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Technical Glossary for Course Providers

English

1. Introduction

This document is intended to clarify and define standard health and safety technical terms within NEBOSH International General Certificates in Occupational Health and Safety, to assist in the consistency of language when translating examination questions from English into other languages.

2. Hierarchy of sources for definitions

- 1 ILO Conventions and Recommendations
- 2 "ILO Encyclopaedia" ISBN 92-2-109203-8
- 3 Internationally accepted definitions such as UN Hazardous Substances, OGP documents etc
- 4 UK legal definitions
- 5 HSE ACoPs, Guidance notes, etc
- 6 Oxford English Dictionary
- 7 Other sources

English		Source
Abrasive	A substance capable of rubbing away or grinding another substance	6
Absenteeism	The repeated absence from work of employees	6
Absorption	With respect to noise: the use of noise absorption materials within a building to reduce or limit the effects of reflected sound and hence reduce noise levels	5
Acceptable/tolerable risk levels	A judgement made in a risk assessment of the level of risk that should be accepted or tolerated by a person or group of people; or “How safe is safe enough?”	2
Access	A way or means of approach, e.g. an entrance, access ladder, passage, or doorway	6
Access boards	Substantial wooden boards laid flat on scaffolding to provide the surface of a working platform suitable for people to walk on and work from	7
Access ladders	Ladders securely fitted to the walls of an excavation trench to allow safe access and egress	7
Accountability	To give account of, and answer for, discharge of duties or conduct; responsibility	6
Active monitoring	The ongoing activities which check that hazard and risk preventive and protective measures, as well as the arrangements to implement the occupational health and safety management system, conform to defined criteria	5
Acts or omissions	A term used in International Labour Organisation conventions and recommendations and in national legislation to help define the extent of duty owed by one party to another with regard to ensuring health and safety, e.g. in article 16 of Occupational Safety and Health Recommendation, 1981 workers should “take reasonable care for their own safety and that of other persons who may be affected by their acts or omissions at work”	1
Acute health effects	Negative impacts on health that occur after limited exposure and shortly (hours, days) after exposure and may be reversible or irreversible	2
Adjustable/self-adjusting guards	Fixed or movable guard which is adjustable as a whole or which incorporates adjustable part(s). The adjustment remains fixed during a particular operation	3
Aerosol	A suspension of particles dispersed in the air or in a gas, such as mist, fog, or smoke	6
Ambient	The temperature or noise levels of the surrounding environment	6
Aptitude	Natural ability or skill	6

English		Source
Arc-eye	A painful eye condition caused by exposure to intense ultra violet light	7
Assembly point	A place, away from the premises, in which people gather after having evacuated from a building and at which they are in no immediate danger from the effects of a fire	5
Asthma	A respiratory disease, characterized by intermittent paroxysms of difficult breathing, with a wheezing sound, a sense of constriction in the chest, cough, and expectoration	6
Attitude	Settled behaviour or manner of acting, as representative of feeling or opinion	6
Audit	A systematic, independent and documented process for obtaining evidence and evaluating it objectively to determine the extent to which defined criteria are fulfilled	3
Barrier	A fence or material obstruction of any kind erected (or serving) to prevent access to or fall from a place	6
Battering	Digging an excavation with its walls sloped back at a predetermined angle to reduce the risk of the walls collapsing	7
Behavioural controls	A control method which uses means to alter a person or persons behaviour to achieve its objectives	7
Benchmarking	The action or practice of comparing something against a standard	7
Biological agents	A micro-organism (virus, bacteria, fungi) or human endoparasite, which may cause infection, allergy or toxicity or otherwise create a hazard to human health	5
Biological hazard	A hazard to which a person could be exposed as a result of the dangerous properties of an agent that is biological in nature, e.g. micro-organism, cell, culture or human endoparasite	7
Biological monitoring	Medical tests carried out to check for trace indicators of chemicals, metallic substances, or biological agents in the body to which workers may have been exposed; usually they will be blood or urine tests	7
Board	A body of persons officially constituted for the transaction or superintendence of some particular business	6
Brush-cutter	A mechanical cutting device designed to cut grass and other vegetation	5
Buried services	Electricity cabling, water or gas pipes etc. buried underground	7
By-pass	With regard to machinery guarding, to ignore, cause to fail, frustrate, nullify	7
Carcinogenic substances	A substances or a mixture of substances which may cause cancer	7

English		Source
Cellular defence mechanism	With respect to hazardous substances: the means by which the human body attempts to expel or neutralise harmful substances inside the body at a cellular level, e.g. by the action of the immune system	7
Cement mixer	A mechanical device that uses a rotating drum in which cement is mixed	7
Checklist	A list of names, titles, etc., arranged to form a means of reference, comparison, or verification	6
Checkout	An area including the till at which payment is made in a shop	6
Chemical hazard	A hazard to which a person could be exposed as a result of the dangerous properties of a chemical, e.g. toxicity, corrosiveness etc.	7
Chronic health effects	Negative impacts on health that occur after prolonged exposure (months, years, decades) and/or persist after exposure has ceased	2
Cleaner	One whose work is to clean some particular thing or premises	6
Combustible	Capable of being burnt or consumed by fire, fit for burning, burnable	6
Commuting accident	An accident resulting in death or personal injury occurring on the direct way between the place of work and: <ul style="list-style-type: none"> i. the worker's principal or ii. secondary residence; or iii. the place where the worker usually takes a meal; or the place where the worker usually receives his or her remuneration 	1
Compactor	A device designed to compress material or waste into a container	5
Competent person	A person possessing adequate qualifications, such as suitable training and sufficient knowledge, experience and skill for the safe performance of the specific work	7
Condensation	The conversion of a substance from the state of gas or vapour to the liquid	6
Conduction (of heat)	The transfer of heat through solid materials	2
Confined space	Any place, including any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well or other similar space in which, by virtue of its enclosed nature, there arises a reasonably foreseeable specified risk such as the loss of consciousness or asphyxiation of any person at work arising from gas, fume, vapour or the lack of oxygen	5
Consultation	The act of seeking the advice or opinion of a third party	6

