

POLICY INFORMATION SHEET

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IFAP GLOSSARY OF TERMS

Third Edition

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IFAP GLOSSARY OF TERMS

1. PREFACE

Welcome to the second edition of the IFAP Glossary of Terms.

This edition has been substantially expanded from the first edition and incorporates additional definitions from the fields of industrial hygiene; crisis and emergency management; injury management and workers compensation; and corporate social responsibility.

The IFAP Glossary of Terms was not developed to be the quintessential reference for the Western Australian and Northern Territory safety professional. Rather, it has been developed as a mechanism for ensuring consistency of interpretation of commonly used terms by IFAP's team of safety and health and emergency management technical specialists.

As such, IFAP members and other stakeholders in the occupational safety and health, emergency management and related professions are welcome to utilise this document, or parts thereof.

This draft of the second edition will be subject to a review by a purpose selected focus group prior to official launch. However, it is being made available to delegates attending the 2009 OSH Conference as a value-add benefit.

Note that definitions are extracted from 22 cited references. Where possible, references have been cited from legal publications in the first instance, followed by Australian Standards, learning guides and published texts. In the rare instance where a term does not have a published reference, an IFAP derived definition has been utilised.

Over the past few years debate has continued over the seeming inter-relationship between the terms *accident* and *incident*. IFAP has, since inception, supported use of the word accident (after all it does appear in the registered business name the Industrial Foundation for Accident Prevention), however, in this edition of the Glossary of Terms, we have included a discussion as to why we support the term accident as an Appendix to this document.

Updated versions of the Glossary of Terms can be accessed from the IFAP website, www.ifap.asn.au.

As always, we encourage feedback on this publication. Please send your comments to mralf@ifap.asn.au.

Martin Ralph

Managing Director – IFAP

August, 2009

A

Acceptable Risk ^{[after [9]]}

An informed decision to accept the consequences and likelihood of a particular risk.

Adaptability must be based on consequences, phrased in terms of worst credible outcome, and the likelihood of that outcome occurring.

Note: definition appeared in AS4360: 1999

Accident ^[IFAP]

An unplanned event or sequence of events that has, or could have, resulted in an injury, hazard, damage or near miss.

Note: Accident refers to the sequence of events – not the outcome.

Accident can refer to people, assets, production loss or the environment.

It is understood that the term incident is in common use. However, IFAP's position is that the term accident is more appropriate terminology.

Accident ^[6]

Includes the contraction of a disease.

Accident ^[12]

Any occurrence arising out of and in the course of employment which results in personal damage or property damage, or the possibility of such damage.

Accident Analysis ^[IFAP]

A critical examination of an accident for the purpose of identifying its contributing factors and prescribing measures designed to prevent their recurrence.

Active Sampling ^[16]

Collecting samples of an airborne contaminant by drawing into a collecting medium by a pump.

Aerosol ^[16]

Liquid or solid particles dispersed in a gas (eg. smoke or paint spray).

Agency ^[15]

A commercial or other organisation providing some form of service.

Agent ^[16]

A substance or that can have an effect on the health of employees and is present in the work environment.

ALARP (As Low as Reasonably Practicable) ^[14]

A basic concept where risks are kept as low as is 'reasonably' practicable where reasonable is determined taking account of social, technical, economic and public policy factors.

ALARP is not an exposure limit but a best practice approach that has the objective of attaining exposure levels as low as possible

Alternate Work Injury ^[23]

This covers a case where a person is unable to perform the full scope of their own job, resulting in their being given other duties for at least a full scheduled shift following the accident.

Appointed Medical Practitioner ^[8]

Term used in the *National Code of Practice for the Control of Workplace Hazardous Substances* [NOHSC:2007 (1994)] and the *Guidelines for Health Surveillance* [NOHSC:7039 (1995)] to describe a registered medical practitioner suitably trained in health surveillance selected by the employer in consultation with the employees concerned.

Aromatic Chemicals ^[7]

Aromatic chemicals contain one or more benzene rings. Benzene, toluene & xylene are three examples of aromatic chemicals.

