

**GLOSSARY**

**Note:** The definitions below have been simplified for this glossary. For detailed definitions, refer to the Occupational Health and Safety Act or to any technical or safety dictionary, or contact the Human Resources Department, Occupational Health and Safety Officer.

<b>TERM</b>	<b>MEANING</b>
<b>Accident</b>	An unplanned chain of events that causes the downgrading of a business operation and results in injury to employees/occupants or damage to equipment.
<b>Accident Investigation</b>	Detailed, systematic search to uncover the factors (who, what, when, where, why, how) of an accident and their relationships to one another to find the cause(s).
<b>Asbestos</b>	A fibrous silicate mineral that is incombustible but is harmful when asbestos particles are inhaled. Asbestosis is the lung disease that results from asbestos inhalation.
<b>Audiometric Testing</b>	The objective measuring of an employee’s hearing sensitivity. By recording the response to a measured signal, a person’s level of hearing sensitivity can be expressed in decibels, as related to an audiometric zero or no-sound base.
<b>Authorized</b>	To be designated or assigned by a Principal/Supervisor/Manger to: <ul style="list-style-type: none"> <li>☐ Perform a specific type of duty or duties</li> <li>☐ Use specific equipment or vehicles</li> <li>☐ Be present in a given location at a specified time</li> </ul>
<b>Building Evacuation</b>	An alarm signals all occupants to leave the building immediately or to temporarily go to an area of refuge.
<b>Confined Space</b>	Normally a space not designed or intended for human occupancy, where special precautions are required to protect workers who must enter the space. Hazards associated with a confined space: <ul style="list-style-type: none"> <li>☐ flammable or harmful atmospheres</li> <li>☐ oxygen depletion (or enrichment)</li> <li>☐ situations of possible entrapment e.g. tanks, storage bins, pipelines, boilers and tunnels</li> </ul>

<b>Constructor/Consultant</b>	Any person who works on Board premises or projects but is not considered an employee (full-time, part-time or temporary) of the Board.
<b>Controlled Product</b>	A product, material or substance specified by regulations of the Hazardous Products Act as products, materials or substances included in any of the classes listed in Schedule II of the Act.
<b>Controls</b>	Emergency measures and techniques designed to eliminate, or to reduce to acceptable levels, exposures to harmful agents in the workplace. Controls include: <ul style="list-style-type: none"> <li>☐ Engineering controls</li> <li>☐ Monitoring</li> <li>☐ Personal protection</li> <li>☐ Administrative controls</li> <li>☐ Work practices</li> </ul>
<b>Critical Job</b>	A job with: <ul style="list-style-type: none"> <li>☐ A past loss experience</li> <li>☐ Potential for a substantial loss</li> <li>☐ Probability of a loss occurring</li> <li>☐ New or unknown procedures</li> </ul>
<b>Emergency Number</b>	A telephone number to be used for immediate access to help and assistance when an accident or serious problem occurs.
<b>Emergency Plan</b>	An emergency plan describes as completely as possible the step-by-step actions a workplace will take to protect its employees, community, equipment, supplies and facilities from the hazards of natural disasters, accidents or other emergencies. The plan assigns responsibilities for the handling of specific kinds of emergencies - everything from decision-making to action.
<b>Emergency Response</b>	A plan of action to be implemented in the case of an emergency.
<b>Employee(s)</b>	Any individual considered a full-time, part-time or temporary employee of the Board. This includes all: <ul style="list-style-type: none"> <li>☐ Union and non-union employees</li> <li>☐ Management</li> <li>☐ Senior Management</li> </ul>
<b>Employee Assistance</b>	A counseling service available to all employees to resolve personal problems (EAP) on a referral basis.

<b>Ergonomics</b>	The science that seeks to adapt work or working conditions to suit the worker. The aims of ergonomics are: <ul style="list-style-type: none"> <li>☐ To evaluate and design facilities, environments, jobs, training methods and equipment to match the capabilities of users and workers</li> <li>☐ To reduce the potential for fatigue, error or unsafe acts</li> </ul>
<b>Fire Drills</b>	Planned exiting of occupants from a building on a given (preferably unannounced) signal to help assure the safe evacuation of the occupants in the event of a fire or the threat of one.
<b>First Aid</b>	Emergency care of a person who is injured or ill to: <ul style="list-style-type: none"> <li>☐ Prevent death or further injury</li> <li>☐ Relieve pain</li> <li>☐ Counteract shock until medical aid can be obtained</li> </ul>
<b>First Aid Attendant</b>	A certified employee chosen to administer first aid.
<b>Hazard</b>	A dangerous object, event, behavior or condition which can interrupt or interfere with the expected orderly progress of an activity.
<b>Hazard Reporting</b>	Reporting of a dangerous condition, potential or inherent, which can bring about an interruption or interference with the expected orderly progress of an activity.
<b>Hazardous Energy</b>	A force, when improperly managed, that may cause or significantly contribute to serious illness or death.
<b>Hazardous Material</b>	Substance or material capable of posing an unreasonable risk to health, safety and/or property if not handled, transported and stored properly.
<b>Hazardous Waste</b>	Solid or liquid waste that: <ul style="list-style-type: none"> <li>☐ May cause or significantly contribute to serious illness or death</li> <li>☐ Poses a substantial threat to human health or environment when the waste is improperly managed.</li> </ul>
<b>Health and Safety Policy</b>	A written statement that expresses the philosophy, experience, commitment, and belief of the Board's senior management towards workplace health and safety