English		Source
Contract	An oral or written agreement made between two or more parties which is intended to be legally binding	7
Contractor	A person or an organisation providing services to another organisation in accordance with agreed specifications, terms and conditions	3
Contravention	The action of going against a rule; violation, infringement, transgression	6
Control hierarchy	The ordering of available control measures based upon the relative importance of each in protecting people. The hierarchy emphasizes the importance of engineering controls over administrative controls, personal protective equipment and training	2
Control measure	An action implemented in specific circumstances to either eliminate risk or reduce it to an acceptable level	7
Controlled drugs	Drugs with misuse and/or dependence liability of which the production, supply and possession is unlawful under specific legal requirement except in certain specified circumstances (for example, when they have been prescribed by a doctor)	5
Convection	The flow of fluid or gas from hot areas to cooler areas. The heated air is less dense, and rises, while cooler air descends	7
Conveyor	Mechanical devices that allow loads to be transported automatically around a workplace	5
Corporate	A large company, a corporation	6
Corrosive substances	Substances that will produce irreversible damage to human tissue	7
Costs	Expenditure in terms of money, time, labour or effort	7
Cranes	A machine for raising and lowering heavy weights; in its usual form it consists of a vertical post capable of rotation on its axis, a projecting arm or 'jib' over which passes the chain or rope from which the weight is suspended, and a barrel round which the chain or rope is wound	6
Crushing	Mechanical hazard of machinery whereby a person or part of a person can be compressed by components of the machine resulting in injury	7
Current	The flow (movement) of electric charge through a conducting body	6
Current path	The route taken through the body by electric current when a person receives an electric shock	7
Damage-only	An incident or disruption in which no injury results	7
Damping	Adding material to reduce vibration and noise	5

English		Source
Danger	Liability or exposure to harm or injury; the condition of being exposed to peril	6
Dangerous occurrence	A readily identifiable event as defined under national laws and regulations, with potential to cause an injury or disease to persons at work or to the public	1
Decibel scale	The logarithmic scale used to measure the sound pressure level	7
Demolition	The knocking down of buildings and other structures	7
Derrick	A contrivance or machine for hoisting or moving heavy weights	6
Designated walkway	A pedestrian passageway linking different parts of a building or structure or complex of buildings that is clearly delineated by barriers or line markings	3
Designer	One whose business is to invent or prepare designs or patterns for the manufacturer or constructor	6
Dilution ventilation	A means of controlling the concentration of a contaminant in air by introducing air and mixing it as completely as possible with all the air that is already within the space, so that the concentration of a given pollutant will be as uniform as possible throughout	2
Direct burning	The transfer of heat directly from the flames of a fire to a solid or liquid surface	2
Direct contact	When a person comes into contact with live electrical conductors	2
Direct costs	Costs incurred by an organisation or individual as a result of an accident or incident that can be readily accounted for e.g. fines, wage compensation, repair to plant or equipment etc.	7
Director	A member of a board appointed to direct or manage the affairs of a commercial corporation or company	6
Display screen equipment	Any alphanumeric or graphic display screen	4
Dissipated	Dispersed, scattered	6
Dose	The amount of a substance which is absorbed by a worker's body; or the amount of a physical agent (such as noise, radiation or heat) to which the worker is exposed. The dose will depend on how much of the substance (or other agent) the worker is exposed to and how long he or she is exposed	7
Dosimeter	An apparatus for measuring doses or the like; a recording device to measure ionizing radiation, esp. one worn by a person exposed to potentially harmful radiation, a device to measure noise dose over an extended period	6
Double insulation	A protective system where the live conductors of electrical equipment are covered by two discrete layers or components of insulation. This arrangement avoids the need for any external metalwork of the equipment to be connected to a protective conductor or to earth	5

English		Source
Drugs	Substances with active pharmacological properties in humans and animals	2
Dumper truck	A vehicle used on construction sites to transport and drop material, usually loose solids	7
Dust	Earth or other solid matter in a minute and fine state of subdivision, so that the particles are small and light enough to be easily raised and carried in a cloud by the wind	6
Dust monitoring equipment	Apparatus that collects dust contaminant from the air by pumping the contaminated air through an appropriate filter. The collected dust can then be measured and analysed	2
Duties	Actions, or acts, that are due in the way of moral or legal obligation	6
Duty of care	With respect to health and safety management: employers must take reasonable care of the health and safety of their employees	4
Earthing	The bonding of metallic enclosures of electrical equipment, cable armouring, conduits and trunking etc, so that these conductors are electrically continuous and securely connected to the general mass of earth at one or more points	5
Economic	Commercially advantageous or expedient; (of a business enterprise) repaying (at least) the expenses of operation or use; solvent or profitable	6
Egress	A going out, or issuing forth, from an enclosed or confined place; the right or liberty of going out	6
Electric shock	The passage of electric current through the human body. Effects of electric shock may be muscular contractions, respiratory failure, fibrillation of the heart, cardiac arrest or injury from internal burns	5
Emergency and rescue services	Nationally appointed bodies that respond to emergency and threatening situations with the aim to rescue people and mitigate the consequences of such situations	7
Emergency lighting	Lighting provided for use within a building when the electric supply to the normal lighting fails	5
Emergency procedure	A procedure that identifies the potential for accidents and emergency situations in an organisation, and specifies arrangements designed to prevent or minimise health and safety risks associated with them	3
Emergency stop control	Control which is intended: i.to avert arising or to reduce existing hazards to persons, damage to machinery or to work in progress; ii.to be initiated by a single human action	3