Assessment ^[IFAP]

An examination against specific criteria as a means of determining performance

The assessment can be made of people, plans or processes.

It is not a thorough examination, more of an appraisal or estimate of the current status and performance.

Assessment Portfolio ^[15]

A collection of valid, reliable, authentic and current evidence.

Audit ^[10]

A systematic examination against defined criteria to determine whether activities and related results conform to planned arrangements and whether these arrangements are implemented effectively and are suitable to achieve the organisation's policy and objectives.

B

Behaviour Observation ^[IFAP]

A systematic evaluation of exhibited behaviours (both desirable and undesirable) against a pre-defined checklist.

This is performed at the task (or job) level.

Biological Monitoring ^[8]

The measurement and evaluation of hazardous substances or their metabolites in the body tissue, fluids or exhaled air of an exposed person.

C

Captor (as in Local Exhaust Ventilation) ^[16]

Device for collecting airborne contaminants where the contaminant is released somewhere outside the hood and the air flowing into the hood is drawn into the hood by the velocity of the inflowing air.

Carcinogen ^[7]

A chemical that can cause cancer.

Change Management ^[14]

Making changes in a planned and systematic way to implement new methods and systems within an organisation.

Organisational and process change is a time when safety systems become vulnerable. Planning and monitoring processes need to ensure that when implementing change, new hazards are not created and existing control measures are not breached.

Chemical Name ^[3]

The scientifically recognised name given to a compound or substance based on its chemical constitution.

Code of Practice ^[14]

Gives practical guidance on how to comply with legal obligations. Codes of practice may be developed by legislators or industries. They are not mandatory in that a person cannot be prosecuted simply for failing to comply with a code of practice. However, they may be used as evidence in legal proceedings. Therefore, a code of practice should be followed where it is relevant and able to be implemented, unless there is an equal or better way of achieving compliance with legal obligations.

Commissioning ^[3]

In relation to plant, means performing the necessary adjustments, tests and inspections before the plant is used to ensure that the plant is in full working order in accordance with the requirements specified in the design of the plant, and includes recommissioning.

Common Law Claim ^[22]

A workers' compensation claim in which a worker seeks damages against their employer in respect of a disability, if the disability was caused by negligence of the employer or other tort and compensation has been paid or is payable.

Communication ^[13]

The process of imparting information or knowledge to another. It involves a sender of information and a receiver of the information who must be able to understand the information for communication to be occurred.

or

The activities used to disseminate strategies and information. May include meetings, tools hazard alerts, memos, emails, newsletters, posters, reports, training, suggestion processes, informal discussion.

Commuting Injuries ^[IFAP]

All injuries that occurred during travel while not on duty or during a recess period. This would normally include travel between place of abode and workplace, travel to technical school for training associated with employment and travel to receive medical treatment for an injury sustained at work.

Competent Person ^[4]

Means a person who is appointed or designated by the employer to perform specified duties which the person is qualified to perform by knowledge, training and experience.

Note: AS/NZS 4801 [10] defines competent person in terms of abilities to be able to perform tasks assigned in the Standard.

Note(2): A similar, but slightly differently worded meaning is found in the OSH Act (reference ^[31])

Condition ^[16]

A physical factor in the work environment that can impact on the health of employees such as noise or heat.

Consequence ^[9]

Outcome or impact of an event.

There can be more than one consequence from one event

- a. Consequences can range from positive to negative.
- b. Consequences can be expressed qualitatively or quantitatively.
- c. Consequences are considered in relation to the achievement of objectives.

or

The injury, ill-health or damage resulting from an event, or sequence of events, which may be expressed quantitatively or qualitatively. There may be a range of possible consequences for a specific event or scenario.

Consultation ^[13]

A process of seeking information or the informed opinions from one or more people prior to decision-making. Should particularly include those who may affect the outcomes or be affected by the decisions made but may also include specialist sources. Consultation does not necessarily mean reaching agreement.

