerous environments or conditions.

**Emission** - The action of giving off or sending out light, heat, gases, odours, sounds, etc.

**Employee** – Every laborer or mechanic, regardless of the contractual relationship which may be alleged to exist between the laborer and mechanic and the contractor or subcontractor who engaged him. “Laborer” generally means one who performs manual labor or who labors at an occupation requiring physical strength; “mechanic” generally means a worker skilled with tools.

**Employer** – Contractor or subcontractor.

**Energy management control system** - Manual and/or automatic control and supervision of the operation of active and passive systems to reduce energy costs.

**Energy recovery ventilation system** - A device or combination of devices applies to provide the outdoor air for ventilation in which energy is transferred between the intake and exhaust air steams.

**Engineering controls** - A category of hazard control that uses physical/engineering methods to eliminate or minimize the hazard. Examples of engineering controls include: ventilation, isolation, elimination, enclosure, substitution and design of the workplace or equipment.

**Engineering/treatment** - Controls that address hazards at the source through engineering

**Enterprise** - A company, business, firm, institution or organization designed to provide goods and/or services to consumers. It may imply for-profit business, not-for-profit organizations or agencies or self-employed individuals.

**Environmental aspect** - The element of an organisation’s activities that can interact with the environment

**Environmental impact** - Any change to an environment – adverse or beneficial

**Environmental impact assessment** - Administrative or regulatory process by which the environmental impact of a project, development or extension is determined

**Environmental monitoring** - The collection of physical samples and data used to study the response of the environment to the activities in a work site

**Environmental performance** - The result of the monitoring, optimising and refining of the environmental impact limitation

**Environmental protection** - Safeguarding the surroundings in which an organisation operates, including air, water, land and natural resources

**Environmental science** - The study of how humans and other organisms interact with each other and the non-living environmental aspects in an environment

**Equivalent** – Alternative designs, materials, or methods to protect against a hazard which the employer can demonstrate will provide an equal or greater degree of safety for employees than the methods, materials or designs specified in the standard.

**Ergonomic hazards** - Working methods that have the potential to damage the musculoskeletal system, including forceful movements, vibration, extreme temperatures, improper lifting techniques and inappropriate workstations.

**Ergonomic principles** - A concept whereby the work to be carried out is organized and specified – and tools and equipment designed and used – in such a way as to be matched with the physical and mental characteristics and capacity of the worker.

**Ergonomics** - study of the relationship between workers and their occupation, equipment and environment and particularly, the application of anatomical, physiological and psychological knowledge to the problems arising there from

**Error** - Mistake; error of judgement leading to action resulting in an accident and its subsequent effects.

**Error rate prediction** - A forecast of the possibility of error based on statistical data.

**ETA** - Event Tree Analysis: a graphical method of exploring how an initiating (hazardous)
event can lead to an accident via a set of further events. The method allows the exploration of barriers to escalation of the hazard (mitigations) and the calculation of the relative likelihoods of various outcomes.

**Evaporation** – The process by which a liquid, without reaching its boiling point, changes into a vapour and mixes with the air.

**Exfiltration** - Air leakage outward through cracks and interstices and through ceilings, floors, and wall of a space or building.

**Expert witness** – A witness who has knowledge not normally possessed by the average person concerning the topic that he is to testify about. Is a witness who by virtue of education, training, skill, or experience, is believed to have knowledge in a particular subject beyond that of the average person.

**Explosive** – A substance, mixture or compound that is capable of producing an explosion.

**Explosive proof protection** - Preventative techniques applied to the manufacturing process of equipment for use in high-risk, explosive work environments.

**Exposure** - Contact with a stressor or hazardous situation

**Exposure Limit Value** – time which must not be exceeded for exposure to vibration

**Exposure records** - The records kept by employees themselves, an employer, occupational physician or occupational health nurse of an employee's exposure to a hazardous material or physical agent in the workplace. These records show the time, level and length of exposure for each substance or agent involved.

**Extinguishing media** - The substance contained in a fire extinguisher which causes the extinction of a fire, such as Carbon Dioxide, Foam etc.

**F**

**Fall arrest harness** - A full body harness with a lanyard attached to either a lifeline or other suitable anchorage designed to stop a person falling to the floor should they fall off a working platform or workplace at height, e.g. roof.

**Fall arrest system** - Means equipment or material or combination of equipment and material that is designed to arrest the fall or a person e.g. industrial safety net.

**Family - work interference** - One type of work-family conflict; a form of role interference that occurs when family demands and responsibilities make it more difficult to fulfil work role responsibilities. See also Work - family interference.

**Fatal occupational injury** - Occupational accident or injury leading to the death of a worker.

**Fatality** – Death resulting from an accident.

**Fatigue** - Transient reduced ability to work as a result of previous activity, resulting in reduced efficiency

**FFI** - Fees for Intervention

**Fires** -

Class A: fires with flammable solids such as wood, plastic and paper.
Class B: fires involving flammable liquids and electrical fires.
Class C: fires involving gases.
Class D: fires involving metals such as magnesium, potassium and titanium.
Class F: fires with cooking oils and fats.

**Fire precautions** - The measures taken and the fire protection features provided in a building (e.g. design, systems, equipment and procedures) to minimise the risk to the occupants from the outbreak of fire.

**Fire prevention** - The concept of preventing outbreaks of fire, of reducing the risk of fire spreading and of avoiding danger to persons and property from fire.

**Fire safety** - A risk-based approach to fire safety

**First Aid** - The skilled application of accepted principles of treatment on the occurrence of an accident or in the case of sudden illness, using facilities or materials available at the time.

**Flame arrester** - Flame arresters are used as secondary protection against explosions by preventing the transmission of flame and explosion transfer in machines, equipment and plant, containing inflammable gas or steam-air mixtures of inflammable liquids. These
autonomous safety systems limit the effects of the explosions, rendering them harmless, they are intended to allow flow but prevent flame transmission.

**Flammability** - The ease in which a substance will catch fire.

**Flammable gas** - A gas with a low flammability limit that can be readily ignited when mixed with air.

**Flammable Liquid** - A liquid which can readily catch fire.

**Flammable Solid** - Solids that are liable to cause fires through friction or absorption of moisture.

**Flash point** - The minimum temperature in which the vapour of a substance, when mixed with oxygen, will ignite when a flame is applied.

**FMEA** - Failure Modes and Effects Analysis; a “bottom up” hazard identification technique which considers the individual elements of a system, determines how each element can fail, and explores the effects of each such element failure on the operation of the system as a whole. FMEA can also be used to quantify the failure rate of the total system by counting the contribution of each individual element.

**Fog** – Suspended droplets of a liquid that are produced by condensation or by the breaking up of a liquid (for example, by splashing or foaming).

**FRA** - Fire Risk Assessment

**Frequency** - Linked to the probability of a risk – this is the frequency at which a risk may occur

**Frequency rate** - Number of injuries in the period x 100,000 divided by Total hours worked during the period

**Friable asbestos** - Asbestos-containing materials that can be crumbled or pulverized to a powder when dry.

**FTA** - Fault Tree Analysis; a graphical method for analysing how a top event (generally a hazardous event) can be caused by lower level events combined by logical operators (most frequently AND and OR gates). The method is useful for identifying single points of failure or limited redundancy in complex systems, and can be used for system reliability and availability calculations.

**Fugitive Emission** – A gas, liquid, solid, vapour, fume, mist, fog or dust that escapes from process equipment, emission control equipment or a product.

**Fume** – Finely divided solid particles that are formed when a hot metal vapour cools and condenses. Fumes are usually associated with molten metals (for example, copper, lead or zinc and are often accompanied by a chemical reaction such as oxidation. See oxidizing agent.

**Fume cupboard** - A method of ventilation, typically in the form of a cabinet with a moveable safety-glass front window. The air is drawn away from the worker or workspace to prevent contact with harmful vapours or gases given off by hazardous substances.

**Functional safety** - Functional Safety is the property of an engineered system of ensuring safety by virtue of the functions which the system performs (which generally fall into two categories: control functions to ensure that a piece of equipment remains in a safe state, and protection functions which put another system into a safe or relative safe state). See also Safety Related System.

**G**

**Gas** – A formless substance that expands to occupy the space of its container (for example, methane, acetylene).

**Gas adsorption** - Devices used to reduce levels of airborne gaseous compounds by passing the air though materials that extract the gases. The performance of solid sorbents is dependent on the airflow rate concentration of the pollutants, presence of other gases or vapors and other factors.

**General exhaust** – See ventilation.

**General industry** – Concerned with applicable to, or affecting the whole or every member of a class category of manufacturing and processing of material and services.
General ventilation – See ventilation.

GHS - Globally Harmonised System for classification and labelling of chemicals, agreed under the auspices of the United Nations

Glare - Bright lights that reflect off a display screen and impede a person’s sight, often causing excessive eyestrain and headaches.

Grounding – Electrical connection of one or more conductive objects to the earth through the use of metal grounding rods or other devices.

Goods - Defined as any physical item such as plant, equipment, chemicals, furniture, or Personal Protective Equipment (PPE).

Guarding - A device that prohibits access to a hazardous part of a machine or equipment.

Handicap - A disadvantage for a specific individual, resulting from and injury or disability

Harm - Injury to or death of persons, or damage.

H&S - Health and Safety.

HAZAN - Hazard Analysis.

Hazard - A situation or behaviour that has the potential to cause harm, injury, ill-health or damage to property and the environment.

Hazard elimination – To get rid of, remove, a chance, an accident, and a chance of being injured or harmed.