English		Source
Emission	The action of giving off or sending out light, heat, gases, odours, sounds, etc.	6
Employee	Employed persons, including public employees	1
Employee feedback	The communication of information regarding a safety management system/work procedure etc. from employees to management of an organisation with the aim of improving that system/procedure	7
Employee representative	A person with whom an employer consults with a view to the making and maintenance of arrangements which will enable him and his employees to co-operate effectively in promoting and developing measures to ensure the health and safety at work of the employees, and in checking the effectiveness of such measures	4
Employer	Someone who has employees. Employers include individual people, corporate bodies, such as limited companies, nationalised industries, local authorities etc.	5
Employers' liability insurance	A compulsory insurance in the UK that enables an employer to meet the cost of compensation for their employees' injuries or illness suffered whilst they are at work	5
Enforcement agency	An organisation that enforces the laws of one or more governing bodies, or an organisation that actively and directly assists in the enforcement of laws	7
Engineering controls	One of the control measures in a hierarchy of controls that require some process modifications or mechanical structures, and involve technical measures that eliminate or reduce the use, generation or release of hazardous agents at their source, or, when source elimination is not possible, engineering measures should be designed to prevent or reduce the spread of hazardous agents into the work environment by: <ul style="list-style-type: none"> i. containing them ii. removing them immediately beyond the source iii. interfering with their propagation iv. reducing their concentration or intensity 	2
Environment	All, or any, of the following, the air, water and land; air includes the air within buildings and the air within other natural or man-made structures above or below ground	4
Environmental	Of or pertaining to environments or the environment	6
Environmental pollution	The release (into any environmental medium) from any process of substances which are capable of causing harm to man or any other living organisms supported by the environment	4

English		Source
Environmental protection	A discipline aiming at the prevention of harm to the environment and to man or any other living organisms supported by the environment	7
Ergonomics	The science of assessing the relationship between workers and their work environment. This science includes not only an assessment of musculoskeletal risk due to the design of the work, but also includes a consideration of the cognitive processes involved in work that may lead to human errors	2
Examination (Thorough)	A systematic and detailed inspection that may include testing of certain parts as it relates to the thorough examination of lifting equipment etc.	6
Excavation	Any earthwork, trench, well, shaft, tunnel or underground working	5
Expectant mother	A pregnant woman	6
External agencies	Independent from the company concerned. Usually one to which a duty is owed e.g. for reporting accidents	7
External audit	An audit conducted by independent auditors from outside the organisation	7
Extinguishing media	Substance contained in a fire extinguisher which causes extinction of a fire	5
Fail to danger	Where protective devices have failed, and the plant or system is left in a dangerous state	7
Fail to safety	A device designed to ensure that where protective mechanisms have failed, the plant or system is not left in a dangerous state	7
Fall arrest harness	A full body harness with a lanyard attached to either a lifeline or other suitable anchorage designed to stop a person falling to the floor should they fall off a working platform or workplace at height e.g. roof	7
Fall arresting systems	Equipment designed to protect a person from falling to the floor should they fall off a working platform or workplace at height, such as a fall arrest harness, safety netting etc.	7
Falls from height	A dropping down or falling from a high or relatively high working position frequently resulting in major injury or fatality	7
Feedback loop	A system of auditing and review that allows information on the performance of an organisation's health and safety management system to be considered at each stage of that system thus enabling the organisation to reinforce, maintain and develop its ability to reduce risks to the fullest extent and to ensure the continued effectiveness of the health and safety management system	5

English		Source
Fencing	An enclosure or barrier (e.g. a hedge, wall, railing, etc.) along the boundary of a workplace, or machinery or any place which it is desired to prevent unauthorised entry	6
Fibrillation	A quivering movement of a muscle or nerve, esp. the muscles of the heart, leading to abnormal contraction which can cause heart failure	6
Filling in	Return of the earth dug out of a trench or excavation following completion of the work carried out in the excavation	7
Fire detection equipment	Equipment designed to detect a fire automatically either by detecting smoke, heat, flame, combustion products or a combination of these	7
Fire door	A self-closing door made of fire-resistant material that can prevent the spread of fire	7
Fire drill	A process used to test the effectiveness of a workplace evacuation procedure and training by undertaking an observed practice evacuation of the workplace	7
Fire fighting equipment	Equipment designed to control or extinguish a fire, including portable fire extinguishers, sprinkler systems etc	7
Fire instructions	A notice informing people of the action they should take on either hearing a fire alarm or discovering a fire	7
Fire marshal	A person trained to assist during an evacuation of a workplace by, for example, ushering people out of a building or checking that designated areas are clear of people	7
Fire spread	The development and travel of a fire across a surface or area	7
Fire triangle	A model used to describe the three items needed for a fire to burn, namely fuel, heat and oxygen	7
Fire warning equipment	Equipment designed to warn people of the threat of fire by providing an audible or visual alarm	2
First-aid	Initial management of any injury or illness suffered at work	5
Fixed guard	Guard in such a manner (e.g. by screws, welding) that it can only be opened or removed by the use of tools	3
Flammable	Capable of being set on fire	6
Flammable liquid	A liquid with a flashpoint of 55°C or below	5
Flashover	Sudden transition from a localized fire to the ignition of all exposed flammable surfaces within an enclosure	5
Flashpoint	The minimum temperature at which a liquid gives off sufficient vapour to ignite on the application of an ignition source	5