Consultative ^[13]

The processes or means that are in place arrangements (normally agreed) for the exchange of information and views on OHS hazards, risks and risk controls. State, territory and Commonwealth OHS legislation specifies obligations for workplace consultation. The workplace arrangements to meet these obligations may include:

- a. OHS and other consultative and planning committees;
- b. Health and safety and other employee representatives;

- c. Employee and supervisor involvement in OHS activities such as inspections and audits;
- d. Procedures for reporting hazards, and raising and addressing OHS issues; and
- e. Employee and workgroup meetings.

Contingency Plans ^[15]

Planning for the unexpected.

Continuous Improvement ^[23]

Actions taken throughout the organisation to increase the effectiveness and efficiency of activities and processes to provide additional benefits to the organisation, the safety and health of people and the protection of the environment.

Contractor ^[23]

A person (other than an employee) or a company performing work for an organisation at its company site.

Contributing Factors ^[IFAP – after HSG65]

Comprise the immediate and underlying factors that are precursors to the outcome of an accident.

Note: That this is analogous to the now outdated terms casual factors or causes.

Contributory Negligence ^[1]

That failure by a plaintiff to have taken reasonable care for his / her own safety and by their negligent act or omission contributed to the damage sustained.

Usually measured as a percentage.

Control ^[IFAP – after HSG65]

An existing process, policy, device, practice or other action that acts to minimize negative risk or enhance positive opportunities

Note: The word ‘control’ may also be applied to a process designed to provide reasonable assurance regarding the achievement of objectives.

Controlled Area ^[5]

An area to which access by employees should, for the purpose of minimising radiation exposure, be limited or minimised.

Corrective Action ^[23]

Improvement measures taken to rectify a system failure and prevent its recurrence.

Critical Function ^[IFAP]

Is one which if not carried out correctly may result in serious injury, illness, property damage, loss, environmental impact or other loss.

Note: Hierarchy – Role – Function – Duty – Task (Job)

A critical job needs to be subjected to a high level of scrutiny and monitoring once implemented.

Critical Task (Job) ^[IFAP]

A task (or job) which having undergone a Task Impact Analysis is assessed as carrying a level of risk in excess of the acceptable risk.

D

Days Lost to Injury (DLI) ^[21]

Number of full days lost following the occurrence of a LTI or MLTI.

Dermatitis ^[7]

An inflammation of the skin caused by an allergic reaction or contact with an irritant.

Typical symptoms of dermatitis include redness and itching.

Designated Employee ^[5]

An employee who works, or may work, under conditions such that the employee's annual radiation effective dose equivalent might exceed 5 millisieverts (0.005 Sv).

Designated Work Group ^[6]

- a. A group of members of the workforce at a facility that is established as a designated work group under clause 19 or 20 of the Offshore Petroleum Act, 2006; or
- b. That group as varied in accordance with clause 21 or 22 of the Offshore Petroleum Act, 2006.

Disabling Injury ^[IFAP]

An injury incurred by a person that is such that the person is unable to perform the duties associated with their usual occupation in its entirety.

Disease ^[22]

Subsection 5(1) of the Workers' Compensation and Injury Management Act 1981 (WA) defines disease as including any physical or mental ailment, disorder, defect, or morbid condition whether of sudden or gradual development.

Note: See also Injury

Dilution Ventilation ^[16]

Sometimes called general ventilation. Uncontaminated air is added to contaminated air to reduce the concentration of the contaminant.

Direct Reading ^[16]

Equipment that provides a direct readout device of a contaminant without further off-site laboratory analysis.

Due Diligence ^[14]

The taking of all reasonable precautions in the circumstances to protect the health and safety of employees and others who may be affected by actions or omissions of the individual or corporation.

Duration ^[22]

The duration of a claim is usually calculated in working days, and is based on estimates for unfinalised claims and actuals for finalised claims.

Duration Rate ^[20]

The Duration Rate is the average days lost from work per accident due to Lost Time Injuries.

