

## Chapter 30: Glossary

**Administrative Controls** – A category of hazard control that uses administrative/management involvement in order to minimize employee exposure to the hazard.

**At Risk Behaviour** - Also known as ‘unsafe behaviour’, and describes the situation where a worker performed a task that was not in compliance of the site, company, or jurisdictional rules and regulations, which exposed them to increased risk. For example, take a short-cut, or knowingly missing a necessary step in a procedure.

**At Risk Condition** – Also known as ‘unsafe condition’, and describes a situation where a working condition was not in compliance with the required standard, which exposed the worker to increased risk. For example, a machine which is working on a steep slope outside the stated operating abilities of the forestry equipment.

**Audit** – A review of systems and processes within the program to determine how the program is working against the stated intentions.

**Causal Factors** – A problem, which if corrected, would have reduced the possibility that an incident would have occurred (or reduced the severity of the incident). In the ‘story’ of the incident, removing these parts of the story would have eliminated the incident from occurring.

**Close Call** – A situation where, under slightly different circumstances, injury to people, damage to equipment, or harm to the environment could have occurred. Close calls should be investigated to a level of 1, 2, or 3 depending on the realistic perception of what the result may have been if injury or damage had occurred.

**Codes of Practice or Industry Recognized Practice** – a written set of rules and requirements for performing a task that incorporate applicable legislative requirements and industry practices.

**Compensable Injury** – An injury for which WorkSafeBC will provide compensation because it arose out of and in the course of work.

**Compensation Claim** – A claim filed with WorkSafeBC by or on behalf of an employee who has suffered a disabling injury or illness, or death, arising out of and in the course of work.

**Competent** – Properly qualified, suitably trained and with sufficient experience and exhibited performance for the required task with limited supervision.

**Competent Person** – is defined as a person who:

- Is qualified because of his or her knowledge, training and experience/ exhibited performance to organize the work and its performance.
- Is familiar with the provisions of the WCA and the regulations that apply to the work.
- Has knowledge of any potential or actual danger to health or safety in the workplace.

**Controlled Product** – Any product or ingredient that meets the criteria for one or more of the classes of hazards as established by the Workplace Hazardous materials Information System (WHMIS). The classes are: compressed gas, flammable and combustible materials, oxidizing materials, poisonous and infectious materials, corrosive materials and dangerously reactive materials.

**Controls** – Measures designed to eliminate or reduce hazards or hazardous exposures. Examples include: avoidance, alteration of work, engineering controls, administrative controls, personal protective equipment. Hazards can be controlled at the source, along the path to the worker, or at the worker.  
**Core Values** - The values or beliefs which are the basis for the behavioural and performance of safety standards. The common set of core values of a company become the rationale for what is expected of management, employees and contractors. It is the minimum standard which, when not met, is considered critically unacceptable to the company.

**Cumulative Trauma Disorder** – see Musculoskeletal Injuries.

**Danger Zone** – An area or location where the probability of injury is high (i.e. in the vicinity of saw blades).

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

**Due Diligence** – The taking of every precaution reasonable in the circumstances for the protection of the health and safety of workers.

**Emergency Plan** – Detailed procedures for responding to an emergency, such as a fire or explosion, a chemical spill, or an uncontrolled release of energy. An emergency plan is necessary to keep order, and minimize the effects of the disaster.

**Emergency Response Procedures** – response measures that, if properly acted upon, minimize the impact of fire, injuries, or natural disasters.

**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.

**Environment** – The surrounding conditions, influences, and forces to which an employee is exposed in the workplace.

**Equipment maintenance programs** – a system by which equipment and machinery obtain regularly scheduled repairs and maintenance.

**Ergonomics** – An applied science that studies the interaction between people and the work environment. It focuses on matching the job to the worker.

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

**First Aid** – The immediate care given to a person who is injured or who suddenly becomes ill. It can range from disinfecting a cut and applying a bandage to helping someone who is choking or having a heart attack.

**Guarding** – Use of any device or combination of devices designed to keep any part of a worker's body out of the danger zone of a machine during its operating cycle. This usually involves guarding the point of operation, guarding power transmission components by fixed enclosures, and/or protecting the operator and nearby workers from flying fragments.

**Hazard** – The potential of any machine, equipment, process, material (including biological and chemical) or physical factor that may cause harm to people, or damage to property or the environment.

**Hazardous Material** – Any substance that may produce adverse health and/or safety effects to people or the environment.

**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 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, provides direction for the health and safety program.

**Health and Safety Program** - A combination of activities, procedures, and facilities designed to ensure and maintain a safe and healthy workplace.

**Health and Safety Representative** – A representative selected under the provisions of the Act. A representative is usually required in a workplace with

more than five but fewer than 20 employees. In such a workplace, workers must select one employee as a representative.

**Incident** -The term "incident" can be defined as an “undesired event or occurrence that has the potential to result in (or results in) physical harm to a person, damage to equipment, property, environment and a loss of process.

**Incident Investigation** – The process of systematically gathering and analyzing information about an incident. This is done for the purposes of identifying causes and making recommendations to prevent the incident from happening again. There are many factors that act together to cause incidents. They include: personal factors (inadequate capability, lack of knowledge/skill, improper motivation, or stress) job factors (inadequate leadership or supervision, inadequate engineering, inadequate maintenance, inadequate work standards/procedures or inadequate hazard controls) and lack of management control factors (inadequate program, inadequate program standards, inadequate compliance with standards or inadequate hazard controls).

