

Glossary

Accident: means an accident arising out of or in the course of employment which, in the case of a person carrying out work, results in personal injury.

Dangerous Occurrence: means an occurrence arising from work activities in a place of work that causes or results in:

(a) the collapse, overturning, failure, explosion, bursting, electrical short circuit discharge or overload, or malfunction of any work equipment,

(b) the collapse or partial collapse of any building or structure under construction or in use as a place of work,

(c) a fire involving any substance, or

(d) any unintentional ignition or explosion of explosives,

Controls: mean the employer does all that is reasonably practicable to ensure that a hazard will not injure anyone (e.g. by eliminating the hazard, enclosing it in a totally enclosed container, using general or local exhaust ventilation, implementing safe operating procedures, or providing personal protection, as a last resort). Controls are also known as control measures.

Competent Person: a person is deemed to be a competent person where, having regard to the task he or she is required to perform and taking account of the size or hazards (or both of them) of the undertaking or establishment in which he or she undertakes work, the person possesses sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken. Account shall be taken, as appropriate, of the framework of qualifications referred to in the Qualifications (Education and Training) Act 1999

Employer: in relation an employee:

(a) means the person with whom the employee has entered into or for whom the employee works under (or, where the employment has ceased, entered into or worked under) a contract of employment,

(b) includes a person (other than an employee of that person) under whose control and direction an employee works, and

(c) includes where appropriate, the successor of the employer or an associated employer of the employer,

Employee means a person who has entered into or works under (or where the employment has ceased, entered into or worked under) a contract of employment and includes a fixed-term employee and a temporary employee.

Ergonomics: means the science of fitting the job to the worker. Ergonomics applies information about human behaviour, abilities and limitations and other characteristics to the design of tools, machines, tasks, jobs and environments for productive, safe, comfortable and effective human use (McCormick and Saunders 1993)

Hazard: means anything that can cause harm. For the purposes of the safety statement hazards must be workplace-generated (e.g. dangerous chemicals, electricity, poor housekeeping)

Incident means an unplanned event, with the potential to lead to an accident.

Occupational First-Aider: means a person trained and qualified in occupational first-aid.

Reasonably practicable: means in relation to the duties of an employer, that an employer has exercised all due care by putting in place the necessary protective and preventive measures, having identified the hazards and assessed the risks to safety and health likely to result in accidents or injury to health at the place of work concerned and where the putting in place of any further measures is grossly disproportionate having regard to the unusual, unforeseeable and exceptional nature of any circumstance or occurrence that may result in an accident at work or injury to health at that place of work.

Risk: is the likelihood, great or small, that someone will be harmed by the hazard, together with the severity of harm suffered. Risk also depends on the number of people exposed to the hazard.

Risk Assessment: is a careful examination of what, in the workplace, could cause harm to people, so that the employer can weigh up whether he or she has taken enough precautions or should do more to prevent harm.

Safety Committee: means a committee in a workplace appointed under Section 26 of the Safety, Health and Welfare at Work Act 2005 Act. The committee represents the employer and the employees, and is used for consultation. Whatever consultation procedures are used, they should be agreed between the employer and employees.

Safety and Health Policy: means, in terms of the safety statement, the declaration at the beginning, signed at senior, responsible management level on the employer's behalf. The declaration should give a commitment to ensuring that a workplace is as safe and healthy as reasonably predicable and that all relevant statutory requirements will be complied with. This declaration should spell out the policy in relation to overall safety and health performance, provide a framework for managing safety and health, and list relevant objectives.

Safety Officer means a person appointed by the employer to advise on safety and health requirements at the workplace. This appointment is the employer's decision and there is no mandatory requirement to appoint a safety officer except under the Construction Regulations.

Under the Safety, Health and Welfare at Work (Construction) Regulations 2006 a **contractor** who has normally more than 20 employees on a site, or 30 engaged in construction on various sites, must appoint a competent safety officer to advise and supervise adherence to safety and health requirements.

Safety Representative: means a person selected and appointed by employees under section 25 of the Safety, Health and Welfare at Work Act 2005, as a safety representative. The safety representative represents employees in consultations with the employer on matters of safety, health and welfare at the place of work.

Under the Construction Regulations 2006 a **safety representative** is required where more than 20 persons are employed on a site.

Safety Statement: required under Section 20 of the Safety, Health and Welfare at Work Act 2005, the safety statement is an organisation's written programme to safeguard the safety and health of employees while they work, and the safety and health of other people who might be at the workplace, including customers, visitors and members of the public.