E

Electromagnetic Radiation (EMR) ^[16]

Electromagnetically propagated radiation (EMR) that covers a wide spectrum of wavelengths (or frequencies) from very energetic short wavelength gamma rays through X-rays, visible light to microwaves and radio waves.

Emergency ^[15]

An unforeseen occurrence; a sudden and urgent occasion for action.

Emergency Authority ^[15]

Designated organisation responsible for combating and / or controlling emergency incidents.

Emergency Services ^[3]

- a. The Police Force of Western Australia;
- b. A brigade within the meaning of the *Fire Brigades Act 1942*; or
- c. Any other department, agency or instrumentality of the Crown that may be required to attend the scene of an emergency involving a hazardous substance.

Employee ^[2]

A person by whom work is done under a contract of employment or apprenticeship.

Employer ^[2]

A person who employs an employee under a contract of employment or apprenticeship.

Environment ^[18]

The surroundings in which an organisation operates including air, water, land, natural resources, flora, fauna, humans and their interrelation.

Refer to workplace for OSH analogy.

Environmental Aspect ^[18]

An element of an organisation's activities, products or services which can interact with the environment.

Note: A significant environmental aspect is one which can or has had a significant environmental impact.

Environmental Impact ^[18]

Any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organisation's activities, products or services.

Impact also has OSH connotations – to strike or be struck by, effect or influence.

Environmental Impact Statement ^[23]

A document that covers the key elements required to ensure that any impact of proposed new or changed activities, products or services on the environment are fully assessed. The purpose is to ensure that all such impacts are eliminated, minimised or managed so that they are acceptable to the community.

Environmental Management System ^[18]

That part of the overall management system which includes an organisational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing achieving, reviewing and maintaining an environmental policy.

See also Safety Management System – Note similarity in definitions.

Evacuation Plan / Procedures ^[15]

Exact instructions on what to do when an unplanned event presents a risk to those involved.

Evacuation Point ^[15]

Assembly area for personnel during an emergency.

Event ^[9]

The point in time when a particular set of circumstances occur that result in loss of control of a hazard.

Exempt Employer ^[22]

An employer exempted under section 164 of the Workers' Compensation and Injury Management Act 1981 (WA) from the obligation to insure.

Note: Also commonly referred to as a self-insurer.

Exposure ^[8]

The product of length of time and magnitude or level of risk.

Exposure is synonymous with dose.

Exposure Standard ^[16]

A quantitative guideline or level set for concentrations of workplace contaminants to which, according to current knowledge, most employees may be exposed without impairment to health or undue discomfort.

Extraction ^[7]

Also called Local Exhaust Ventilation (LEV).

Local exhaust ventilation is the removal of contaminated air directly at its source. This type of ventilation can help reduce workers' exposure to airborne materials more effectively than general ventilation, because it does not allow the material to enter the workplace.

F

Fail-to-Safe (Failsafe) ^[14]

Design feature of equipment that ensures any failure or defect, or another factor such as loss of power, results in the equipment being left in a safe condition.

Fatal Injury ^[20]

Any injury which results in death within 30 days.

Fault Tree Analysis ^[IFAP]

A systems engineering method for representing the logical combinations of various system states and possible causes which can contribute to a specified event (called the top event).

FESA ^[15]

Fire and Emergency Services Authority (Western Australia specific).

First Aid Injury ^[21]

A minor work injury requiring **only minor first aid treatment** (and possibly a follow up visit for observation), **even if** provided by a Registered Medical Practitioner, ie: minor cuts, scratches, burns, splinters, sprains and strains.

First Receivers ^[15]

Off-site emergency service providers, i.e. Hospitals, etc.

First Responders ^[15]

Emergency services, i.e. Fire Brigade, Ambulance.

Flammable ^[7]

A flammable chemical ignites easily and burns rapidly.

Flashpoint ^[7]

The lowest temperature at which a liquid gives off enough vapour to form an ignitable mixture with air and burn when a source of ignition (eg sparks, open flames, cigarettes) is present.