English		Source
Fragile roof	The roof of a building made of material of insufficient strength to support a person and hence would be liable to fall through	7
Frequency	With regard to electricity this is the frequency at which alternating current (AC) is transmitted from a power plant to the end user (50Hz in the UK)	7
Frequency	The rate of recurrence of any regularly repeated event, with regard to noise this is the number of cycles per second (pitch) of a sound wave	7
Fuel	Material burned or used on a source of heat or power	6
Fungus	A single or multi-cellular organism which feeds on organic matter e.g. yeasts, moulds, mushrooms etc. Often have pathogenic effects	6
Fuse	A thin wire, placed in a circuit, of such size as would melt at a predetermined value of current flow and therefore cut off the current to that circuit. Provides protection for the circuit and apparatus if excess current flows through it	7
Gantry	A frame or platform for carrying a travelling-crane or similar structure	6
Granulated	Of metals, sugar, plastic etc: formed into granules	6
Groundwater	Water located beneath the ground surface in soil pore spaces and in the fractures of rocks	7
Guard-rail	An adequately secured rail erected along an exposed edge to prevent persons from falling	1
Hand tool	A implement that is held in and operated directly by the hand e.g. hammer	7
Hand/arm vibration	Mechanical vibration which is transmitted into the hands and arms during a work activity	5
Harm	Physical injury or damage to health	3
Harmful substances	Substances liable to cause harm to human health	7
Hazard	A source of energy with the potential of causing immediate injury to personnel and damage to equipment, environment or structure; or the properties of toxic substances, such as chemicals, gases or radioactivity, that may cause health problems immediately, or in the short-term or longer-term, in people exposed to those substances	2
Head protection	Something worn on the head e.g. safety helmet, where there is a risk of falling objects or the head hitting an obstruction. The helmet is designed to protect the head against falling objects or collision	2

English		Source
Health and safety arrangements	A set of management processes necessary to organise, plan, control and monitor the design and implementation of the risk control systems in a health and safety management system	5
Health and safety culture	A concept that: i.includes the values, beliefs and principles that serve as a foundation for the safety management system and ii.includes the set of practices and behaviours that exemplify and reinforce those basic principles	2
Health and safety management system	Part of an organisation's management system used to develop and implement its occupational Health and Safety policy and manage its Occupational Health and Safety risks	3
Health and safety performance	Measurable results of an organisation's management of its Occupational Health and Safety risks	3
Health and safety policy	A written document that sets the general intentions, approach and objectives of an organisation and the criteria and principles upon which it bases its action in relation to its management of health and safety at work	5
Health/medical surveillance	A generic term which covers procedures and investigations to assess workers' health in order to detect and identify any abnormality. The results of surveillance should be used to protect and promote the health of the individual, collective health at the workplace, and the health of the exposed working population. Health assessment procedures may include, but are not limited to, medical examinations, biological monitoring, radiological examinations, questionnaires or a review of health records	5 + 7
Heat transmission	Conveyance or passage of heat through a solid, liquid or gaseous medium	6
Hoist	A device used for lifting or lowering a load by means of a drum or lift-wheel around which rope or chain wraps	7
Hot work	Work activities that by their nature produce or involve heat or hot sparks e.g. welding	7
Housekeeping	The act of maintaining order and tidiness in a workplace, clearing of accumulations of rubbish etc.	7
Human error	An action or decision which was not intended, which involved a deviation from an accepted standard, and which led to an undesirable outcome	5
Human harm	Ill-health, injury or damage suffered by a person	6

English		Source
Humidifier	Devices for maintaining or increasing level of humidity in the atmosphere	7
Ignition	The process of initiating combustion or catching fire	6
Immediate causes	Acts of the worker and unsafe working conditions that had direct influence on the occurrence of an accident	2
Independent tied scaffold	A scaffold structure that is fully able to support itself vertically and receives horizontal stability by being tied to the adjacent building	7
Indirect costs	Costs incurred by an organisation or individual as a result of an accident or incident that can be inferred but which do not take the form of direct monetary outlays, e.g. disruption to the work of other workers	7
Individual	With respect to manual handling, the individual relates to the person undertaking a manual handling task	7
Individual factors	With respect to human factors and health and safety at work, individual factors relate to facets of individuals such as personal attitudes, skills, habits and personalities and their relationship to task performance	5
Induction	The action of introducing to, or initiating in, the knowledge of something e.g. of a new workplace	6
Infirm	Of persons, with reference to physical condition: not strong and healthy; physically weak or feeble, esp. through age	6
Influence of peers	The positive or negative effect co-workers' behaviour and attitude have on the behaviour of an individual whilst at work	5
Information	Items of knowledge or communication of instructive knowledge	6
Ingress	The action of going in or entering	6
Inspection	careful scrutiny or survey; close or critical examination	6
Instruction	A making known to a person what he or she is required to do; a direction, an order	6
Insulation	Material used to prevent the passage of heat, electricity or noise from one thing to another	7
Insured costs	Financial losses resulting from a workplace accident that are covered by an insurance policy, e.g. covering ill-health, injury and damage	7
Intensity	With regard to noise: a measure for the energy received by the ear and therefore a measure of the physical harm that can be produced	7

English		Source
Interlocked guard	Guard associated with an interlocking device so that, together with the control system of the machine, the following functions are performed: i. the hazardous machine functions "covered" by the guard cannot operate until the guard is closed; ii. if the guard is opened while hazardous machine functions are operating, a stop command is given; iii. When the guard is closed, the hazardous machine functions "covered" by the guard can operate. The closure of the guard does not by itself start the hazardous machine functions	3
Internal audit	An audit conducted by employees of the organisation	7
Investigation	The action of investigating; the making of a search or inquiry; e.g. the cause of an accident; systematic examination; careful and minute research	6
Ionising radiation	Consists of particles, including photons, which cause the separation of electrons from atoms and molecules	6
Irritant	Non corrosive substances which through immediate, prolonged or repeated contact with the skin or mucous membrane may cause inflammation	2
Isolation	A control method that reduces the risks to a person from a source of danger by separating the process producing the danger from the person	3
Isolation	With respect to electrical safety, the disconnection and separation of electrical equipment from every source of electrical energy in such a way that this disconnection and separation is secure	2
Isolation	With respect to noise: the separation of a machine from its surroundings and supporting structures to reduce noise levels, for example flexible isolation made of rubber or springs can be used to reduce the spread of structure-borne sound through a machine frame	4
Jib	The projecting arm of a crane; also applied to the boom of a derrick	5
Job factors	With respect to human factors and health and safety at work, job factors relate to the designing of work tasks in accordance with ergonomic principles to take into account limitations and strengths in human performance	6
Job rotation	Where people are moved from one type of a task to another to minimise risk of injury repeating the same movements or limit exposure to noise/chemicals etc.	5

