

Appendix A	GLOSSARY OF TERMS
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Activity	A set of actions required to complete a job.
Assessments	Formal review of an activity or job to determine all associated hazards.
Assigned Work Area	An area where a supervisor/manager has direct responsibility over the activities and/or employees
Available	Common workplace locations where all employees can freely access the information at anytime
Core Certification	As legislated in Section 9(1 2) of the Occupational Health and Safety Act.
Biological Agent Hazards	Organisms that adversely affect the body or a part of the body and its function
Chemical Agent Hazards	Liquids, dust, gas vapors or fume having basis in chemistry that adversely affects the human physiology.
Common Hazards	Hazards that are common to different activities/jobs/occupations.
Confined Space	A space in which, because of its construction, location, contents, or work activity, the accumulation of a hazardous gas, vapor, dust, or fume or the creation of an oxygen-deficient/ oxygen-enriched atmosphere may occur.
Continuous Improvement Plan	A document outlining a timetable for the firm to implement its health and safety goals objectives.
Contractor	A person or employer entering into a remuneration contract to perform a specific service for another person or employer.
Contributing Factor	An action and/or a condition that occurred or existed at the time of the injury or incident.
Controls	An administrative, mechanical or electronic device that regulates actions in the workplace.
Control Program	Established process to reduce employee exposure to a Designated Substance and monitor the employee's exposure levels. Includes employee medical surveillance.
Corrective Action	An action to eliminate undesired behaviour/actions.

Critical Injury	As defined in Ontario Regulation 834/ 90
Designated Substances	Specific chemicals that, due to their hazards, are regulated in Ontario for their use, handling, exposure control and training.
Discipline	An action to correct undesired behaviour/actions
Employee	Employee equals staff/worker.
Employee Certifications	Employee certifications/competencies refers to standards, licenses and qualifications that an employer requires of workers, e.g. lift truck/cranes, vehicle drivers (AZ, DZ), electrical/plumbing/HVAC tickets, cutter-skidder and Trades Qualification and Apprenticeship Act requirements
Employer	The workplace party controlling the activities of the workplace and the worker.
Environmental Release	An accidental discharge of a physical, biological or chemical substance into the workplace and/or community.
Executive Management	Senior management such as Plant Manager, Vice - Presidents, CEOs, Presidents and/or Owners.
Fatality	An injury that results in loss of life.
Fire	An event where undesired combustion occurs.
First Aid Attendant	An individual who meets the qualification requirements of Regulation 1101 and who has been assigned by the employer to respond to injuries that occur in the workplace.
First Aid Regulation	Regulation 1101 of the Workplace Safety and Insurance Act
First Aid Room	A designated area that complies with the requirements of Regulation 1101 and provides privacy. Found on the 15 th Floor for those at 200 Front Street
Form 82 " In Case of Injury"	A WSIB poster listing the responsibilities of both the employer and worker when an injury occurs in the workplace.
Functional Abilities Form	A WSIB form to be used to determine what physical limitations an injured worker has so that early and safe return to work can be facilitated.
Health and Safety Program	A strategic approach to loss prevention that includes documentation, implementation, administration, evaluation and revision. The program must contain an Internal Responsibility System

Health and Safety Representative	An individual who is selected and/or elected by the workers they will represent. A requirement of both Provincial and Federal Legislation.
Health Care	An injury that results in attention received from a recognized health care provider but that does not result in time away from scheduled work nor a wage loss.
Health Care Provider	An accredited person employed in a WSIB recognized medical field that is providing medical care for an injured employee.
Health Hazards	Any chemical, biological or physical agent that compromises the health of a person.
HRDC	Human Resources Development Canada. A Federal Government agency that monitors federally regulated workplaces.
Hot Work	Any process that may generate an uncontrolled spark or flame that could be a danger to a workplace
Injury	An event that results in physical harm to an employee
Job	An assigned set of activities that an individual must perform.
JHSC	Joint Health and Safety Committee
Incident	An event that results in injury to people and/or damage to the environment, equipment, property and/or material.
Legislation	Law that governs how activities must be performed. Setting the minimum standards an employer must meet to be in compliance
Loss Potential	The probability of harm to people or damage to the environment, equipment property and/or material will occur under certain circumstances.
Lost Time	A work related injury that results in the injured employee missing scheduled time from work resulting in a wage loss.
Lock-Out	A written method to ensure that a machine or process that is shut down for maintenance or other procedure is secured against accidental start-up or movement for the duration of the procedure. Lock-out includes the insertion of a solid device to prevent movement. lock-out includes the control of piping systems through lock out of valves and/or removal of pipe and insertion of a blanking plate over pipe openings as appropriate to the circumstances.