Hazard recognition – The act of recognizing or condition of being recognized, a chance of being injured or harmed -acceptance or acknowledgement.

Hazardous building materials - Materials, in addition to asbestos, including PCBs, SMFs and lead paint.

Hazardous event - the occurrence of a hazard, generally used in the context of the failure of a safety related system.

Hazardous material - Any substance that may produce adverse health and/or safety effects to people or the environment.

Hazardous substance – A substance which, by reason of being explosive, flammable, poisonous, corrosive, oxidizing, irritating, or otherwise harmful, is likely to cause death or injury.

HAZCHEM - Hazardous chemical warning signs

HAZID - Hazard Identification.

Hazmat – abbreviation for hazardous material. Also referred to as dangerous goods. Any solid, liquid, or gas that can harm people, other living organisms, property, or the environment.

HAZOP - Hazard and Operability (study). A systematic method of identifying hazards using a team-based approach and applying a set of standard guide phrases to the elements of a design to determine how these could deviate from the intent of the designers and what the results would be. The method originated in the chemical process industry where it was applied to plant and instrumentation diagrams, but has been adopted more widely and applied to a number of different design descriptions.

HBA - Hazardous Biological Agents and Micro-Organisms causing harm to individuals

HCS - Hazardous Chemical Substance – toxic, harmful, corrosive, or irritant chemical

Health – The World Health Organization has defined health as more than just the absence of disease. Rather, it is a state of complete physical, mental and social well-being.

Health and safety committee - A cooperative forum for employers and employees to work together on OHS issues.

Health and safety policy – A policy is a statement of intent, and a commitment to plan for coordinated management action. A policy should provide a clear indication of a company’s health and safety objectives. This, in turn, will provide direction for the health and safety program.

Health and safety program - A systematic combination of activities, procedures, and facilities designed to ensure and maintain a safe and healthy workplace.
Health and safety representatives - A person that has been appointed by trade unions to represent their colleagues in regards to various issues of health and safety in the workplace.

Health care provider - Any person delivering care to a client/patient/resident. This includes, but is not limited to, the following: emergency service workers, physicians, dentists, nurses, respiratory therapists and other health professionals, personal support workers, clinical instructors, students and home health care workers. In some non-acute settings, volunteers might provide care and would be included as health care providers.

Health risk assessment - (the term health risk appraisal is regarded as a synonym) - A type of assessment tool that collects information from health status measures (e.g. BMI, blood cholesterol, nutritional analysis, heart rate response to exercise). The assessment is usually based on clinical reports/measures and/or self-reported information on health habits. In most cases, a health risk assessment requires a professional. The assessment usually results in individualized results and an aggregate report for the workplace. The term health risk assessment is sometimes used in Occupational Health in a different meaning to refer to an assessment of the health risks in a workplace through hazard and risk identification and exposure assessment. Consequently the assessment results in a feedback to the worker, and the program offers the worker an intervention to promote health, sustain function or prevent disease. See also risk assessment.

Health surveillance - A process of observation that involves monitoring any early symptoms of work related ill-health in employees who may be exposed to certain health risks, such as hazardous chemicals.

Heat - A thermal stressor in the workplace that can have an adverse effect on workers in the area

Heat exhaustion - A condition caused by excessive exposure to hot temperatures, usually caused by profuse sweating in warm, poorly ventilated working environments.

Heat gain - The amount of heat gained by a space from all sources, internal and external, including persons, lights, machines, sunshine and so forth.

Heat loss - Heat flow from a building mass to the outside when the outdoor temperature is lower than desired indoor temperature.

Heat pump - A refrigeration machine possessing the capability of reversing the flow so that its output can be either heating or cooling. When use for heating extracts heat from a low temperature source and raises it to the point at which it can be used.

Heat sensible - Heat that results in a temperature change but no change in state.

Heat stroke – A potentially deadly condition in which over-exposure to a very hot environment breaks down the body’s ability to control its temperature and cool itself sufficiently. The body temperature rises to a very high (deadly) level.

Hierarchy of controls - The hierarchy of controls is a 'model' for hazard control. The hierarchy of controls describes control measures for any hazard as being directed either at the source of the hazard, along the path to the workers, or at the workers themselves. The use of the hierarchy of controls for any hazard is considered a best practice when dealing with the hazards of infectious agents.

High-risk sectors - These are the sectors and industries that have the highest rate of fatalities and serious injuries, and the major hazard facilities that are the operations which have the potential for one-off catastrophic events, such as adventure activities.

HIRA - Hazard Identification and Risk Assessment

Hot work - An operation involving open flame, abrasive grinding and cutting, welding, thermal or oxygen cutting or heating and other related heat-producing or spark-producing operations.

Housekeeping – A way of controlling hazards along the path between the source and the worker. Good housekeeping means having no unnecessary items in the workplace and keeping all necessary items in their proper places. It includes proper cleaning, control of dust, disposal of wastes, clean-up of spills and maintaining clear aisles, exits, and work areas.

Housekeeping audit – an assessment of a physical location to ensure regulation compliance by a trained safety professional.
Human error – This term is used today to include not just workers’ errors, but engineering deficiencies and lack of adequate organizational controls which together account for the majority of accidents.

Hygiene practices - A broad term for personal health habits that may reduce or prevent the exposure of a worker to chemical or biological substances. Hygiene practices include e.g.: not smoking, not eating or drinking in the work area, washing up before breaks and meals, removing contaminated clothing before leaving work and keeping street clothes separate from contaminated work clothing. See Industrial hygiene, where another concept of the term hygiene is described as a science that deals with the anticipation, recognition, evaluation (measurement), and control of hazards in the physical work environment. Also known as Occupational Hygiene.

Hypersensitive - An extreme physical response to particular substances or environments.

Hypersensitivity diseases - Diseases characterized by allergic responses to animal antigens. The hypersensitivity diseases most clearly associated with indoor air quality are asthma, rhinitis and hypersensitivity pneumonitis.

Hypothermia – A condition in which body temperature drops below normal (36°C or 96.8°F). It most frequently develops from being exposed to very low temperatures. Hypothermia can cause death.

IAQ - Indoor air quality

ICOH - The International Commission on Occupational Health (ICOH) is an international non-governmental professional society whose aims are to foster the scientific progress, knowledge and development of occupational health and safety in all its aspects. It was founded in 1906 in Milan as the Permanent Commission on Occupational Health. Today, ICOH is the world’s leading international scientific society in the field of occupational health with a membership of 2,000 professionals from 93 countries.

IEA - The International Ergonomics Association is the federation of ergonomics and human factors societies around the world. The main goals of the IEA are: to develop more effective communication and collaboration with federated societies; to advance the science and practice of ergonomics at an international level; and to enhance the contribution of the ergonomics discipline to global society.

Ignition source – A source of energy, such as heat, flame, sparks or static electricity, that is capable of causing a fuel mixture to burn.

IIRSM - The International Institute of Risk and Safety Management.

Illumination - A measure of the amount of light falling on a particular point, measured in Lux

ILO - The International Labour Organization (ILO) is a specialized agency of the United Nations which aims at social justice concerning labour issues. ILO is a tripartite organisation with government, workers’ and employers’ representatives.

ILO Convention - Legally-binding international treaties related to various issues related to work and workers. Once a Convention has been passed by International Labour Organisation, Member States are required to submit it to their parliament for consideration for ratification.

Impact - Environmental term – the effect of a companies interaction with the environment

Impairment - A loss of function of any psychological, physical, or anatomical structure or function

Improvement notice - A formal notice that is given by an authoritative health and safety body following a breach of law. The notice will state the committed offence, what action needs to be taken for improvement and the specified date by which it must be taken.

Incapacity for work - Inability to perform normal duties of work.

Incidence rate - Total number of accidents x 1000 divided by number of persons employed
Incident - An incident is the sequence of events or actions that produces the accident. All accidents are incidents. However, the definition of an incident is wider in that it also includes dangerous occurrences and near misses.

Incident investigation - The process of gathering information regarding the causes of an incident, with the purpose of formulating control measures to prevent the incident from reoccurring.

Incident/near miss - A term for those events that have not resulted in significant harm but have the potential to cause an accident, injury or damage under different circumstances.

Incompatible – A term used to describe materials that could cause dangerous reactions if they come in direct contact with one another.

Independent failure - The situation where the probability of two or more system elements failing simultaneously is the product of the failure probabilities of the individual elements.

Indicator compounds - Chemical compounds, such as carbon dioxide, whose presence at certain concentration may be used to estimate certain building conditions (e.g., airflow, presence of sources).

Indoor air quality - Referring to the temperature, health, smell, and cleanliness of conditioned air circulation a workplace

Industrial hygiene – May be involved with the assessment and control of chemical, physical or biological hazards in the work place that could cause disease or discomfort. Also called upon to communicate effectively regarding hazard, risk, and appropriate protective procedures, and to manage people and program for the preservation of health and well being of those who enter the workplace.

Infection Prevention and Control (IPAC) - Practices and procedures that help prevent or reduce the risk of transmission of microorganisms to staff, clients/patients/residents or visitors.

Infiltration - The uncontrolled inward air leakage though cracks and spaces and around windows and doors in any building.

Informal economic sector - The non-regulated labour market, which usually involves workers with informal (unwritten) arrangements with an employer. In many countries entitlement for social benefits (such as sick or maternity leave, paid retirement, or access to health care), and applicability of legal rules (such as limits on work hours, minimum wage) require a formal job contract.