English		Source
Job/task analysis	The breakdown of how a task is accomplished, including a detailed examination of both manual and mental activities, task and element durations, task frequency, task allocation, environmental conditions, necessary clothing and equipment, and any other unique factors involved in or required for one or more people to perform a given task	7
Lanyard	A short rope or line used for securing/ tightening etc.	7
Likelihood	Probability of a specific event occurring	6
Line manager	A manager to whom an employee is directly responsible	6
Lines of communication	The routes through an organisation's management structure through which information and instructions etc. are sent	7
Litigation	The action or process of carrying on a suit in law or equity; legal proceedings	6
Live electrical systems	An electrical system that is at a voltage by being connected to a source of electricity	5
Load	A discrete movable object, including, for example, packages and boxes, related to manual handling	4
Local codes of practice	Documents that contain guidance and safe methods of working. Local codes may be written for and used in a particular organisation or industrial sector	7
Local exhaust ventilation	An engineering control for reducing exposure to airborne contaminants that involves capture of the chemical contaminant at its source of generation and removing it to the open air, or into the workplace after the contaminant has been removed	2
Lone worker	Somebody who works by themselves without close or direct supervision	7
Lone working	When somebody is working by themselves without close or direct supervision	7
Lumbar	The lower back area	6
Machinery	Assembly of linked parts or components, at least one of which moves, with the appropriate machine actuators, control and power circuits, joined together for a specific application, in particular for the processing, treatment, moving or packaging of a material	3
Mandatory	Obligatory, compulsory; not discretionary	6
Manual handling	The transporting or supporting of a load by hand or by bodily force	1
Manufacturer	A producer or fabricator of something	6

English		Source
Manufacturers' safety data sheets	A document produced by the manufacturer or importer of hazardous products that describes the hazards of a material and provides instructions on how the material can be safely handled, used and stored	2
Means of escape	Structural means whereby (in the event of fire) a safe route or routes are provided for persons to travel from any point in a building to a place of safety	5
Mechanical handling	The lifting and moving of loads using mechanical lifting/moving equipment such as fork-lift trucks, hoists, cranes etc.	7
Middle manager	A person with an executive or supervisory function operating at a point in the management hierarchy where they report to senior management	7
Mist	A localized cloud of fine liquid droplets	6
Mobile elevating work platform	A mechanical device used to provide temporary access for people or equipment to inaccessible areas, usually at height	7
Mobile tower scaffold	A tower formed with scaffold tube and mounted on wheels. Used for working at heights	7
Monitoring (exposure levels)	Measuring the exposure of the worker to either a hazardous substance or agent usually against some form of occupational exposure limit	5
Monitoring (health and safety management system)	Monitoring measures are used to show what an organisation is doing to implement its health and safety policy, to assess how effectively they are controlling risks, and how well they are developing a positive health and safety culture. Monitoring is further split into Active and Reactive	5
Moral	Concerned with accepted standards of human character or behaviour good or bad	6
Motivation	The reason a person has for acting in a particular way	6
Multi-disciplinary	Combining or involving several separate professions	6
Musculoskeletal	Relating to the muscles of the body and skeleton together	6
Mutagenic	Substances and preparations which, if they are inhaled or ingested or if they penetrate the skin, may cause genetic defects which can be inherited	5
Near-miss	An incident in which no injury or damage results	2
Non-ionising radiation	Electromagnetic radiation with insufficient energy to separate electrons from atoms and molecules	7

English		Source
Notice board	A board upon which documents can be affixed that display information for workers e.g. health and safety bulletins	7
Notification	The action of notifying or making known, e.g. an intimation, a notice	6
Nursing mother	Woman who is feeding her baby with her own breast milk	7
Objective	A thing aimed at or sought; a target, goal, or end	6
Occupational accident	An unplanned or unexpected event arising out of, or in the course of, work which results in injury	1
Occupational disease	Any disease contracted as a result of an exposure to a hazard arising from work activity	1
Occupational exposure limits	Limits which refer to airborne concentrations of substances and represent conditions under which "it is believed that nearly all workers may be repeatedly exposed day after day without adverse health effects".	2
Occupational health and safety	A discipline aiming at the prevention of work injuries (both occupational diseases and accidents) and at the improvement of working conditions	2
Openings and voids in the context of fire safety	Holes or breaks in fire resisting construction, or hidden spaces within building structures (such as false ceilings, lift shafts, spaces behind wall panelling etc.) through which smoke and fire may spread	7
Operator	A person who operates a machine, piece of equipment etc.	6
Organisational factors	With respect to human factors and health and safety at work, organisational factors are the features of an organisation such as culture, leadership, resources etc. which effect health and safety performance of workers	5
Pallet truck	A hand operated tool used to lift and move pallets. The truck consists of two forks that are placed under the pallet, the front wheels are mounted inside the end of the forks, and as the hydraulic jack is raised, the forks are separated vertically from the front wheels, forcing the load upward until it clears the floor	7
Particulate	Existing in the form of minute separate particles; composed of such particles	6
Passive samplers	Chemical detectors that collect the contaminant to be measured by allowing the air to reach the media. Diffusion or gravity	2
Pathogenic	An organism which can cause illness or disease	6
Pedestrian	A person who goes or travels on foot	6