Main Activity	All of the activities of a workplace that make up a job or process. (Tasks that happen occasionally, are not attached to a process or job and pose little hazard are not included as a main activity.)
Major Hazard	Any activity or biological, physical or chemical hazard that has the potential to cause death, critical injury, or lost time.
Manager	A person who is in charge of a workplace or has authority over a worker
MOL	Ministry of Labour A provincially legislated agency that monitors provincial regulated workplaces.
Minor Hazard	Any activity or biological, physical or chemical hazard that has the potential to cause injury requiring first aid or no treatment injuries
Moderate Hazard	Any activity or biological, physical or chemical hazard that has the potential to cause injury requiring medical services but not so great as to cause a lost
Modified Process	Significantly changing workflow or equipment or layout.
Modified Equipment	Repairing/redesigning equipment and machinery or changing a method or process.
Near Miss	An event that under different circumstances could have resulted in physical harm to an individual or damage to the environment, equipment, property and/or material
Non-Routine Work	Activities that are not generally performed on a regular basis.
Objective	Desired health and safety outcome over a predetermined period.
Occupation	A title provided to employees who perform specific activities.
Occupational Illness	Means a condition that results from exposure in a workplace to a physical, chemical or biological agent to the extent that normal physiological mechanisms are affected and the health of the worker is impaired.
OHSA	Occupational Health and Safety Act.
Off-the-job	Non-work related activities.
Organization	Includes all components of a business operation such as but not limited to, production, maintenance, administration and satellite operations.

Performance Accountability	A system that determines whether there has been compliance to a pre- established set of expectations.
Physical Agent Hazards	Physical force that adversely affects the body. Examples of main physical agents hazards include, noise, heat, cold, vibration, electromagnetic fields, ionizing and non-ionizing radiation, and lasers.
Posted	In a highly visible location where the information comes to the attention of workers
Preventive Maintenance	A system that attempts to eliminate injury/incident caused by malfunctioning equipment through a proactive approach.
Primary Telephone	Telephones that would be used by employees in the event of an emergency.
Property Damage	An event where contact is made between two objects resulting in alteration to one or both of the objects.
Rationale	The benefits that one should expect to derive when applying a process
Qualified Person	Means a person because of knowledge, training and experience has acquired the skills to organize specific activities.
Qualified Worker	A worker because of knowledge, training and experience has acquired the skills to perform specific activities.
Safe Operating Procedures (S.O.P.) (Safe Work Procedures)	A set of instructions for a job, process or machine that when correctly followed will provide optimum safety to the worker.
Safety Hazard	Any condition or work activity that has the potential to result in injury, illness, or property damage.
Safety Observation	An exercise that requires an individual to watch employees perform activities
Safe Work Practices	Activities performed in a manner that minimizes the likelihood of injury/incident.
Safe Work Procedures	An established method to perform activities to minimize the likelihood of injury/incident.
Senior Management	Managers who exercise less than 75% of their duties with the general workforce.
Stretcher	A carrying device that complies with Regulation 1101 and also enables and ensures the safe transportation of an individual from one destination point to another destination point
Substandard Act	An action that may increase the likelihood of injury/incident.

Substandard Condition	A condition that may increase the likelihood of injury/incident.
Supervisor	A person who is in charge of a workplace or has authority over a worker.
Supplied Labour	Employees that are hired through an Employment Agency or a like source. The employees perform activities at and for an employer other than the Employment Agency or like source.
Trained	An individual who has received training which has been identified in the health & safety program as a requirement by legislation, employer or industry.
Training	A systematic approach to explain and demonstrate to another individual the safe and proper way to perform an activity.
Transitional Work	When an injured employee while active in an Early and Safe Return to Work Program is temporarily performing activities other than their pre-injury activities during the recovery period of their work related injury.
Visitor	A person temporarily entering the workplace and may be admitted to areas generally off limits to the public. A visitor usually is on business but is not under contract.
Work Environment	The physical confines to which an employee is exposed during their workday.
Work Hardening	When an injured employee while active in an Early and Safe Return to Work Program is partially performing some of their pre-injury activities until being able to completely perform their pre-injury activities.
WHMIS	Workplace Hazardous Materials Information System (
Workers	Persons who are in the direct employ of an employer or who are working as a worker under a contract of employment. (See Employee definition)
WSIB	Workplace Safety and Insurance Board
WSIB Clearance Certificate	A document issued by the WSIB upon request, verifying that a firm's account is in "Good Standing" with the WSIB

Appendix B Health & Safety Resources

Websites

Prevention Dynamics

www.preventiondynamics.com

This web-site contains products and services provided by each of the Health and Safety Associations. Use the search feature to find a listing of what's available on a particular topic.

Prevention Best Practices

www.preventionbestpractices.org

This web-site contains best practice examples on numerous health and safety topics. Accessing the web-site you can make searches or additions to the database. The database contains safe work practices, example procedures and other examples of best practices.

Workplace Safety and Insurance Board

www.wsib.on.ca

This web-site provides information, fact sheets and programs to assist the employer.

Canadian Centre for Occupational Health & Safety

www.ccohs.ca

CCOHS promotes a safe and healthy working environment by providing information and advice about occupational health and safety. Online access to CCOHS data collections including MSDS *plus* CHEMINFO, CHEMpendium™, RTECS®, OSH References, Canadian *enviro*OSH Legislation *plus* Standards.

For additional resources refer to pages 61 to 65 of WorkWell Audit Document.

Prevention Services Branch	Page 61
Revenue Operations	Page 61
WSIB – Regional offices	Page 62
WSIB – Sectors	Page 62
Ministry of Labour – District offices	Page 63
Health & Safety Associations	Page 64
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www.wsib.on.ca

