

APPENDIX N1

Partnerships in Injury Reduction Glossary of Terms

Forward

The Glossary of Terms provide context and define commonly used language found in the Partnership Standards, the Occupational Health and Safety System Building Courses, Auditor Training Courses, as well the various audit instruments. The definitions found in this document are not intended to replace or replicate definitions found in legislation.

Audit	<p>An evaluation of an organization's health and safety management system against an approved standard.</p> <p>Audit Types:</p> <p>Baseline Audit: an evaluation using a standard audit instrument, and intended as a preliminary review of an employer's health and safety system.</p> <p>Certification Audit: a formal health and safety evaluation conducted by a certified auditor external to the employer to achieve a Certificate of Recognition (COR).</p> <p>Maintenance Audit: a formal health and safety evaluation conducted by a certified auditor for an employer to maintain their COR status between recertifications.</p> <p>Qualification Audit: a formal health and safety evaluation conducted by an auditor candidate pursuing auditor certification.</p>
Auditor	<p>An individual certified by a Certifying Partner to conduct health and safety audits.</p>
Audit Start Date	<p>The date the auditor receives access (on or off site) to an employer's health and safety documentation for the purpose of auditing the employer's health and safety management system. This can be paper or electronic. This does not include activities to define the audit scope.</p>
Audit End Date	<p>The date the auditor concludes the review of documentation, interviews, and observations for the purpose of auditing the employer's health and safety management system.</p>
Best Practice	<p>An agreed-upon method for conducting a specified task - usually established by industries, trades or groups of peers.</p>
Boilerplating	<p>This practice involves copying all or a portion of an audit report from one audit and then re-using it for another audit, making very few changes.</p>

Code of Ethics	Statement which defines the ethical behaviours expected from a group or individual.
Code of Practice	Selection of appropriate regulations and procedures specific to hazardous work.
Competent Worker	Person who is adequately qualified, suitably trained, and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision.
Continuous Improvement	Always striving to innovate, implement and improve on current conditions.
Contractor	A person, partnership or group of persons who, through a contract, an agreement or ownership, directs the activities of one or more employers or self-employed persons involved in work at a work site.
Critical Task	A task with high potential for serious loss or injury.
Documentation Review	A validation method used in a health and safety audit, designed to determine if an employer has the required processes, policies, and procedures in place, and if adequate records are being kept.
Employee	Anyone who works for an organization (e.g. senior managers, managers, supervisors, and workers).
Harassment	Any single incident or repeated incident of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to a worker, or adversely affects the worker's health and safety.
Hazard	<p>A situation, condition or thing that may be dangerous to health and safety. These can include physical, chemical, biological or psychological hazards that have the potential to cause harm.</p> <p>Health Hazard: Has the potential to cause an acute or chronic condition, illness or disease from exposure (e.g. noise, dust, heat, etc.).</p> <p>Safety Hazard: Has the potential to cause immediate injury (e.g. shear points, working at heights, etc.).</p>
Hazard Assessment	<p>A written process to recognize existing and potential hazards at work before they cause harm to people or property.</p> <p>Formal Hazard Assessment: Involves a step-by-step, ongoing process to identify hazards, evaluate risk (in order to prioritize hazards), and determine and assess control measures for an organization's overall operations.</p> <p>Site-Specific Hazard Assessment: The process to check for the introduction of any unexpected hazards, or hazards for which additional controls may be needed. These are used when:</p> <ul style="list-style-type: none"> • work is conducted at temporary/mobile work sites,

- workers are conducting activities at a work site not owned by their employer, and/or
- a new activity has been temporarily introduced at the work site.

Hazard Control

Methods used to eliminate or control loss:

Engineering Controls: Preferred method of hazard control if elimination is not possible; physical controls are implemented at the design, installation, or engineering stages (e.g. guards, auto shutoff, etc.).

Administrative Controls: Processes developed by the employer to control hazards not eliminated by engineering controls (e.g. safe work policies, practices and procedures, job scheduling or rotation, etc.).

Personal Protective Equipment (PPE): equipment used or clothing worn by a person for protection from health or safety hazards associated with conditions at a work site (e.g. gloves, safety glasses, fall protection, etc.). Used when engineering or administrative methods cannot fully control the hazards.

Health and Safety

Health and safety includes physical, psychological and social well-being.

Health and Safety Program

A coordinated system of procedures, processes and other measures designed to be implemented by organizations in order to promote continuous OHS improvement, as required by the OHS Legislation.