English		Source
Peer group	Group of individuals of similar age, social or educational background or in a similar position at work e.g. a group of supervisors	7
Perception of risk	Factors people use in the final assessment of whether a situation is determined hazardous, and, if so, how hazardous	2
Periodic	Recurring at regular intervals	6
Permit-to-work	A 'permit to work' is a formal, written, safe system of work to control potentially hazardous activities. The permit details the work to be done and the precautions to be taken.	5
Personal hearing protection	Protective equipment which is intended to be worn by a person at work and reduces the exposure of that person to noise likely to damage hearing	7
Personal hygiene	The maintenance of good personal cleanliness	6
Personal protective equipment	All equipment (including clothing) which is intended to be worn or held by a person at work and which protects that person against one or more risks to his health and safety	4
Persons in control of premises	A person or persons who has control to any extent of premises used by people who are not their employees	4
Physical hazard	A hazard to which a person could be exposed as a result of physical contact with machinery, equipment etc. e.g. crushing, entanglement etc.	7
Physiological	Relating to the functioning of living organisms	6
Place of work	All places where workers need to be or to go by reason of their work and which are under the direct or indirect control of the employer	1
Plans in relation to management action	Organized (and usually detailed) proposals according to which something is to be done; a scheme of action; a strategy; a programme, schedule	6
Plant in relation to machinery and equipment	Machinery and apparatus, either fixed or movable, used in an industrial or engineering process	6
Portable appliance testing (PAT)	With respect to electrical safety, portable appliance testing is undertaken at regular intervals by a competent person using appropriate testing equipment and is designed to detect faults within electrical equipment that inspection alone may not detect such as loss of earth integrity, deterioration of insulation integrity etc.	5

English		Source
Power tools	A hand tool where the working parts are driven by an external power source, e.g. electricity, petrol, gas (pneumatic) e.g. hand held hand drill	2
Practicable	A stricter term than reasonably practicable that specifies that measures should be taken to control risk when it is technically possible to do so in the light of current knowledge which the person concerned has or ought to have at that time. The cost, time and trouble involved are <i>not</i> to be taken into account	4
Premises	A building or part of a building that houses a business	6
Prescribed drugs	Medicines that have been authorised for the use of a person by a doctor	7
Priority	Precedence in order or rank	6
Proactive	Of a person, action, policy, etc.: creating or controlling a situation by taking the initiative and anticipating events or problems, rather than just reacting to them after they have occurred	6
Procedural controls	A control method where an organisation's policies and/or procedures are used to achieve adequate control	7
Prophylactic	Medicine or course of action taken to prevent or as a precaution against disease	6
Protective device	Safeguard other than a guard	3
Psychological hazard	A hazard to which a person could be exposed that results in harm to the psychological well-being of the person, e.g. stress	7
Qualitative risk ranking	A means of organising the results of a risk assessment using qualitative terms such as low, medium or high	7
Quantifiable	May be conceived or treated as a quantity; that may be measured with regard to quantity	6
Radiation (of heat)	With respect to fire safety, the transfer of heat via electromagnetic radiation to a solid or liquid surface	2
Reactive monitoring	Checks that failures in the hazard and risk prevention and protection control measures, and the OSH management system, as demonstrated by the occurrence of injuries, ill health, diseases and incidents, are identified and acted upon	3
Reasonably practicable	When the degree of risk in a particular activity or environment can be balanced against the time, trouble, cost and physical difficulty of taking measures to avoid the risk	4
Reduced/ low voltage systems	Electrical supply systems in which the maximum voltage to earth that can occur in the event of a fault or damage to the system is reliably limited to a value which is unlikely to cause danger to people	4

English		Source
Registration of sites	With respect to waste management: an operator of a waste management site (e.g. a landfill site) must register that site and normally obtain an environmental permit by an external agency e.g. Government before the operator can accept waste on to that site	5
Remedial actions	Activities undertaken to relieve, or provide a remedy, to a situation, for example the aftermath of an accident	7
Renovation	To renew a building materially; to repair; to restore by replacing lost or damaged parts	6
Reorganisation	The action or process of reorganising; a fresh organisation	6
Residual current device	An electro-mechanical device designed to interrupt the electrical supply to equipment if a fault is detected hence minimising injury in the event of a person receiving an electric shock	5
Residual risk	Risk remaining after protective measures have been taken	3
Resistance	The degree to which an object opposes an electric current through it, measured in ohms	7
Risk	The likelihood or probability that the harm or loss will come about, taking into account the extent and severity of the outcome	2
Risk assessment	The process of evaluating the risks to safety and health arising from hazards at work	3
Roll call	A procedure used to account for all occupants of a building in the event of it having been evacuated, usually by calling out occupants' names systematically and noting their response	5
Root/underlying causes	Management-related factors such as failure in health and safety management systems that had an influence on the occurrence of an accident	2
Routes of entry	The particular mechanisms by which a hazardous substance can enter the human body, e.g. by inhalation, ingestion, absorption, contact with eyes and skin etc.	7
Sack truck	An L-shaped handcart with handles at one end, wheels at the base, with a small ledge to set objects on, often used to move boxes. When the object is loaded the truck is tilted backward until the weight is balanced over the single axle, making otherwise bulky and heavy objects easier to move	7
Safe person	Strategies that are concerned with protecting the individual in specific situations. They depend upon the individual conforming to certain prescribed standards, e.g. wearing personal protective equipment	7