Informal hearing – Not being in accord with prescribed regulations or forms, unofficial not formal or ceremonious, opportunity to be heard, a session as of a investigatory committee or a grand jury, at which testimony is taken form witnesses, a legal proceeding before a court or other decision making body or officer.

Ingestion - The intake of a substance in the body through the mouth.

Inhalation - Breathing in a substance.

Inherent risk - The initial risk level of a hazard prior to the application of any controls

Inhibitor - A substance which, when added to another substance, prevents or slows down an unwanted change or reaction

Injection - Taking a substance directly into the body by puncturing the skin, for example with a needle – one of the Routes of Entry

Injury - Physical or psychological trauma.

Injury analysis – The process of systematically evaluating injury statistics to identify trends

Injury frequency rate – The number of compensable injuries per 200,000 employee hours of exposure. The following formula is used to calculate the injury frequency rate: Number of Compensable Injuries X 200,000 Hours divided by Total Hours Worked

Injury severity rate – A number that relates total days lost due to compensable injuries to the total hours worked during a specific period. The following formula is used to calculate the injury severity rate: Number of Days Lost X 200,000 Hours divided by Total Hours Worked

Inspection – The act of inspecting, official examination or review, an organized examination, or formal evaluation excise.

Internal investigation – of, relating to, or located within the limits or surface, inner detailed
inquiry or systematic examination.

**Internal responsibility system (IRS)** - A system in which every individual is responsible and accountable for health and safety, including Employers, Supervisors and Workers.

**Internet based training** – A computer network consisting of a world-wide network that use the TCP/IP network for observation or premise from which a reasoning process of being a person to an agreed standard of proficiency by practiced instruction.

**IOHA** - The International Occupational Hygiene Association was established to improve, promote and develop occupational hygiene worldwide through its member organizations, and to improve and maintain a safe and healthy working environment for all. From its creation in 1987, IOHA has grown to 26 member organizations, representing over 20,000 occupational hygienists worldwide.

**IOSH** - The Institution of Occupational Safety and Health.

**IPAC** - Infection Prevention and Control

**IPAF** - International Powered Access Federation – accrediting body for training to operate MEWPS

**IPM** - Integrated pest management.

**Irritant** - A non-corrosive substance which can cause inflammation on the body through contact.

**IRS** - Internal Responsibility System

**ISA** - Independent Safety Assessor (or Auditor, depending of the industry context and scope of work).

**ISO** - International Organization for Standardization

**J**

**JHSC** - Joint Health and Safety Committee

**Job** – The sum of all tasks carried out by a person toward the completion of some goal.

**Job design** – The planning of a job and the establishment of procedures for performing that job so that the potential for injury and illness is reduced or eliminated. See also ergonomics.

**Job enrichment** – Adding one or more related tasks or functions to an existing job. These may include some managerial functions (for example, planning, organizing, controlling).

**Job rotation** – Moving an employee to one or more related jobs during a work shift.

**Job safety analysis** – breaks down a job into its components and identifies hazards and risks of each component.

**Job security** - Security at work against unlawful dismissal, as well as against unsatisfactory work conditions and an unsatisfactory work environment. Sometimes also security against falling income due to sickness or unemployment are included.

**Joint Health and Safety Committee (JHSC)** - A committee composed of Workers and management required at any workplace that employs 20 or more Workers, to identify situations that may be a hazard and to make recommendations for improvements in health and safety.

**JSA** – Job Safety Analysis – is a common term used in construction or jobsite environment by Field Personal or Project Mangers.

**K**

**Knowledge infrastructure for occupational safety and health** - All physical and non-physical facilities that support the creation of, access to and dissemination of reliable information (knowledge) on occupational safety and health to experts, workers and companies, such as: the creation of knowledge by research; publication of results in journals, websites, reports and books; development of knowledge products such as reviews, guidelines, protocols, instruments, criteria documents and norms; storage in and access to (virtual, online) libraries or other repositories; education and training; knowledge transfer (dissemination) by congresses and meetings, by quality websites, and in print and by answering questions (e.g. helpdesks, online Q&A facilities). The ultimate goal is to provide good accessible and understandable, relevant, evidence-based information and tools for
workers and management/employers, so that they have access when and where they need it in order to use this information to make informed decisions about health and safety at work.

KPI - Key Performance Indicator

Labour inspectorate - A government authority with the task of advising and giving directions on issues concerning the protection of workers and the work environment, as well as checking that the protection is sufficient.

Lag indicator - A measured outcome of things occurring in the past e.g. injury/accident statistics, sick days

Lanyard - A short rope or line used for securing/tightening, etc.

Latent Period - The time that passes between exposure to a harmful substance or agent and the first sign(s) of damage or illness. Also known as incubation period.

Lead indicator - A measure taken of actions implemented in the present that are designed to influence the future e.g. training, providing trolleys/stepladders etc.

Lead Paint - Lead paint is paint containing lead, which is a heavy metal that was once used to create pigment in paint. All paints manufactured prior to 1978 had lead as one of the ingredients.

Leadership - The social process of influencing people to work voluntarily, enthusiastically and persistently toward a set goal

Legal requirement – Anything that is demanded of a person or organization by statute, regulation, common law, or by-law.

Lifting gear - Mechanical apparatus used to raise, lower or transport heavy loads for limited distances

LEL - Lower Explosive Limit

Lifting machine - A mechanical apparatus designed to perform the lifting and moving function, e.g. block and tackle, hoist, crane, or jib

Lifting tackle - The gear used to secure the load being lifted – chain slings, rope slings, hooks, shackles, swivels, etc.

Liquid Petroleum Gas - LPG consists of commercial Butane, Propane or a mixture of the two. Major hazards are fire and explosion, though asphyxiation is also a danger in low lying areas due to LPG being heavier than air

LFS - Labour Force Survey.

Litigation – The process of bringing or contesting a lawsuit.

Local effect - Effect that happens at the point of absorption

Localized – Restricted to one spot or area in the body and not spread throughout it. Compare with systemic.

Lock off - A system whereby controls such as switches or valves can be physically and intrinsically locked in the 'OFF' position as part of a SAFE SYSTEM of work.

Lockout and isolation - An isolation procedure is a set of predetermined steps that should be followed when workers are required to perform tasks such as inspection, maintenance, cleaning, repair and construction. The following lock-out process is the most effective isolation procedure: shut down the machinery and equipment.

Lockout - The interruption of any energy source powering a piece of equipment for maintenance purposes, where the machine is no longer 'live'

Loss - Personal injury and/or asset damage.

Loss control – the act or an instance of loosing, the disadvantage or deprivation resulting from losing, excise authoritative or dominating influence over direct, to adjust to a requirement, regulate.

Loss Control Management – The act, manner, or practice of managing handling supervision or control skill in managing, executive ability.

LOTO – Lock out/Tag out – Lockout and isolation

Lower Explosive Limit - The lowest concentration (percentage) of a gas or a vapour in air
capable of producing a flash of fire in presence of an ignition source (arc, flame, heat).

**LPG** - Liquid Petroleum Gas - LPG consists of commercial Butane, Propane or a mixture of the two. Major hazards are fire and explosion, though asphyxiation is also a danger in low lying areas due to LPG being heavier than air

**Luminance** - A measure of the amount of light emitted or reflected by a surface in a given direction

**M**

**Maintainability** - Ability to be retained in, or restored to a state to perform as required, under given conditions of use and maintenance.

**Major hazardous installation** - Any installation or quantity of a substance on site that could cause injury or illness to workers. The hazard is implied to extend beyond the site borders

**Make-up air** - Air brought into a building from the outdoors through the ventilation system and that has not been previously circulated through the system.

**Mandatory** - Obligatory, compulsory; not discretionary.

**Manoeuvring space** - Space set aside for personnel, vehicles, and apparatus to be moved around the workspace

**Manual Handling Operations** - Tasks that require a person to exert bodily force to transport a load by lifting, lowering, pushing, pulling or carrying an object.

**MAPP** - Major accident prevention policy

**Margin for error** - The amount of deviation that is tolerable or will be accepted before an incident occurs

**Material Data Safety Sheet** - A form that contains detailed information about the possible health and safety hazards of a product and how to safely store, use and handle the product. In most countries, suppliers are required to provide MSDSSs for all hazardous materials as a condition of sale.

**MCS** - Multiple Chemical Sensitivity

**Mean duration rate** - Total number of days lost divided by total number of accidents during the period

**Means of escape** - Structural means whereby a safe route is provided for persons to travel unaided from any point in a building to a place of safety.

**Medical surveillance program** - See Occupational health surveillance (systems).

**MEL** - Maximum Exposure Limit

**Melting Point** – The temperature at which a solid changes to a liquid. For mixtures, a range of temperatures may be given.

**Mental health** - Is defined as a state of wellbeing in which the individual realises his or her own abilities, can cope with normal stressors of life, can work productively and fruitfully, and is able to make a contribution to the community.

**Mesothelioma** - Cancer – caused by asbestos

**Method Statement** - A document that details how a particular working process will be conducted in a safe manner, typically used for construction or installation procedures.

**MEWP** - Mobile Elevating Work Platform – such as a scissor lift or cherry picker

**mg/m³** - Milligram per Cubic Meter

**MHI** - Major hazardous installation

**Micro-organisms** - Organisms that are cellular or multi-cellular, capable of replicating and transferring genetic material

**Milligram per cubic meter** - The concentration of a chemical compound in milligrams per cubic meter of air.

**Minor storage** - Stored quantities in the one location that are less than the ‘Placarding Quantity’

**Minutes** – A written record of the outcome of a meeting. Minutes of joint health and safety committee meetings are required, by law, to be kept and made available to a Ministry of Labour Inspector for review.

