



# GLOSSARY OF TERMS

Effective Date: April 8, 2020

Owned by: Juliet Goodwin  
Manager, Safety Audits & Certifications

Approval: 

Approved By: Juliet Goodwin  
Manager, Safety Audits & Certifications

Valid Until: April 8, 2020

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## SUMMARY OF CHANGES

This Summary shows:

- All changes from last approved and published document
- The location within the document where the changes have been made

| Version | Date          | Author(s)    | Revision Notes  |
|---------|---------------|--------------|---|
| 1.0     | March 3, 2018 | Melissa Mass | This is the first revision of the Glossary of Terms. This revision brings the Procedure template into alignment with the templates used by the Governing Documents Framework. |
| 1.1     | April 8, 2020 | Melissa Mass | Added definition of large complex employers   |



Requirements changed in the new revision will be identified with a revision triangle beside it.

## SUMMARY OF REVIEWERS

The following people were involved in the review of this Procedure.

| Name           | Position                                |
|----------------|---|
| Juliet Goodwin | Manager, Safety Audits & Certifications |
| Justin Degagne | Program Manager, Training               |
| SA&C Team      | Subject Matter Experts (SME)            |

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## 1.0 ABOUT THIS PROCEDURE

### 1.1 Purpose and Direction

The words listed in this procedure are industry best practice terms used in various industries with the same meanings.<sup>1</sup>

### 1.2 Scope

The scope is to use these words as a continual exercise for a consistency of common words already used in industry.

### 1.3 Target Audience

The target audience for this document is all Energy Safety Canada personnel in any work location. This includes Employers and Auditors.

## 2.0 GLOSSARY OF TERMS

|                  |  |
|------------------|--|
| Audit            | <p>An evaluation of an organization's health and safety management system against an approved standard.</p> <p>Audit Types:</p> <p><b>Baseline Audit:</b> an evaluation using the standard audit instrument and intended as a preliminary review of the employer's health and safety system.</p> <p><b>Certification Audit:</b> a formal health and safety evaluation conducted by a certified auditor external to the employer to achieve a Certificate of Recognition.</p> <p><b>Maintenance Audit:</b> a formal health and safety evaluation conducted by a certified auditor for an employer to maintain their COR status between recertifications.</p> <p><b>Qualification Audit:</b> a formal health and safety evaluation conducted by an auditor candidate pursuing auditor certification.</p> |
| Auditor          | <p>An individual certified by Energy Safety Canada 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>   |

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| Audit End Date        | 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.   |
| Best Practice         | An agreed-upon method for conducting a specified-task usually established by industries, trades or groups of peers.  |
| Boilerplating         | 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.   |
| Code of Ethics        | Statement which defines the ethical behaviors expected from a group of individuals.  |
| Code of Practice      | Selection of appropriate regulations and procedures specific to the 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.  |
| Continual Improvement | Always strive to innovate, implement and improve on current conditions.  |
| Contractor            | An individual or employer that is not covered under the hiring employer's WCB account number, contracted to provide materials or services.   |
| Critical Task         | A task with high potential for serious loss or injury.   |
| Documentation Review  | A validation method used in 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 (i.e.: senior managers, managers, supervisors, and workers).  |
| Harassment            | Any single incident or repeated incidents 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                | A situation, condition, or behavior from a physical, chemical, biological or psychological exposure that has the potential to cause harm.<br><br>Health Hazard: Has the potential to cause an acute or chronic condition, illness or disease from exposure (i.e.: noise, dust, heat, etc.)<br>Safety Hazard: Has the potential to cause immediate injury (i.e.: shear points, working at heights, etc.). |


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| Hazard Assessment                                    | <p>A written process to recognize existing and potential hazards at work before they cause harm to people or property.</p> <p><b>Formal Hazard Assessment:</b> 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><b>Site-Specific Hazard Assessment:</b> 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"> <li>• Work is conducted at temporary/mobile worksites</li> <li>• Workers are conducting activities at a worksite not owned by the employer, and/or</li> <li>• A new activity has been temporarily introduced at the worksite.</li> </ul> |
| Hazard Control                                       | <p>Method used to eliminate or control loss</p> <p><b>Engineered Controls:</b> Preferred method of hazard control if elimination is not possible: physical controls are implemented at the design, installation, or engineering stages (i.e.: guards, auto shutoff, etc.).</p> <p><b>Administration Controls:</b> Processes developed by the employer to control hazards not eliminated by engineering controls (i.e. safe work policies, practices and procedures, job scheduling or rotation, and training).</p> <p><b>Personal Protective Equipment (PPE):</b> equipment used, or clothing worn by a person for protection from health or safety hazards associated with conditions at a worksite (i.e.: gloves, safety glasses, fall protection, etc.). Used when engineering or administrative methods cannot fully control the hazards.</p> |
| 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.  |

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| 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 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 an 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 related to a job.  |
| Job Specific Training  | Training provided to support the safe and healthy performance of tasks related to a job.  |
|  Large Complex Employer | Employers who consist of 500 or more employees, and/or fall into one or more of the following scenarios: <ul style="list-style-type: none"> <li>• Multi-company employers</li> <li>• Several contracted field employees, (or a mix of contractors that fall under the company WCB and those have their own)</li> <li>• Multiple WCB accounts and/or industry codes/classification units (including those that are only auditing a portion of them)</li> <li>• Multi-provincial sites</li> <li>• 30+ fixed worksites</li> <li>• Subsidiary of a Parent Company (using the Parent Company’s OHSMS)</li> </ul> |
| 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 comprised of workers and employer representatives as required by OHS Legislation.   |

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| 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 employee's expectations and critical information about a new job or situation.   |
| Policy                         | The documented principals by which an organization is guided in its management of affairs and overall commitment.   |
| Readily Available              | 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.   |
| SECOR Audit                    | The word "audit" is a term used for an external evaluation of the health and safety management system for a small employer.   |
| SECOR Assessment               | The word "assessment" is a term used for an internal evaluation of the health and safety management system for a small employer.  |

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| 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 escort tour or discussion to allow the auditor to become familiar with the worksite(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 in charge of or directing the activities of workers. 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 Acts                         | 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 a work site who is not under the direct control of the employer (i.e.: courier). This does not include customers (i.e.: 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.   |

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| Work Site         | A location where a worker is, or 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. |

### 3.0 REFERENCE DOCUMENTS

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<sup>1</sup> SAC-MNL-001 Department Manual

Alberta Government Reference: Appendix N1 Glossary of Terms

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