English		Source
Safe place of work	A workplace or working environment under the control of an employer that is maintained in a condition that is safe and without risks to health	5
Safe plant and equipment	Items of machinery, equipment or appliances used at work that are provided and maintained in a condition that is safe and without risks to health	5
Safe stacking	The storage of goods, materials etc. on top of one another in such a manner as to reduce the risk of their collapse	2
Safe system of work	The way in which work is organised and (includes, for example, the layout of the workplace, the order in which jobs are carried out, or special precautions that have to be taken before carrying out certain hazardous tasks) carried out in order for it to be conducted in as safe way as possible	5
Safe working load	The maximum gross load that maybe safely lifted by a lifting appliance or item of loose gear in a given condition	3
Safety	This is not just the absence of accidents, but the result of ALL persons at work taking positive actions to identify accident causes and implement suitable preventative measures	2
Safety committee	A formal process by which representatives of workers can be consulted on matters of health and safety	3
Safety device	Guard or protective device	3
Safety inspection	Consists of a formal assessment of workplace safety, and the identification of hazardous conditions or practices, for subsequent remedial action. It is often carried out by first line managers referring to, and completing a checklist	5
Safety sampling	An organised system of regular random sampling using only part of the company or work force the purpose of which is to obtain a measure of safety attitudes and possible sources of accidents by the systematic recording of hazard situations observed during inspections made along predetermined routes in a factory or on a site	7
Safety sign	A sign providing information or instruction about safety or health at work by means of a signboard, a colour, an illuminated sign or acoustic signal, a verbal communication or hand signal	4
Safety tours	Addresses the "people" aspects of workplace safety, and by discussions with a range of staff, establishes their familiarity with safety procedures and requirements. It is normally carried out by middle and senior management. A questionnaire is frequently used	5
Scaffold	Any temporary structure, fixed, suspended or mobile, and its supporting components which is used for supporting workers and materials or to gain access to any structure	1

English		Source
Secondary hazards	With respect to electricity, subsidiary hazards that arise as a result of receiving an electric shock, e.g. falling from a high working platform	7
Second-hand smoke	The breathing and inhaling other people's cigarette smoke	5
Segregation	A control method that reduces the risks to a person from a source of danger by separating the process producing the danger from the person	2
Self-employed	Someone who is in business for themselves, or carry on a trade or business as a sole proprietor or an independent contractor	7
Semi-quantitative risk ranking	A means of organising the results of a risk assessment using numerical scoring system, e.g. 1, 2, 3, etc.	7
Senior manager	A person with an executive or supervisory function operating at the top end of the management hierarchy of an organisation	6
Sensitisation	The overreaction of the body's immune system to the presence of a substance to which that person has become sensitised. Often associated with sensitisation reactions of the skin or respiratory system	5
Sensitiser	A substance which can cause sensitisation of the body. Once this sensitisation reaction has taken place, further exposure to the substance, even to the tiniest trace, will produce symptoms	5
Severity	Violence or acuteness of illness or injury	6
Shift work	An employment practice designed to make use of the full 24 hours of the day, rather than a standard working day. The term shift work includes both long-term night shifts and work schedules in which employees change or rotate shifts	7
Shoring	The action or an act of propping up or supporting the side walls of an excavation	6
Sickness rates	The levels of sickness absence from the workplace over a defined period of time	7
Silencers	Attachments fitted to air or gas stream inlets and exhausts to reduce noise levels	5
Site rules	Safety related instructions or procedures made and enforced at a particular work site	5
Slip resistant surface	A road or walkway with a treated or textured surface designed to give high levels of grip for vehicles or pedestrians during all foreseeable conditions, e.g. when surface is wet, oily etc.	7

English		Source
Slips/trips/falls	A common type of accident suffered in the workplace: slips – the act of sliding and falling down, trips - to strike with the foot so as to cause stumbling, and falls - a dropping down from a high or relatively high position	6
Sludge	Any earthy or slimy matter or deposit; a mixture of some finely powdered substance and water. Such material formed as waste in various industrial and mechanical processes	6
Smoke tubes	Apparatus that produces a plume of smoke to detect air flow patterns when testing the efficiency of ventilation systems	7
Societal expectations	The expectations of society at large with respect to what constitutes acceptable risks, what constitutes minimum living standards etc.	7
Sound pressure	The local pressure deviation from the ambient (average, or equilibrium) pressure caused by a sound wave	7
Staff turnover	The number of employees leaving a work-force and being replaced, change of staff	6
Stain tube detector	Chemical detectors consisting of glass tubes filled with solid granular material which is impregnated with a chemical agent that can react with an airborne contaminant and create a colour change. The recommended volume of contaminated air is sampled through the tube by using a hand pump. A colour change or stain is produced on the tube, usually within two minutes, and the length of the stain proportional to concentration of the contaminant in air	2
Stakeholder	A person, company, etc., with a concern or (esp. financial) interest in ensuring the success of an organization, business, system, etc.	6
Statement of intent	A written declaration in a safety policy setting out the goals of the organisation with respect to the management of health and safety	7
Stress	The adverse reaction people have to excessive pressure or other types of demand placed on them	2
Strimmer	A mechanical cutting device designed to cut grass and other vegetation. It comprises a motor and cutting head, connected by a shaft on which are fitted handles and controls for the operator. The cutting head uses cord or string to cut the vegetation	5
Subordinate person	One who is under the control or orders of a superior	6
Substances	Any natural or artificial substance whether in solid or liquid form or in the form of a gas or vapour (including micro-organisms)	4