**Mist** – Small droplets of a liquid that can remain suspended in air. Mists can form when a
vapour condenses back to its liquid state, or when a liquid breaks up (for example, by splashing or atomizing).

**Mistake** - A human action that produces an unintended result.

**Mitigation** - Factors or events which can prevent a hazard escalating to an accident, or can reduce the likelihood or severity of an accident. Mitigation can be provided by a number of means including engineered systems, procedures and providence - “good luck”.

**Mobile equipment** - A wheeled or tracked vehicle which is engine or motor powered.

**Mock audits** – A method for assessing the quality of a company’s existing safety compliance efforts. Following each mock audit, an in-depth written report is prepared and submitted to the client in a timely manner. This is performed to identify and correct potential safety compliance issues.

**Molds** - See "Biological Contaminants".

**Monitoring** – The systematic measurement of health hazards to which workers are exposed. There are two types of measurements that can be taken: biological (worker) and environmental (workplace air).

**Monitoring of exposure** - The systematic measurement of exposure to work-related health hazards from, for instance, chemical substances, noise, vibration or radiation. There are two types of measurements that can be taken:
- Biological monitoring based on assessments in biological media of the worker such as in blood, urine, faeces, exhaled air, nails or hair; the assessments are e.g. of a chemical or its metabolite to determine whether a person has been or is being exposed to that chemical, looking for traces of the chemical or biological indicators of chemical exposure.
- Environmental monitoring based on assessments in the working environment e.g. in the workplace air, at objects at the workplace or in fluids present at the workplace. See also Biological monitoring.

**Monitoring-Static** - Static monitoring involves the sampler fixed to an employee’s workstation or source of contaminant. Static monitoring is ideal for monitoring effectiveness of control measures within a particular work area.

**MSD** - Musculoskeletal Disorders.

**MDI** - Methylene diphenyl disocyanate

**MSDS** - Material Safety Data Sheet

**MTBF** - Mean Time Between Failures.

**MTTF** - Mean Time to Failure.

**MTTR** - Mean Time to Restore (or Repair).

**Multiple chemical sensitivity** - A team used by some people to refer to a condition in which a person is considered to be sensitive to a number of chemicals at very low concentrations. There are a number of views about the existence, potential causes and possible remedial action regarding this phenomenon.

**Mutagens** - An agent, such as a chemical, ultraviolet light, or a radioactive element that can induce or increase the frequency of mutation in an organism.

**Mutation** - A sudden, random, permanent inheritable change in the genetic material of a cell.

**Musculoskeletal disorders** - Disorders of the muscles, joints, tendons, ligaments, bones and nerves. Most work-related MSDs develop over time and are caused or exacerbated by the work itself and/or by the working environment, especially by using force, repetition of movements, awkward posture, or vibration. MSDs affect the back, neck, shoulders, upper and lower limbs. Health problems range from discomfort, minor aches and pains to more serious medical conditions requiring time off work and medical treatment. In more chronic cases the disorders could result in permanent disability and loss of employment.

**N**

**Narcotic** - Agent that depresses brain functions e.g. organic solvents.

**Natural ventilation** - The movement of outdoor air into a space through intentionally provided openings such as windows and doors, or through non-powered ventilators or by
infiltration.

**Nature of Injury or Illness** – The main physical characteristics of a workplace injury or illness (for example, burn, cut, sprain, dermatitis, hearing loss).

**Near miss** - An incident, which did not show a visible result, but had the potential to do so.

**Negative pressure** - Condition that exists when less air is supplies to a space than is exhausted from the space so the air pressure within the space is less than that in surrounding areas.

**Negligence** - The omission to do something, which a reasonable person, guided upon those considerations which ordinarily regulate the conduct of human affairs would do, or something, which a prudent and reasonable person would not do.

**NGO** - A non-governmental organization (NGO) is a legally constituted organization created by natural or legal persons that operates independently from any government. The term originated from the United Nations (UN), and is normally used to refer to organizations that do not form part of the government and are not conventional for-profit business. The term is usually applied only to organizations that pursue some wider social aim that has political aspects, but that are not overtly political organizations such as political parties.

**NIHL** - Noise Induced Hearing Loss

**Noise** - Sound that can lead to so called noise-induced hearing loss, tinnitus or stress, or interfere with the ability to hear other sounds, to concentrate, to relax or to communicate.

**Noise Induced Hearing Loss** - An incurable condition caused by both acute and chronic exposure to a loud noise.

**Nominated employee** - Employee nominated by management to complete specific OHS tasks (this can be the HSR, a member of the health and safety committee or another employee in the workplace).

**Non-friable asbestos** - Asbestos-containing materials that cannot be crumbled by hand pressure alone.

**Non-renewable resources** - A natural resource that cannot be produced, grown or created on scale that can match its consumption rate

**Normal working conditions** - Routine tasks and hours

**Norms** - Rules of normal behaviour in a given culture. Includes rituals, rites, etiquette and social interaction

**Notifiable incident** - Incidents at a workplace which require notification

**Notification** - Procedure specified in national laws and regulations which establishes the ways in which:
- the employer or self-employed person submits information concerning occupational accidents, commuting accidents, dangerous occurrences or incidents; or
- the employer, the self-employed person, the insurance institution or others directly concerned submit information concerning a case of occupational disease.

**Nuisance dust or particle** – Dust that does not cause disease or harmful effects when exposures are kept at reasonable levels.

**NVQ** - National Vocational Qualification.

**Occupational** - Related to work

**Occupational accident** - An accident related to work.

**Occupational ergonomics** - An applied science that studies the interaction between people and the work environment. It focuses on matching the job to the worker to ensure a healthy and productive worker.

**Occupational exposure limits** - Exposure restrictions on airborne contaminants, substances and organisms

**Occupational health** - The development, promotion, and maintenance of workplace policies and programs that ensure the physical, mental, and social well-being of employees. These policies and programs strive to: prevent harmful health effects because of the work environment, protect employees from health hazards while on the job, place employees in
work environments that are suitable to their physical and mental capacities and other characteristics, and address other factors that may affect an employee’s health and well-being.

**Occupational health care** - Occupational health care refers to the care of the health of workers. It includes preventive health care, health promotion, in some places also curative health care, first aid and rehabilitation, where appropriate, as well as strategies for prompt recovery and return to work.

**Occupational health professionals** - These are persons who have been accredited through appropriate procedures to practise a profession related to occupational health or who provide occupational health services according to the provisions of relevant regulations. They may be occupational health physicians, nurses, occupational safety and health inspectors, occupational hygienists, occupational psychologists and specialists involved in ergonomics, toxicology, accident prevention and the improvement of the working environment, as well as in occupational health and safety research and knowledge transfer. Many others, in addition to occupational health and safety professionals, are involved in the protection and promotion of the health of workers, e.g. management and workers’ representatives.


**Occupational health services** - Occupational health services means services entrusted with essentially preventive functions and responsible for advising the employer, the workers and their representatives in the undertaking on:

(i) the requirements for establishing and maintaining a safe and healthy working environment which will facilitate optimal physical and mental health in relation to work;

(ii) the adaptation of work to the capabilities of workers in the light of their state of physical and mental health.

**Occupational health surveillance** - Occupational health surveillance is the on-going systematic collection, analysis, interpretation and dissemination of data for the purpose of prevention. Surveillance is essential to the planning, implementation and evaluation of occupational health programs and to the control of work-related ill health and injuries, as well as to the protection and promotion of workers' health. Occupational health surveillance includes workers’ health surveillance and working environment surveillance.

**Occupational health surveillance systems** - Occupational health surveillance systems are systems which include a functional capacity for data collection, analysis and dissemination linked to occupational health programs. It refers to all activities at individual, group, enterprise, community, regional and country levels to detect and assess any significant departure from health caused by working conditions, and to monitor workers' general health. Occupational health surveillance programs record instances of occupational exposures or work related illness, injury or death and monitor trends in their occurrences across different types of economic activities, over time, and between geographical areas.

**Occupational hygiene** - See Industrial hygiene.

**Occupational hygienist** - A person concerned with maintaining the occupational hygiene of the workplace

**Occupational Illness** - An illness that occurs in employees who have been exposed to hazards whilst at work.

**Occupational Injury** - An injury that arises out of, and in the course of, employment.

**Occupational medicine** - Prevention, monitoring, diagnosis and treatment of adverse health effects

**Occupational risk exposure profile** - Determines the extent and nature of the medical examination to be performed on an employee

**Occupational safety** - The maintenance of a work environment that is relatively free from actual or potential hazards that can injure employees.

**Occupational safety and health** - The discipline dealing with the prevention of work-related injuries and diseases as well as the protection and promotion of the health of workers. It aims at the improvement of working conditions and environment. Members of many different professions (e.g. engineers, physicians, hygienists, psychologists, nurses) contribute to
“occupational safety, occupational health, occupational hygiene, well-being at work and improvement of the working environment”.

**Odour** - A quality of gases, liquids or particles that stimulates the olfactory organ.

**OEL** - Occupational Exposure Limits

**Officer** - A person who holds a very senior leadership position and has the ability to significantly influence the management of a business or undertaking. A business or undertaking can have more than one officer.

**OH** - Occupational Health.

**OHS** - Occupational Health and Safety.

**On-site audits** – To examine, verify, or correct the safety practices and records on the work site utilizing OSHA standards specific to that site.

**Overlapping duties** - This is when more than one person conducting a business or undertaking (PCBU) has health and safety duties in relation to the same matter.