**Inspection** – A recorded review of equipment, workplace and procedures to assess for adherence to program, contract and regulatory requirements and to identify hazards and risks.

**Job Task Analysis** – A technique used to identify, evaluate, and control health and safety hazards linked to particular tasks. A task analysis breaks tasks down into their basic components allowing each step to be evaluated.

**Joint Health and Safety Committee (JOHSC)** – A committee established under provisions of the Act. JOHSC's are required in workplaces with 20 or more workers. At least one half of the members must be workers (union members). Management must appoint the remaining members from those who exercise managerial functions. Responsibilities include obtaining information on workplace hazards, identifying hazards, and making recommendations on how to make the workplace safer for all workers.

**Legislation, Regulations, and Codes** – legal requirements, starting from a broad perspective (legislation) to increasingly detailed requirements (regulations and codes).

**Level 1 Investigation** – A simple investigation which takes very little resources or in-depth knowledge to complete, and included injuries which are up to but not including LTI's, \*(Loss of time incidents), and equipment damage less than \$5,000. and no medical attention was sought by employees.

**Level 2 Investigation** – A more complex investigation which takes a noteworthy amount of time, personnel, knowledge, or resources to complete, and includes

injuries such as LTI's (Loss of time incidents), and equipment damage over \$5,000.

**Level 3 Investigation** – An intensely difficult investigation which requires outside resources and assistance to resolve a major event. This includes major disabling injuries, fatally injured workers, and equipment damage in excess of \$100,000. This level of investigation normally involves media scrutiny, and a special team of investigators from jurisdictional bodies.

**Light Duties** – Light duties are tasks that an injured worker is physically capable of doing within their medical limitations. This can also be defined as Stay at Work, where a worker does different tasks than the normal job which they perform.

**Loss** – A loss is defined as physical injury, equipment damage, harm to the environment; loss of money, contracts, or reputation; processes and systems among others.

**LTI (Loss of Time Incident)** – Loss of Time incident, where the worker is injured to a point of not being able to return to their normal job duties at the next scheduled shift.

**Material Safety Data Sheet (MSDS)** – Detailed information about the possible health and safety hazards of a product and how to safely store, use and handle the product.

**Minutes** – A written record of the outcome of a meeting. Minutes of a JOHSC meeting are required to be kept and made available for review.

**Musculoskeletal Injuries** – Injuries to the muscles, tendons, ligaments, joints, bones and related structures of the human body happening over time, due to over use. Examples include carpal tunnel syndrome and tendonitis.

**Personal Protective Equipment** – Any device worn by a worker to protect against hazards. Some examples are: respirators, gloves, ear plugs, hard hats, safety goggles and safety shoes.

**Policies** – statements by senior management that reflect their position (attitudes, commitment, etc) on health and safety issues and defines the parameters necessary to ensure achievement of goals.

**Practice** – the following of a set of guidelines that are helpful in carrying out a specific type of work.

**Preventative Maintenance** – Prevention of machinery and equipment failure through scheduled regular maintenance, knowledge of reliability of parts,

maintenance of service records, scheduled replacement of parts, and maintenance of inventories of the least reliable part and parts scheduled for replacement.

**Principal Contractor** – means a party who holds a contract for service or works with Province and does not include any tenures or authorizations under the Forest Act.

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

**Repetitive Strain Injury** – see Musculoskeletal Injuries.

**Risk** – The probability and consequence of a worker suffering an injury or health problem, or of damage occurring to property or the environment as a result of exposure to or contact with a hazard.

**Root Cause** – The real or underlying cause(s) of an event. This is distinguished from immediate cause(s) which are usually quite apparent. The most basic cause(s) that can reasonably be identified that management has control over to fix, and when fixed, will prevent (or significantly reduce the likelihood of) the problems recurrence. A root cause usually identifies a deficiency that goes beyond the actions of an individual, such as job or system factors.

**Rules** – statements generally arising from company standards or policies or legislative and regulatory requirements and are designed to protect workers from known hazards and ensure compliance.

**Sentinel Event (Major Event)** – An unexpected occurrence involving death or serious physical injury, or the risk thereof. Serious injury specifically includes loss of limb or function. The phrase, “or the risk thereof” includes any process variation for which a recurrence would carry a significant chance of a serious adverse outcome. Such events are called ‘sentinel’ because they signal the need for an immediate and in-depth investigation and response.

**Standard** – A guideline, rule, principle, or model that is used as a means to compare, measure, or judge performance, quality, quantity, etc.

**Stress** – A set of physical reactions that take place in the body in response to demands that are placed on it. These reactions prepare the body for action.  
**Stressor** – A source of stress.

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

**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.

**Transitional Evidence** – Evidence that may only remain available for a short time, such as skid marks from a tire, gasses within an area, or fluid which may evaporate.

**Unsafe Act**– see at risk behaviour

**Unsafe Condition** – see at risk condition

**Workplace Hazardous Materials Information Systems (WHMIS)** – An information system implemented under the federal Hazardous Products Act to ensure communication of information on hazardous materials.

**Workplace Inspection** – A regular and careful check of a workplace or of 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 of illness include: equipment, materials, processes or work activities and the environment.

**Workplace Safety precautions** – labels, warning signs or placards.

**Work Procedures** – a written, step-by-step guideline or description of how to perform a task from beginning to end in a safe and effective manner.