Health and Safety Representative (HS representative)

A worker who is designated as the health and safety representative for an employer as required by OHS Legislation.

Occupational Health and Safety Management System (OHSMS)

A health and safety management system is a mature OHS program that is fully integrated into the culture, values, identity, and everyday operations of a workplace. A health and safety management system is led by employers, enacted by everyone in a workplace, and continually evaluated and improved through regular, formal assessments

Incident

An undesired, unplanned, unexpected event that results, or has the potential to result, in physical harm to a person or damage to property (loss or no loss).

Inspection

A planned, systematic evaluation or examination of an activity or work site, checking or testing against established standards.

Interview

A validation method used in a health and safety audit to gather and verify information about an organization's health and safety system. Includes either formal discussion using standard questions, or a questionnaire.

Job

The position or role a person has in an organization.

Job Inventory	A list of all jobs produced from a systematic review of the organization's operations.
Job Specific Training	Training provided to support the safe and healthy performance of tasks related to a job.
Legislation	Provincial or federal government standards in the form of written acts, regulations, and codes.
Joint Work Site Health and Safety Committee (HSC)	A committee composed of workers and employer representatives as required by OHS Legislation.
Manager	A person who directs (and/or supervises) the affairs of a business, office, or organization.
Near Miss	An undesired event that under slightly different circumstances could have resulted in personal harm, property damage, or loss.
Observation	A validation method used in a health and safety audit designed to allow an auditor to observe and verify specific conditions at a work site.
Orientation	A process used to familiarize employees to an organization, and communicate the employer's expectations and critical information about a new job or situation.
Policy	The documented principles by which an organization is guided in its management of affairs and overall commitment.
Readily Available Documentation	Documentation that can be accessed in paper form or is downloaded or stored electronically.
Records	Employer documents retained on file as proof of activities.
Risk	The chance of injury, damage, or loss.
Right to Refuse Dangerous Work	A worker may refuse to do particular work at a work site if the worker believes on reasonable grounds that there is a dangerous condition at the work site or that the work constitutes a danger to the worker's health and safety or to the health and safety of another worker or another person.
Root Cause	The absence of a best practice or failure to apply knowledge that would have prevented the problem. The process and/or management level deficiencies which contribute to an incident.
Safe Work Practice	A written set of guidelines which establish a standard of performance for an activity or work process.
Safe Work/Safe Job Procedure	A written, step-by-step instruction of how to perform a task from beginning to end.
Self-Employed Person	A person who is engaged in an occupation but is not in the service of an employer for that occupation.

Senior Manager	The most senior person(s) accountable for the operation under the scope of the audit.
Site Familiarization	Brief escorted tour or discussion to allow the auditor to become familiar with the work site(s) and any areas where special caution is required.
Temporary Staffing Agency	An employer who retains workers and deploys or facilitates the placement of those workers with other employers.
Supervisor	A person who has charge of a work site or authority over a worker. Supervisor is a function, not necessarily a job or job title.
Task	Any activity related to a specific job.
Team Audit	More than one auditor participating in the audit.
Templating	This practice involves using pre-crafted ready-made notes and recommendations for multiple audit reports. These notes and recommendations may be modified to include some specific findings but are for the most part unoriginal.
Train (or any similar word or term)	Give information and explanation to a worker with respect to a particular subject-matter and to require a practical demonstration that the worker has acquired knowledge or skill related to the subject-matter.
Unsafe Act	Inappropriate action taken by a person that could result in loss.
Unsafe Condition	A condition that could result in loss.
Violence	Threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm, and includes domestic or sexual violence.
Visitor	Any person present at the work site who is not under the direct control of the employer (e.g. courier). This does not include customers (e.g. students, hotel guests, etc.).
Worker	For COR audit purposes, any person engaged in a job who is not a manager or supervisor. This may include volunteers.
Worker Participation	Active involvement of workers in work site health and safety activities such as safety discussions, inspections, investigations, health and safety committees, etc.
Work Site	A location where a worker is, or is likely to be, engaged in any occupation and includes any vehicle or mobile equipment used by a worker in an occupation.

Work Site Parties

Every workplace is unique and any of the following can be considered a work site party: employers, supervisors, workers, suppliers, service providers, owners, contractors, prime contractors, temporary staffing agencies, and self-employed persons. Reference OHS Legislation.

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