**Oxidation - A reacting in which oxygen combines with another substance.**

**Oxidizing agent** – A substance that gives up oxygen easily (this oxygen can fuel a fire) or reduces the hydrogen in other compounds. Some examples of oxidizing agents are peroxides, chlorates, perchlorates, nitrates and permanganates. Oxidation and reduction reactions always occur at the same time. See reducing agent.

**P**

**Packing Group** - Used to indicate the degree of danger associated with dangerous goods within a given class. This information is used to determine appropriate storage (i.e. placarding) and transport requirements.

**Part of body** – The part of the person’s body that is directly affected by a workplace injury or illness (for example, head, ears, arm, wrist, back, leg, foot).

**Particulate Matter** - A state of matter in which solid or liquid substances exist in the form of aggregated molecules or particles. Airborne particulate matter is typically in the size range of 0.01 to 100 micrometers.

**Parts per million (PPM)** - Parts of gas or vapour per million parts of air by volume at room temperature. For example, 1 cubic centimetre of gas in 1 million cubic centimetres of air has a concentration of 1 PPM.

**Passive fall prevention device** - Means material or equipment, or a combination of material and equipment, that is designed for the purpose of preventing a fall, and that, after initial installation, does not require any on-going adjustment, alteration, or operation by a person to ensure the integrity of the device to perform its function.

**Passive System** - A system that uses non-mechanical means to provide cooling or heating, including energy stored in construction mass.

**PAT** - Portable Appliance Testing.

**PBT** - Persistent, Bio-accumulative and Toxic

**PCBs** - Polychlorinated Biphenyls.

**PEEP** - Personal Emergency Evacuation Plan (plan to detail how mobility impaired persons can be evacuated in an emergency)

**PELs** - Permissible Exposure Limits

**Permit to Work** - Formal, written specifications for controlling risks when carrying out hazardous work, usually for non-routine activities that require special precautions to control the hazards.

**Persistance** - Remaining for an extended period of time. Applicable to some chemicals (e.g. DDT) that do not easily break down into less hazardous substances.

**Personal data** - Personal data are any information related to an identified or identifiable person; minimum requirements for confidentiality should be established for health data.

**Personal monitoring** – A technique used to determine an individual’s personal exposure to a chemical, physical or biological agent. This is done by means of a sampling device worn on the worker’s body (e.g., personal monitor). The monitoring of hazardous chemicals is done at the breathing zone; the monitoring of noise is done at the ears.
Personal protective equipment (PPE) - Any device worn by a worker to protect against hazards, as a barrier between himself or herself and the hazardous agent. Some examples are: respirators, gloves, ear plugs, hard hats, safety goggles and safety shoes.

PFD - Probability of Failure on Demand (applied generally to a plant protection system).

PHC - Primary Health Care

Physical agent - A source of energy (for example, noise, radiation, vibration, heat, cold) that affects the body, a part of the body, or any of its functions. The effects may be beneficial or harmful.

Physical work environment - The part of the workplace facility that can be detected by human senses or by physical, chemical, biological or ergonomic assessment including the structure, air, machines, furniture, products, chemicals, materials and processes that are present or that occur in the workplace, and which can affect the physical or mental safety, health and well-being of workers. If the workers perform their tasks outdoors or in a vehicle that location is their physical work environment. See also Psychosocial work environment.

PIN - Provisional Improvement Notice

Placards - Visual warning of the hazards associated with the dangerous goods stored on site.

PLC - Programmable Logic Controller: a computer based system which is programmed by special purpose languages intended for use by application domain engineers rather than software specialists.

PM - Preventative Maintenance.

Polarity - The distinction between positive and negative potentials – or live and neutral

Policy - A legally required statement of a company strategy, consisting of their objectives to attain a safe working environment, their responsibilities, and the arrangements for implementing the strategy and achieving their aims.

Policy development – A course of action, in a significant event occurrence, or change an event or incident that changes a situation.

Pollution - Any emission or substance that causes fouling or contamination or destruction of ground, air or water resources

POPs - Persistent (difficult to break down) organic pollutants, banned under UNEP’s Stockholm Convention

Portable ladders - Can be carried from location to another and can be made of wood, aluminium, fibreglass or fortified plastic

Portable tools - Hand tools used for repairs, installations or alterations

Positive pressure - Condition that exists when more air is supplies to a space than is exhausted, so the air pressure within that space is greater than in surrounding areas.

Potentially renewable resources - Resources that remain available if managed properly

Powered Industrial Trucks – Commonly called forklifts, or lift trucks, are used in many industries. primarily to remove materials.

PPE - Personal Protective Equipment e.g. respirators, protective gloves, protective clothing, protective footwear, eye protection.

PPM - Parts per million

PPORD - Product and process orientated research and development: Substances used in PPORD will have time limited exemptions from testing requirements

PPP - Polluter pays principle

PQQs - Pre-Qualification Questionnaires – used to determine health and safety competence

Practicable - Technical feasibility without reference to costs.

Precarious employment - Employment terms that may reduce social security and stability for workers, defined by temporality, powerlessness, lack of benefits, lack of protection and low income. Flexible, contingent, non-standard temporary work contracts do not necessarily, but often provide an inferior economic status.

Prescribed – As set out in the regulations under any Act.

Presenteeism - Attending the job while being sick, physically or mentally, resulting in reduced productivity and reduced wellness.

Pressure drop - The resistance of a device to the flow of a fluid though it. The pressure
drop of a filter is a measure of its resistance to airflow through it. Resistance is measured in inches w.g. in the Inch-Pound system of measurement. It is measure in Pascals in the SI system.

**Pressure equipment** - Steam generator, pressure vessel, fire extinguisher, accumulators and the like.

**Preventive maintenance** - The regular maintenance of work equipment to reduce the risk of failure.

**Primary health care** - Primary health care is essential health care based on practical, scientifically sound and socially acceptable methods. It is the first level of contact of individuals, the family and the community with the national health system bringing health care as close as possible to where people live and work.

**Principal Contractor** - A role specified under CDM where there are more than 2 contractors

**Procedure** - A step-by-step description of how to do a task, job, or activity properly.

**Process** - A set of interrelated or interacting activities, which transform inputs into outputs in a company

**Process mapping** - Used to analyse all business and production processes

**Program development** – System analysis involves creating a formal model of the problem to be solved.

**Prohibition notice** - A formal notice that is issued by an authorising health and safety body on discovery of a breach of statute that has the potential to cause an accident or injury. A Prohibition Notice commonly follows a serious accident, with the aim of preventing the hazard from developing or to put a stop to it if it is already in motion.

**Provisional Improvement Notice (PIN)** - A formal notice issued by a HSR to an employer if they believe the workplace is contravening a provision of the Occupational Health and Safety Act 2004 or OHS Regulations 2017. A Provisional Improvement Notice (PIN) may only be issued after consultation aimed at remedying the issue has occurred and the issue remains unresolved.

**Psychosocial factors** - Psychological, organizational, and person stressors that could produce symptoms similar to poor indoor air quality.

**Psychosocial work environment** - The content of work and work demands, the social relationships at work, the organization of work and the work culture, which each can affect the mental and physical well-being of workers including management. All these work aspects are sometimes referred to as workplace stressors, which may have cognitive, emotional or motivational effects on workers. See also Physical work environment.

**Pure risk** - Risk existing prior to any measures being put in place. See: Raw risk

**Qualified person** – One who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training, and experience, has successfully demonstrated his ability to solve or resolve problems relating to the subject matter, the work, or the project.

**Qualified worker** - One who is accepted as having the necessary physical attributes, who possesses the required intelligence, training and education, and has acquired the necessary skill and knowledge to carry out the work in hand to satisfactory standards of safety, quantity and quality.

**Quantified Risk Assessment (QRA)** - A risk assessment where the frequency of a hazardous event is stated in quantitative terms, expressed in units such as one major accident per 1000 years, or fatalities per year. Fault Tree Analysis (FTA)and Event Tree Analysis (ETA) are among the techniques used in QRA.

**Quorum** – The minimum number of management and worker members that the joint health and safety committee determines must be present in order to carry out its business.

**RAMS** - Risk & Method Statements - Site Documentation which consists of a Method
Statement (S) and associated Risk Assessments to accompany the MS, this may also include assessments for “COSHH, Noise, Vibration and Manual Handling”

**Radiation** - The energy transmitted by waves through space or some medium. There are two types of radiation: ionizing (for example, X-Rays or radiation from a radioactive device), and non-ionizing radiation (for example, infra-red radiation, ultraviolet radiation).

**Raw risk** - Severity x Frequency x Exposure

**RBI** - Risk Based Inspection.

**RCD** - Residual Current Device - An electrical safety device that constantly monitors the electric current flowing through a circuit. If it senses a loss of current where electricity is being diverted to earth (as might happen if a person touches a live conductor), it rapidly shuts down the power.

**Reactivity** - The capability of a substance to undergo a chemical reaction with the release of energy. Unwanted effects include: pressure build-up, temperature increase, and formation of harmful by-products. These effects may occur because of the reactivity of a substance to heat, an ignition source, or direct contact with other chemicals in use or in storage.

**Reason to believe** – A conviction or belief that does not require empirical support or evidence.

**Reasonable grounds to believe** – A conviction or belief that requires empirical support or evidence.

**Reasonably practicable** - When the degree of risk can be weighed up against the cost, in terms of time, money and difficulty of implementing control measures. If the cost outweighs the risk, than it is deemed inappropriate for an employer to implement the measures to prevent the risks.

