

Definitions and Key Concepts

ACCIDENT - an unwanted, unplanned event that results in a loss (production, property or human).

ADMINISTRATIVE CONTROLS - approved documented policies, procedures, practices, rules and standards that outline how work is to be done with the goal of preventing accidents by reducing the duration, frequency and severity of exposure to hazards.

BOARD OF DIRECTORS/GOVERNING BOARD - the body of appointed members who jointly oversee the activities of the organization.

COMPETENT - possessing knowledge, experience and training to perform a specific duty.

COMPLIANCE - meeting the requirements of safety legislation and regulations.

CONSULTATION – meaning that while not obliged to obtain the approval or permission of the representative, an employer is obliged to consider, in good faith, the views and opinions of the Occupational Health Committee or representatives in the process of making a decision.

CONTRACTOR - an individual or organization that provides supplies, services or work for an employer, but not as an employee for wages or salary.

CORE COMPETENCY – a fundamental ability or expertise in a specific subject area or skill set.

EMERGENCY - a situation that poses an immediate risk to health, life, property or environment.

EMERGENCY PREPAREDNESS - an employer's documented plan to respond to a specific incident or set of circumstances in order to minimize the possible consequences of the emergency.

EMPLOYEE – everyone on the organization's payroll.

EMPLOYER - a person, firm, association or body that has, in connection with the operation of a place of employment, one or more workers in the service of the person, firm, association or body.

ENGINEERING CONTROLS - the use and design of machinery, equipment, the workplace and/or process to eliminate or reduce worker exposure to a hazard.

FIRST AID - immediate assistance given in case of injury until medical aid has been obtained.
[*The Occupational Health and Safety Regulations, 1996, Part I 2(1)(y)*]

HAZARD - a dangerous object, event, behaviour or condition that poses a level of threat to life, health, property or environment.

HAZARD IDENTIFICATION - recognition through formal or informal process of a dangerous object, event, behavior or condition that could cause injury or loss.

JOB HAZARD ANALYSIS (JHA), JOB SAFETY ANALYSIS (JSA), JOB TASK ANALYSIS (JTA) - the process of systematically evaluating a job, task, process or procedure to identify hazards and their associated risks, and then eliminating or reducing the risks or hazards to as low as reasonably practicable in order to protect workers from injury.

HAZARD CONTROL - a means of reducing the risk of exposure to a hazard. Hazard controls include elimination of the hazard, substitution of a less hazardous product, engineering controls, administrative controls and personal protective equipment (PPE).

INCIDENT - an unwanted, unplanned event that results in or could have resulted in a loss (production, property or human).

INSPECTION - the planned regular examination of work areas, tools and equipment, activities, processes, behaviours and/or conditions against established standards in order to identify and correct actual and potential hazards before they cause accidents.

INVESTIGATION - a systematic process to uncover facts and factors involved in an incident, determining the root causes of the incident and future corrective actions to prevent re-occurrence.

MANAGER - someone who is responsible and accountable for directing and controlling the work of employees, including supervisors.

MEDICAL AID - injury for which outside medical treatment was provided and the cost of that treatment was covered by the Saskatchewan Workers' Compensation Board.

NEAR MISS - an unwanted, unplanned event that didn't but could have resulted in a loss (production, property or human).

ORIENTATION - the process of familiarizing an individual to a work process, workplace, work site or environment.

PERSONAL PROTECTIVE EQUIPMENT (PPE) - a device or item of apparel worn to protect a worker from a hazard or facilitate rescue. Basic PPE is the minimum equipment that a worker is expected to wear, for example, protective footwear. Specialized PPE is the gear that is used above the basic PPE for certain situations, for example, a self-contained breathing apparatus (SCBA). It is important to note that what might be basic to one industry could be specialized in another.

POLICY - a written statement which expresses the commitment, philosophy, experience, expectations, wisdom and belief of an organization's senior management for future guidance towards the attainment of stated goals.

PRACTICE/SAFE WORK PRACTICE - a standardized method for doing a generic job or operation with minimum risk.

PROBABILITY - the likelihood that a given event will occur; often is a combination of how frequently an individual is around a hazard in combination with how likely the event is to occur.

PROCEDURE/SAFE WORK PROCEDURE - a step-by-step method for doing a specific job; the procedure usually results from a hazard analysis, and is usually used for infrequent and/or high risk tasks.

PROCESS - a systematic series of actions directed to a specific end.

RECORDS - documented information, statistics or evidence gathered over a period of time.

REPORT - a detailed account of an action, activity or event.

REPRESENTATIVE - an occupational health and safety representative.

RISK - the probability that during a given period of activity, a hazard could result in an accident with definable consequences.

RISK ASSESSMENT - a systematic assessment of work processes and job tasks in the workplace to first identify potential hazards; followed by an analysis of the hazards to determine the degree of risk (such as probability x severity = degree of risk); and finally implementing appropriate hazard control.

RISK MATRIX - A Risk Matrix is used during risk assessment process. It is a very effective tool that could be used successfully with Senior Management to raise awareness and increase visibility of risks so that sound decisions on certain risks can be made in context.

ROOT CAUSE - the most basic reason for the presence of a defect or problem, which if eliminated, would prevent recurrence.

RULE - a prescribed guide for conduct or action.

SAFETY MEETING - a meeting that is held to discuss safety issues specific to a unit, department, or worksite.

SENIOR MANAGEMENT - the individuals at the highest level of organizational management who have the day-to-day responsibilities of managing the organization.

SEVERITY - a measure of how severe an accident is usually expressed as the number of days lost per a given number of hours worked (i.e., number of days lost/200,000 hours).

SUBSTANDARD ACT - an action by an individual that is less than what is normally expected.

SUBSTANDARD CONDITION - a condition that is below what is normally expected.

SUPERVISOR - a person who is authorized by an employer to oversee or direct the work of workers.

TASK - a definite piece of work assigned to, falling to, or expected of a person.

TIME-LOSS INJURY - a term used by the Saskatchewan Workers' Compensation Board (WCB) to refer to an injury where the injured worker misses work due to the injury, not including the day of the injury.

TOOL BOX MEETING/SAFETY TALK (also called a tailgate meeting) - a safety meeting that is held to discuss safety issues specific to a group of workers or specific worksite.

TRAINING - giving information and explanation to a worker with respect to particular subject matter and requiring a practical demonstration that the worker has acquired knowledge or skill related to the subject matter.

WORKER - an employee who does not have supervisory or management responsibilities.

WORKPLACE RESPONSIBILITY SYSTEM (WRS) - placing the duty for creating and maintaining a safe and healthy workplace on everyone in the workplace, each to the degree that they have the authority and ability to do so.