<b>Hearing Conservation</b>	When noise exceeds regulated limits, employers must have an effective noise control and hearing conservation program.
<b>Housekeeping</b>	The cleanliness, neatness and orderliness of an area where everything has its place and is located there. Good housekeeping practices often preclude the occurrence of accidents in workplaces.
<b>Incident</b>	An unforeseen occurrence which doesn't result in an injury or any property loss, but could conceivably do so.
<b>Industrial Disease</b>	A disease arising out of, and in the course of employment, resulting from exposure to, the absorption of or intoxication from harmful chemical, biological or physical agents to which the general public would not normally be exposed.
<b>Inspection</b>	A deliberate, systematic search to uncover facts and determine the truth of the factors (who, what, when, where, why and how).
<b>Job</b>	An individual task or activity that employees do within their occupation. The job is not the occupation itself.
<b>Job Observation</b>	The act of observing an employee to determine if the employee is performing the job free from safety and health hazards without risk or damage to equipment, materials or other workers.
<b>Job Procedure</b>	A step-by-step description of how to perform a job or task safely.
<b>Joint Occupational Health and Safety Committee</b>	Safety committee at the school or workplace. Its purpose is to promote workplace attitudes and practices, and to reduce or eliminate hazards and accidents.
<b>Manager/Principal/Supervisor</b>	Any individual held responsible for the behavior and production of a group of workers.
<b>Material Handling</b>	Lifting, transporting and depositing material by human means using a variety of offhand or hand-operated accessories such as hooks, bars, jacks, hand trucks, dollies and wheelbarrows or other mechanical means.

---

---

<b>Material Safety Data Sheets (MSDS)</b>	Data sheets that contain detailed information related to the possible health and safety hazards of a product. MSDSs are available from the manufacturer for any chemical or mixture of chemicals used in industry (that is, all controlled products).
<b>Minutes</b>	Written record of the outcome of a meeting. Minutes of Joint Health and Safety Committee meetings are required by law to be kept and must be made available, upon request.
<b>Monitor</b>	To observe, listen in on, keep track or exercise surveillance over a process or activity.
<b>National Fire Code</b>	The National Fire Code comprises a model set of technical requirements designed to provide an acceptable level of fire protection and fire prevention.
<b>Noise</b>	Sound energy in the workplace.
<b>Occupational Disease</b>	Disease associated with or contracted because of a particular occupation; wider definition that industrial disease which implies official recognition of the relationship between the disease and the particular occupation.
<b>Occupational Injury</b>	An injury arising out of, and in the course of employment, resulting from the action of traumatizing physical or chemical agents in the workplace.
<b>Offside (work)</b>	Work or work related activities that take place away from the employer's site.
<b>On-the-job Training</b>	Job-specific education and training so employees may perform the work free of safety and health hazards.
<b>Orientation</b>	Job orientation training. Making the employee aware of their job functions, responsibilities and how to safely perform their work.
<b>Personal Protective Equipment</b>	A device or item of apparel worn to protect a worker, vehicle driver or passenger, or participant in a game or sports activity.
<b>Qualified Employee</b>	An employee not only authorized to perform the work, but who also has received specialized training or possesses a document that

---

---

	certifies employee has the knowledge and knows how to apply the specialized procedures.
<b>Risk Assessment</b>	Includes an analysis of the nature of the work interaction between workers and the public, nature of the work environment, attributes of the workers and past history of incidents of injury or violence in the workplace and in similar organizations.
<b>Scheduled Inspection</b>	A comprehensive inspection of the overall workplace, usually performed at an established frequency and by properly trained operating personnel.
<b>Senior Management</b>	Any individual held responsible for the direction and effective performance of operations of the organization.
<b>Serious Accident</b>	Accident resulting in death, permanent disability, injury, excessive damage costs, or accidental release of pollutants with significant effects; broadly, those accidents meriting in-depth investigation.
<b>Spill</b>	Accidental release of a harmful substance, such as solvent, acid, caustic, etc. in a sufficient quantity to present a danger to workers.
<b>Statistics</b>	Branch of mathematics dealing with numerical data assembled, processed and interpreted so as to present useful information about a given subject.
<b>Supplier Label</b>	A label provided by a supplier that complies with the requirements, discloses the information.
<b>Threat</b>	A declaration of an intention to punish or hurt. This may include: bomb (courier packages, mail, and interoffice mail) and personal threats.
<b>Threat of Violence</b>	Threat means a declaration and/or perception of an intention to harm personnel or property. Threats may be made by telephone, correspondence or by personal contact and may be made by anyone. Threats of violence, in the context of these procedures, focus towards violence or threats arising as a consequence of or in the course of employment with the Southwest Regional School Board.
<b>Unscheduled Inspection</b>	An unplanned, daily inspection of the workplace. Also see Scheduled Inspection.

---

---

<b>Verification</b>	The process of an instance of establishing the correctness by examination or demonstration, i.e. the supervisor verifies that the employee is performing the work safely.
<b>WHMIS</b>	Workplace Hazardous Material Information System. This legislation describes the safety and health hazards connected with hazardous materials (that is controlled products) in the workplace.
<b>Workplace Label</b>	A label that discloses a product identifier and information for safe handling of the controlled product and that indicates that a material safety data sheet (MSDS) if supplied or produced is available.
<b>Workplace-related Violence</b>	The attempted or actual exercise by a person, other than a worker, of any physical force so as to cause injury to a worker, and includes any threatening statement or behavior which gives a worker reasonable cause to believe that the worker is at risk of injury.

**REFERENCES** - Canadian Dictionary of Safety Terms, 1987