**Records/forms** - Documents proving physical implementation of HSE standards

**Reducing agent** – A substance that accepts oxygen or gives up hydrogen during a chemical reaction. Oxidation and reduction always occur at the same time. See oxidizing agent.

**Redundancy** - Having more than one system element able to perform a given function, a design method which can greatly increase the reliability and availability of a system.

**Registered Professional Engineer** – A person who is registered as a professional engineer in the state where the work is to be performed. However, a professional engineer registered in any state is deemed to be a “registered professional engineer” within the meaning of this standard when approving designs for “manufactured protective systems” or “tabulated data” to be used in interstate commerce.

**Regulation** - A statutory device made under a general provision that is contained in an act of parliament. Regulations themselves are approved by parliament and are generally absolute legal standards.

**Regulatory compliance** – To adjust to a particular specification or requirement

**Relaxation time** - In relation to static electrical charges 'Relaxation Time' can be defined as the period of time that a material retains this is related to its conductivity; the lower the conductivity of the material, the greater the relaxation time, in other words ... Time taken for electrostatic charge to relax or dissipate from a liquid.

**Reliability** - The ability (of a system) to perform as required, without failure, for a given time interval, under given conditions. 1) The time interval duration may be expressed in units appropriate to the item concerned, e.g. calendar time, operating cycles, distance run, etc., and the units should always be clearly stated. 2) Reliability can be measured by figures such as the Mean Time to Failure (MTTF) or failure rate (number of failures per unit time) – for related definitions see reference. 3) Sometimes confused with Availability.

**REL** - Recommended Exposure Limit

**Renewable resources** - A resource that is easily replaced by the natural process of growth or creation

**Repetitive strain injury** - A problem with the muscles, tendons or nerves that develops over time due to overuse. Examples of repetitive strain injuries include: carpal tunnel syndrome and tendonitis. A similar term is Cumulative trauma disorder.

**Reproductive hazards** - Any material that can affect the development of sperm and egg
cells. This can lead to an inability to have children, birth defects and other harmful changes in childhood or later in life.

**Residual Current Device** - An electrical safety device that constantly monitors the electric current flowing through a circuit. If it senses a loss of current where electricity is being diverted to earth (as might happen if a person touches a live conductor), it rapidly shuts down the power.

**Residual risk** - Raw risk x (100-effectiveness of controls)

**Residual risk rating** - The level of risk remaining after risk controls have been identified and implemented.

**Respirable particles** – Small particles that can be breathed in and reach parts of the respiratory system where they may have a harmful effect (for example, the lungs).

**Responsibility** - A specific task or objective delegated to an individual, making them responsible for the performance or achievement

**Rhinitis** - Eye irritation.

**Risk** - The likelihood of a harmful effect such as an accident or occupational disease occurring within a specified period or in specific circumstances such as during or after specified exposure. It may be expressed either as a frequency, such as the number of harmful effects in a certain time period, or as a probability, such as the probability of a harmful effect during or after exposure.

**Risk assessment** - An examination of the potential risks in the workplace, with the aim of assessing whether enough precautions have been put in place to prevent harm. A risk assessment focuses on the relationship between the worker, the work being carried out, the equipment being used and the conditions of the working environment.

**Risk assessment: Baseline** - A primary, broad-based risk assessment for an organisation to control risk at a corporate level

**Risk assessment: Continuous** - A day-to-day assessment occurring at operations level, including pre-start checks, HSE site inspections, vehicle inspections

**Risk assessment: Issue-Based** - The need for these is identified in the baseline assessment – these will continue based on the baseline requirement given

**Risk control** - Describes the implementation of an action that eliminates, prevents, reduces or mitigates the harm from the potential exposure to a hazard.

**Risk management** - The process of putting control measures into practice and monitoring the results, with the intention of reducing, or eliminating, the potential risks to health and safety.

**Root cause** – The real or underlying cause(s) of an event. Distinguished from immediate cause(s) which are usually quite apparent.

**ROSOV** - A Remotely Operated Shut Off Valve (ROSOV) is a valve designed, installed and maintained for the primary purpose of achieving rapid isolation of plant items containing hazardous substances in the event of a failure of the primary containment system (including, but not limited to, leaks from pipework, flanges, and pump seals). Closure of the valve can be initiated from a point remote from the valve itself. The valve should be capable of closing and maintaining tight shutoff under foreseeable conditions following such a failure (which may include fire).

**Routes of entry** - Ways in which hazardous substances can enter the body, including inhalation, injection, ingestion and absorption.’

**Routine practices** - The infection prevention and control practices that must be used routinely during all activities to reduce the infection risks to you and to clients/patients/residents and to control the transmission of microorganisms in all health care settings.

**RPE** - Respiratory Protective Equipment

**RSI** - Repetitive Strain Injury

**S**

**SABS** - South African Board of Standards
Safe system of work - A method of working that eliminates or reduces the risk of injury.

Safe work method statement - A document which describes the high risk work being performed, the health and safety risks associated with the work and the risk control measures that will be applied to ensure the work is carried out in a safe manner. A Job Safety Analysis (JSA) or equivalent may be used instead of a SWMS if it contains the same information.

Safe Work Procedure - A step-by-step documented procedure on how to safely conduct a task or operation on an item or piece of equipment.

Safeguards - Physical barriers preventing access to a hazardous area, e.g. electrical, symbols and signs, personal protective equipment

Safety - Freedom from (unacceptable) risk of harm to persons. Safety may also encompass environmental or asset damage/loss.

Safety audit - Monitoring of the implementation of a safety policy by subjecting each area of an activity to a systematic critical examination with the purpose of minimising loss, and providing a quantified assessment of performance.

Safety case - A structured presentation consisting of arguments and supporting evidence which shows that a system or operation is safe, by consideration of the hazards inherent in the system and the means by which they are managed so that the resulting risk is acceptable (for example, tolerable and ALARP). Most commonly used in high potential risk situations e.g. the petro-chemical industry, nuclear Installations, air traffic control systems and operations, military systems.

Safety committee - A committee representative of all staff with the objective of promoting co-operation in investigating, developing and carrying out measures to ensure the health, safety and welfare of the employees.

Safety coordinator – One that is equal in importance, rank or degree, in condition of being safe, freedom from danger, risk or injury.

Safety critical equipment - Safety Critical Equipment could be defined as any structure, plant, equipment, system (including computer software) or component part whose failure could cause or contribute substantially to a major accident is safety critical, as is any which is intended to prevent or limit the effect of a major accident. Identifying an item as safety critical should follow from identifying major accident hazards.

Safety critical tasks - Safety critical tasks can be defined as those where sub-standard performance could contribute to a major accident hazard.

Safety culture - This term has no widely agreed definition. It may be described as a product of the individual and group values, attitudes, competencies and patterns of behaviour that determine the commitment to, and the style and proficiency of an organisations health and safety programmes.

Safety Engineer – a person who inspects all possible danger spots in a factor, mine or other industrial building or plant.

Safety factor – The ratio of the ultimate breaking strength of a member or piece of material or equipment to the actual working stress or safe load when in use.

Safety inspection - Systematic assessment of safety standards for plant, place of work, working. Carried out by a manager and not a safety adviser/engineer.

SAFETY INTEGRITY LEVEL (SIL) (h): A measure of safety system performance, in terms of reliability or probability of failure on demand. There are four safety levels SIL 1-4. The higher the SIL level (SIL 4 highest), the higher the associated safety level and the lower the probability that a system will fail to perform properly.

Safety Management System (SMS) - Management of Safety in order to promote a strong Safety Culture and achieve high standards of safety performance.

SAFETY MONITORING: Periodic checks on observance of corporate safety standards and procedures.'

Safety manager – Provides cost savings and staffing flexibility while ensuring you’re in compliance with safety regulations.

Safety observer - Continously monitors contractors inside the confined space, as well as the atmospheric monitoring equipment, ventilation devices and initiate emergency
procedures, where required.

**Safety policy** - A legal requirement on an employer to prepare, and keep up to date a written statement of their policy regarding the health and safety of their employees. The requirement for a written statement is for 5 or more employees.

**Safety professional (or safety engineer)** - A person whose basic job function and responsibility is to prevent accidents and other harmful exposures and the personal injury, disease or property damage that may ensue.

**Safety representative** - A person appointed by a recognised trade union, who is recognised by the employer under the Safety Representatives and Safety Committees Regulations 1977 and who fulfils the function conferred upon them by the Regulations.

**Safety sampling** - Systematic sampling of particular dangerous activities, processes or areas.

**Safety Statement** - A Safety Statements is an organisation’s written programme for safeguarding the health and safety of all employees. It represents the employer’s commitment to health and safety and should state how the employee’s health and safety will be ensured, what necessary resources, equipment and procedures will be provided to prevent accidents and ill health in the workplace, while complying with the appropriate legislation.

**Safety strategy** – The act of being safe, understand how strategy affects structure and how the choice of structure affects efficiency and effectiveness.

**Safety surveys** - General inspections of the particular dangerous activities, processes or areas.

**Safety tours** - General Health and Safety inspections.

**Sampling** - The process of taking small representative quantities of a gas, liquid, or solid for the purpose of analysis.

**SBS** - Sick building syndrome

**Scaffold** - A temporary metal or wooden framework that is used to support workmen and materials during the erection, repair, etc. of a building or other construction

**Scissor lift** - A mobile elevating work platform – sometimes referred to as a flying carpet

**SDS (Safety Data Sheet)/MSDS (Material Safety Data Sheet)** - Suppliers of chemicals and other materials used in the workplace must provide users with the appropriate safety information. The SDS gives the information required under prescribed headings on the safe use, handling and storage of a chemical and any other specific precautions to be taken with the chemical.