English		Source
Substitution	Replacing hazardous substance or process with a less harmful one	7
Suitable and sufficient	In terms of risk assessments a suitable and sufficient risk assessment is one which identifies the significant risks arising out of work; enables the employer to identify and prioritise the measures that need to be taken to comply with the relevant statutory provisions; and is appropriate to the nature of the work and such that it remains valid for a reasonable period of time	7
Superficial defence mechanisms	With respect to hazardous substances: the means by which the body attempts to prevent substances entering at its surface, e.g. by the physical barrier presented by the skin, expelling substances by sneezing or coughing etc.	7
Supervision	General management, direction, or control; oversight of workers	6
Supervisor	A person who exercises general direction or control over a business, a body of workmen, etc.	6
Supply chain	The chain of processes involved in the production and distribution of a commodity	6
Systematic	Arranged or conducted according to a system, plan, or organized method	6
Target	An amount/action set as a minimum objective	6
Target organ	The biological organ(s) most adversely affected by exposure to a particular chemical or substance	7
Task	With respect to manual handling, the task is the operation involved when a person or persons lift and move a load. Aspects of the task are considered when conducting a manual handling risk assessment	7
Technical control	A control method which uses technical means (e.g. engineering methods, mechanical means etc.) to achieve its objectives	7
The public	The community or people as a whole; the members of the community collectively	6
Time limiting exposure	A control method that reduce the risks to a person from a source of danger by setting a limit of how long the person can be exposed to it	7
Time weighted average	Measurements of exposure to a substance expressed as an average concentration over a defined period of time, commonly it is a measure of exposure intensity that has been averaged over an 8-hour work shift	2
Time-scales	The length of time sufficient, necessary, or desired for some purpose	6

English		Source
Toe-board	A barrier placed along the bottom edge of a scaffold platform, runway, etc., and secured there to guard against the slipping of persons or the falling of material	3
Toolbox talks	Short talks given to workers focused around specific health and safety issues, such as slips and trips, which allow workers, safety professionals and managers to explore risks and develop strategies for dealing with them. Normally given in the workplace	5
Toxic substances	Substances liable either to cause death or serious injury or to harm human health if swallowed or inhaled or by skin contact	3
Trade unions	An association of the workers in any trade or in allied trades for the protection and furtherance of their interests in regard to wages, hours, and conditions of labour etc.	6
Trapping	Mechanical hazard of machinery whereby a person can be injured by drawing-in or being trapped between components of a machine	7
Travel distance with regard to fire safety	The actual distance to be travelled by a person from any point within the floor area to the nearest storey exit, having regard to the layout of walls, partitions and fittings	5
Trip device	Equipment for detecting persons or parts of persons which may have been caught by a dangerous part of a machine. It generates an appropriate signal to the control system to reduce risk to the persons detected. It should be positioned so that it may be easily actuated by any person caught	3
Two-handed controls	Control device which requires at least simultaneous operation by both hands in order to initiate and to maintain hazardous machine functions, thus providing a protective measure only for the person who actuates it	3
Uninsured costs	Financial losses resulting from a workplace accident that are not covered by an insurance policy, e.g. lost time, extra wages, fines, legal costs etc.	7
Unprotected edges	Any edge of a roof or similar place at height where work may be conducted that has no barriers or other device fitted to guard against a person falling off	7
Unsafe acts	The act of a worker or workers that had an influence on the occurrence of an accident	7
Unsafe conditions	The condition of a workplace or working environment that had an influence on the occurrence of an accident	7

English		Source
User checks	With respect to electrical safety user checks are when the person using electrical equipment looks at it critically and checks for signs that it may not be in safe condition, for example: i. damage (apart from light scuffing) to the cable sheath; ii. damage to the plug, for example the casing is cracking or the pins are bent; iii. inadequate joints, including taped joints in the cable; iv. evidence of overheating (burn marks or discoloration) etc	5
Violations	Any deliberate deviation from the rules, procedures or instructions drawn up for health and safety	5
Waste transfer	The documented process by which a holder of waste transfers that waste to another party	5
Welfare	The state or condition of doing or being well; the well-being of a person	6
Welfare facilities	Welfare facilities are those that are necessary for the well-being of employees, such as washing, toilet, rest and changing facilities, and somewhere clean to eat and drink during breaks	6
Whole body vibration	Mechanical vibration which is transmitted into the body, when seated or standing, through the supporting surface, during a work activity	5
Winch	A hoisting or hauling apparatus consisting essentially of a horizontal drum round which a rope passes and a crank by which it is turned	6
Work activities	The set of behaviours and resources used by an employee so that work occurs, e.g. the transformation or production of goods or the rendering of a service	2
Work equipment	Any machinery, appliance, apparatus, tool or installation for use at work	4
Work platform	With regard to working at height: any surface from which work is carried out, such as a roof, scaffold, etc.	5
Workers	Employed persons, including public employees	1
Working at height	Work undertaken in any place, including a place at or below ground level and/or obtaining access to or egress from such place where, if measures were not taken, a person could fall a distance which would cause personal injury	5

English		Source
Working environment	With respect to manual handling the working environment relates to the physical and environmental conditions in which a manual handling task is undertaken. Factors relating to the working environment considered in a manual handling risk assessment include whether there are: space constraints preventing good posture, uneven, slippery or unstable floors, variations in level of floors or work surfaces, extremes of temperature or humidity, poor lighting conditions etc.	7
Workplace	All places where workers need to be or to go for their work and which are under the direct or indirect control of the employer	1
Work-related disease	Any disease with multiple causal agents, where factors in the work environment may play a role, together with other risk factors, in the development of such diseases, which have a complex aetiology	2
Work-related ill-health	Negative impacts on health arising from exposure to chemical, biological, physical, work-organizational and psychosocial factors at work	3
Work-related upper limb disorders	The discomfort persistent pain or injury to muscles, tendons and other soft tissues suffered by workers potentially as a result of the repeated use of the hand or limbs, repeated application of pressure to one part of the body or the maintenance of a rigid posture at work	5
Workspace	The immediate environment around a worker whilst he/she is carrying out work	7
Workstation	Combination of work equipment for a particular person in a work space	5
Young person	A person under 18 years of age	1