**SEG** - Similar Exposure Group

**Self-assessment** - An assessment carried out by the individual to determine how safely they are working and fulfilling their health and safety duties.

**Sensitizer** - A substance which has the potency to activate (sensitize) the adaptive immune system upon exposure. Once sensitization has taken place, repeated exposure to even very low quantities of the substance is enough to cause a marked response in humans or animals, not necessarily limited to the contact site. Skin sensitization (for example to a metal such as nickel) is the most common form of sensitization in the workplace. Respiratory sensitization to various chemicals (for example isocyanates) and biological agents (for example rodent allergens) is also known to occur.

**SEN notation** - Sensitisers

**Sentinel events** - Are designed to identify high-risk jobs and activities with regard to occupational health, as well as to provide pointers towards the aetiology of diseases.

**Settling time** - In relation to static electrical charges ‘Settling Time’ relates to the settling of a solid or an immiscible liquid through a liquid (e.g. water, rust or other particles through the product). This process may continue for up to 30 minutes after completion of transfer into a vessel.

**Severity** - of a hazard, the degree of harm which a hazard can create if it occurs; the measure of severity depends on the industry sector.

**Severity rate** - Total number of days lost x 1000 divided by total number of man hours worked
SFAIRP - So Far As Is Reasonably Practicable (see ALARP).
SHE - Safety, Health and Environment.
SHEQ - Safety, health, environmental and quality
Short-term exposure limit (STEL) - See Threshold limit values.
Similar Exposure Group (SEG) - Sampling of a member of the group that can be deemed representative of the exposure to contaminants of the whole group.
SIS - Safety Instrumented System – a term used in the chemical and related process sector to denote a protection system which intervenes to put a plant in a safe state if measurements of plant parameters indicate that this is required.
Site plan - Plan providing the basis for execution of various decisions on the workplace management
Site preservation - In the event of an incident, the incident site must not be disturbed until an inspector arrives or until directed by an inspector; except to protect the health and safety or a person; or to provide aid to an injured person involved in the incident; or to take essential action to make the site safe or prevent further incident.
Site safety evaluation - Also referred to as a site inspection – not as in depth as an audit but intended to identify hazards and to determine the level of compliance with legislation, best practice, policies and procedures
SK - Skin notation – absorption into the body through the skin is possible
Skin notation - A notation sometimes used with Threshold Limit Value (TLV) or Time-Weighted Average Exposure Value (TWAEV) exposure data. It indicates that the substance may be absorbed by the skin, mucous membranes and eyes and thereby contribute to systemic effects. This additional exposure must be considered part of the total exposure to avoid exceeding the TLV or TWAEV for that substance. So air sampling alone is insufficient to quantify exposure accurately, and measures to prevent significant absorption by the skin may be required.
SMEs - Small and medium sized enterprises.
SMSTS - Site Management Safety Training Scheme.
So far as is reasonably practicable - For the purposes of managing risk, so far as is reasonably practicable is a balance between what is possible (the highest level of protection) and what is achievable (reasonable in the circumstances).
Solvent - A substance that is capable of dissolving another substance to form a solution. Organic solvents are usually flammable materials and may pose certain physical and chemical hazards.
Source of Injury or Illness – The object, substance, exposure, or body motion that directly caused a workplace injury or illness (for example, boxes, powered hand tools, acids, lead, cold, running, walking).
Speculative risk - Risk particular to an industry where the number of variables does not allow easy estimation
SSOW - Safe Systems of Work - A method of working designed to eliminate, if possible, or otherwise reduce risks to health and safety
SSSTS - Site Supervisors Safety Training Scheme.
Stable – The tendency of a material to remain in the same form under reasonable conditions of storage or use. Compare with unstable.
Standard - A guideline, rule, principle, or model that is used as a means to compare, measure or judge performance, quality, quantity, etc.
Static electricity - An electrical charge that cannot move. This charge will eventually develop enough energy to jump as a spark to a nearby grounded or less highly charged object. If sparks occur in an ignitable vapour or dust mixture, it can cause an explosion or fire.
Statute law - The formal, written law of a country or state.
Strategy - The direction taken by an organisation, as expressly decided and acted on by top management, which is in the best interests of the organisation
Stress - That which might result when an event or situation places increased demand on a person’s mental or emotional resources. Sources of stress may arise from domestic or social
situations as well as occupational circumstances. The individual’s response to such situations can lead to health and safety related problems such as depression, cardiovascular disease, muscular-skeletal disorders and an increased tendency to be accident-prone.

**Stress at work** - Subjective feelings and physiological responses that result from the psychosocial work environment and put an individual in a position of being unable to cope or respond appropriately to demands being made upon him or her. Physiological responses that characterize stress can also arouse to the physical environment. See also Psychosocial work environment.

**Stressor at work** - A condition or circumstance in a workplace (or other setting) that elicits a stress response from workers. See also Psychosocial work environment.

**STEL** - Short-term exposure limit

**Substitution** - The replacement of toxic or hazardous materials, equipment or processes with those that are less harmful.

**Superficial defence mechanisms** - Referring to hazardous substances: The means by which the body attempts to prevent substances from entering, eg by the physical barrier presented by the skin, expelling substances by sneezing or coughing, etc.

**Surveillance** - Surveillance is the on-going and systematic collection, analysis and interpretation of data and the appropriate dissemination of such data.

**Surveillance of the working environment** - Surveillance of the working environment is a generic term which includes the identification and evaluation of environmental factors which may affect workers’ health. It covers assessments of sanitary and occupational hygiene conditions, factors in the organization of work which may pose risks to the health of workers, collective and personal protective equipment, and exposure of workers to hazardous agents and control systems designed to eliminate and reduce them. From the standpoint of workers’ health, the surveillance of the working environment may focus on, but not be limited to, ergonomics, accident and disease prevention, occupational hygiene in the workplace, work organization, and psychosocial factors in the workplace.

**Survellance of the workers’ health** - See Workers’ health surveillance.

**Sustainability** - Ensuring that developments in the workplace can improve both quality of life and quality of environments on a long-term basis

**SvHC** - substances of very high concern

**SWMS** - Safe Work Method Statement

**SWORD** - Surveillance of Work Related & Occupational Respiratory Diseases.

**Symbolic safety signs** - Signage used to convey messaging to workers and visitors alike regarding safety issues or procedure

**Synergistic effects** – The health effects of two or more substances or agents that are greater than the sum of their separate effects.

**Systematic review** - A literature review of a single issue or question that attempts to identify, select and synthesize all high quality research evidence relevant to that question. Systematic reviews of, among others, high-quality randomized controlled trials are considered to be basic elements for evidence-based medicine.

**Systemic** – Spread throughout the body; affecting one or more body parts or systems. Compare with localized.

**Systemic effect** - Toxic effects in tissues far away from the area of absorption

**T**

**Target** - A desired future condition, specified in sufficient detail to know when and if it has been achieved

**Target organ** - The biological organ(s) most adversely affected by exposure to a particular chemical or substance.

**Task** - A set of related steps that make up a discrete part of a job. Every job is made up of a collection of tasks. For example, answering a phone or entering data into a computer are tasks of a secretary’s job.

**Task Analysis**: An expansion of the job safety analysis (JSA) method of identifying hazards
associated with a given job or task. Differs from JSA in its level of specific detail and consideration of the human interface in all aspects of the job performance.

**Temporary staffing** – provide short term to long term experienced professionals to companies in an efficient and productive process.

**Tenesynovitis** - Inflammation and swelling of the tendon sheaths, usually of the wrist or hand, potentially caused by repetitive movements such as very high-speed typing rates.

**Teratogens** - chemicals which may cause non-heritable genetic mutations or malformations in the developing foetus.

**Terms of reference** – A written statement of the functions and operating procedures of a committee.

**Threshold Limit Values** - The airborne concentrations of a biological, chemical, or physical agent to which, it is believed. Nearly all workers may be exposed without experiencing any harmful effects. Because of individual susceptibility or through aggravation of a pre-existing condition, a small percentage of workers may experience discomfort or will even develop an occupational or work-related disease from exposure at concentrations or levels below the threshold limit value. TLV is a reserved term of the American Conference of Governmental Industrial Hygienists (ACGIH) and does certainly not represent a legal term. The term is, however, often used in occupational health as a more generic term for limit values.

**Thinner** – A liquid (usually solvent-based) that is used to dilute paint, varnish, cement or other material to a desired consistency. Most thinners are flammable.

**Third party Administrator** – (TPA) is an organization that processes insurance claims for a separate entity. This can be viewed as “outsourcing” the administration of the claims processing, since the TPA is performing a task traditionally handled by the company providing the insurance. Often, a TPA handles the claims processing for an employer that self-insures its employees. Thus, the employer is acting as an insurance company and underwrites the risk. The risk of loss remains with the employer, and not with the TPA. The employer may also contract with a reinsurer to pay amounts in excess of a certain threshold, in order to share the risk for potential catastrophic claims.

**Time-weighted average** - The limit to which an employee can be exposed to unsafe elements for a normal eight-hour shift, five days per week, without suffering any adverse effects.

**Tracer gases** - Compounds, such as sulphur hexafluoride, which are used to identify suspected pollutant pathways and to quantify ventilation rates. Tracer gases may be detected qualitatively by their odour or quantitatively by air monitoring equipment.

**TLV** - Threshold Limit Value

**TLV-TWA** - time weighted exposure limit is presented as a time weighted average (TWA) exposure value, that is the time weighted average concentration or levels of a chemical or biological agent for an 8-hour day or a 40-hour week to which, it is believed, nearly all workers may be exposed, day after day, without experiencing harmful effects.

**TLV-STEL** - short-term exposure limit presenting a short-term exposure value as the maximum airborne concentration of a chemical, biological or physical agent to which workers may be exposed provided that the exposure is for not more than 15 minutes and is not more often than four times in a work day.

**TLV-C** - ceiling exposure limit presenting the maximum exposure to an airborne concentration of a chemical, biological or physical agent that should not be exceeded at any time.

**ToR** - Tolerance of Risk.

**Toxic** - Substances, usually poisonous, that cause irritation and have detrimental effects on health.

**Toxicology** - The study of adverse effects of chemicals and other substances.

**Toxin** - Substance that causes harm.

**TPA** - Third party Administrator

**Traffic management plan** - A concise overview of the arrangements put in place to manage the risks associated with the interaction of pedestrians and vehicles within Department workplaces.
**Turn Key** – is a project in which separate entities are responsible for setting up a plant or equipment and for putting it into operation.

**TVOC** - Total Volatile Organic Compounds

**TWA** - Time-weighted average

**TVOC** - Total Volatile Organic Compounds

**TWAEV** - Time-Weighted Average Exposure Value

**UEL** - Upper explosive limit

**ULPA** - Ultra Low Penetration, Air (filter). Filters in this category typically have efficiencies of 99.999% on 0.3 micron DOP particles.

**UN** – United Nations

**Unilateral work stoppage** – Stoppage of work under the direction of either the worker certified member or the management certified member when the member has reason to believe that dangerous circumstances exist.

**Unitary air conditioning equipment** - A unitary air conditioner consists of one or more factory-made assemblies which normally include an evaporator or cooling coil, an air moving device, and a compressor and condenser combination, and which may include a heating function as well.

**Unprotected edges** - Any edge of a roof or similar place at height where work ay be conducted that has no barriers or other device fitted to a guard against a person falling off.

**Unsafe acts** – Actions that will lead to potential injury, loss of time, or proper damage.

**Unstable** – The tendency of a material to break down or to undergo other unwanted chemical changes during normal handling or storage. Compare with stable.

**Upper explosive limit** - Highest concentration (percentage) of a gas or a vapour in air capable of producing a flash of fire in presence of an ignition source (arc, flame, heat).

**V**

**Vapour** - The gaseous form of a substance that is normally liquid or solid at room temperature

**VAV** - Variable Air Volume System.

**VDU** - Visual display unit

**Ventilation** - The supplying and exhausting of air at the same time to an enclosed machine, room, or an entire building. There are two types of ventilation: 1. General or Dilution: The air contaminants are diluted by natural or mechanical air exchange in the plant or in the specific workplace. This method is not appropriate for highly toxic contaminants. 2. Local Exhaust: The contaminant is captured at its source and removed before dilution in the workplace air can occur, usually by the use of hoods, ducts or vents located near or directly over the source. This is the preferred method for work places, where toxic contaminants are released and there is the potential for worker exposure. The effectiveness of local exhaust ventilation is dependent on an appropriate design and an adequate use adapted to local conditions.

**Vibration** - Vibration is oscillatory motion that is alternately greater and less than some average value. It is defined by frequency and magnitude. Exposure to high levels of mechanical vibration at work can lead to hand-arm vibration syndrome or affect the whole body.

**VOC** - Volatile Organic Compounds

**Volatile Organic Compounds (VOCs)** - Compounds that evaporate from the many housekeeping, maintenance, and building products made with organic chemicals. These compounds are released from products that are being used and that air in storage. In sufficient quantities, VOCs can cause eye, nose and throat irritation, headaches, dizziness, visual disorders, memory impairment; some are known to cause cancer in animals; some are suspected of causing cancer in animals; some are suspected of causing, or are known to cause cancer in humans. At present, not much is known about what health effects occur at the levels of VOCs typically found in public and commercial buildings.

**Volatility** - The tendency or ability of a liquid to quickly vaporize into the air. Examples of
volatile liquids include alcohol and gasoline. Liquids that are volatile must be carefully dispensed and stored. This includes paying special attention to temperature.

\textit{vPvB - very persistent and very bio-accumulative (vPvBs)}

\textbf{W}

\textbf{Waste transfer} - The documented process by which a holder of waste transfers that waste to another party.

\textbf{Welfare} - Welfare facilities is a wide term embracing both sanitary and washing accommodation at workplaces, provision of drinking water, clothing, accommodation (including facilities for changing clothes) and facilities for rest and eating meals.

\textbf{WHO} - The World Health Organization (WHO) is a specialized agency of the United Nations (UN) that acts as a coordinating authority on international public health. Members of the WHO are 191 UN members.

\textbf{Whole body vibrations} - Mechanical vibration which is transmitted into the body, when seated or standing, through the supporting surface, during a work activity.

\textbf{WIND} - ILO program for Work Improvement in Neighborhood Development (WIND). A model for improvement based on the idea of participatory action-oriented training. The six basic principles for WIND, WISE and WISH are: 1) Build on local practice, 2) Use learning-by-doing, 3) Encourage exchange of experience, 4) Link working conditions with other management goals, 5) Focus on achievements, 6) Promote workers’ involvement.

\textbf{WISE} - ILO program for Work Improvement in Small Enterprises (WISE). A model for improvement based on the idea of participatory action-oriented training. See also WIND.

\textbf{WISH} - ILO program for Work Improvement for Safe Home (WISH). A model for improvement based on the idea of participatory action-oriented training. See also WIND.

\textbf{WORAS} - Workplace risk assessment

\textbf{Worker's Compensation} – insurance to cover medical care and compensation for employees who are injured in the course of employment, in exchange for mandatory relinquishment of the employee’s right to sue their employer for negligence.

\textbf{Work - family interference} - One form of work-family conflict; a type of role interference that occurs when work demands and responsibilities make it more difficult to fulfill family role responsibilities. See also Family – work interference.

\textbf{Work instructions} - Detailed requirements for a specific operation or outcome

\textbf{Work refusal} – The right of a worker to refuse to work when the worker has reason to believe that he or she would be endangered by performing that work.

\textbf{Working at height} - Working at a height of at or over two metres (measured from the soles of your feet to the ground). This also applies in situations that involve a hole, trench, or pit where person could fall

\textbf{Workplace} - The workplace may be described as any place where people are at work.

\textbf{Workplace exposure limit} - Established concentration of a substance that, if not exceeded, will not normally result in adverse effects to persons who are exposed

\textbf{Workplace design} - The planning of workplace environments, structures and equipment so that the potential for injury and illness is reduced or eliminated. See also Ergonomics.

\textbf{Workplace inspection} - A regular and careful check of a workplace or part of a workplace in order to identify health and safety hazards and to recommend corrective action. Workplace factors that have the potential to cause injury or illness to employees include: equipment, materials, processes or work activities, and the environment.

\textbf{Workplace safety} – Employers are required to meet health and safety standards in the workplace.

\textbf{Workstation} - The conglomeration of equipment that an employee requires to fulfill their working practices. In regards to Display Screen Equipment, the workstation is likely to include a desk, a chair, a computer monitor and a keyboard.

\textbf{Work practices} - Procedures for carrying out specific tasks which, when followed, will ensure that a worker’s exposure to hazardous situations, substances or physical agents is
controlled by the manner in which the work is carried out.

**Work-related disease** - A disease for which the work or working conditions constitute the principal causal factor, or a disease for which the occupational factor may be one of several causal agents, or a disease for which the occupational factor may trigger or worsen an already existing disease, or a disease for which the risk may be increased by work or work-determined lifestyles.

**Worker** - A person who provides physical and/or mental labour and/or expertise to an employer or other person. This includes the concept of “employee,” which implies a formal employment contract, and also informal workers who provide labour and/or expertise outside of a formal contract relationship. In a larger enterprise or organization it includes managers and supervisors who may be considered part of “management” but are also workers. It also includes those who perform unpaid work, either in terms of forced labour or domestic work, and those who are self-employed.

**Workers' health surveillance** - Workers' health surveillance is a generic term which covers procedures and investigations to assess workers' health in order to detect and identify (early) signs of abnormality. The main aim is the prevention of occupational and work-related diseases and injuries. The results of surveillance should be used to protect and promote the health of the individual, collective health at the workplace, and the health of the exposed working population. Health assessment procedures may include, but are not limited to, medical examinations, biological monitoring, radiological examinations, questionnaires or a review of health records. Preferably the starting point is a risk assessment at the workplace to identify a health hazard or risk.

**Working environment surveillance** - See Surveillance of the working environment.

**WRULD** - Work Related Upper Limb Disorder

**Z**

**Zero energy state** – The state in which a machine has been made temporarily incapable of accidental start-up or movement. This state is achieved by shutting off or disconnecting all power sources, and draining, bleeding or blocking all residual energy sources such as: gravity, hydraulics, compressed air, springs, and capacitors.

**Zero exposure** – Exposure that is restricted to so low a level that it requires little or no attention.

**Zoning** - Hazardous areas are classified into zones based on an assessment of the frequency of the occurrence and duration of an explosive gas atmosphere, as follows:

Zone 0: An area in which an explosive gas atmosphere is present continuously or for long periods;

Zone 1: An area in which an explosive gas atmosphere is likely to occur in normal operation;

Zone 2: An area in which an explosive gas atmosphere is not likely to occur in normal operation and, if it occurs, will only exist for a short time.