Frequency ^[9]

A measure of the number of occurrences per unit of time.

Frequency Rate ^[22]

Frequency rate is the number of lost-time claims per million hours worked and indicates the prevalence of workers' compensation claims. It is based on the number of hours worked for employed persons covered by workers' compensation.

or

Is the number of occurrences of injury or disease for each 1 million hours worked.

Full Return to Work ^[22]

An injured worker who returns to work at an equivalent level of pay and hours and is not receiving workers' compensation payments.

Fume ^[16]

Mix of particulates in air where the particulates are extremely small and are generally produced by processes such as combustion or condensation.

Function ^[IFAP]

A subset of role

Organisational hierarchy is: *Role: Function: Duty: Task (Job)*

G

Guard or Guarding ^[17]

Physical barrier that prevents the entry of any part of the body into an area that is hazardous.

H

Hazard ^[16]

A source of potential harm in terms of human injury, ill-health, damage to property, the environment or a combination of these.

or

A source of potentially damaging energy.

Hazard Identification ^[10]

The process of recognising a hazard exists and defining its' characteristics.

Hazards of Long Latency ^[14]

Sources of harm such as chemicals, noise, radiation and psychosocial factors that may result in illnesses and other risks to health; but for which the appearance of signs and symptoms of ill-health take a long time to be expressed.

Hazard (Risk) Register ^[IFAP]

A listing of perceived workplace hazards, the outcome of a risk assessment and recommended management strategies.

See also Risk Register

Hazardous Substance ^[3]

A substance listed on the National Occupational Health and Safety Commission's *List of Designated Hazardous Substances* [NOHSC:10005(1994)], or has been classified as a hazardous substance by the manufacturer or importer in accordance with the National Occupational Health and Safety Commission's *Approved Criteria for Classifying Hazardous Substances* [NOHSC;1008(1994)].

or

A substance that can harm a person's health if exposure can occur by inhalation, ingestion or dermal absorption.

Hazardous Substances Regulation ^[8]

A State Regulation based on the *National Model Regulations for the Control of Workplace Hazardous Substances* [NOHSC:1005(1994)].

HAZMAT ^[15]

An abbreviation for hazardous materials.

Health ^[12]

Is a condition which includes:

- a. The absence of disease or infirmity; and
- b. The physical and mental elements affecting health which are directly related to safety and hygiene at work.

Health Surveillance ^[10]

Monitoring of individuals for the purpose of identifying changes in health status due to occupational exposure to hazards.

Health Surveillance Guidelines ^[8]

Refers to the *Guidelines for Health Surveillance* [NOHSC:7039(1995)] which are intended for use by the appointed medical practitioner when planning and implementing a program of health surveillance.

Hierarchy of Control ^[14]

The priority order in which hazard and risk controls should be considered with the eventual outcome often being a combination of measures. The prime emphasis is on:

- a. Elimination (and where this is not practicable, minimisation of risk) by;
- b. Substitution;
- c. Engineering controls (including isolating the hazard from personnel); then when these options have been implemented as far as is practicable;
- d. Administrative controls (eg. procedures, training); and
- e. Personal protective equipment (PPE).

Hydrocarbons ^[7]

Chemicals containing only hydrogen and carbon atoms.

I

Ill Health ^[20]

Includes acute and chronic ill health caused by physical, chemical or biological agents as well as adverse effects on mental health.

Immediate Contributing Factors ^[IFAP]

Factors of the job being done and the people involved in an accident sequence.

Improvement Notice ^[23]

A notice issued by an officer of a relevant Authority to ensure legislative compliance.

Incident ^[10]

An unplanned event resulting in or having the potential for injury, ill-health, damage or other loss.

Note: That 'accident' is the preferred term rather than 'incident'. See Appendix I.

Incidence Rate ^[22]

The incidence rate is the number of lost-time claims per hundred employees (part-time, full-time, casual, and seasonal) exposed to risk.

Injured Worker ^[22]

A worker who made a workers' compensation claim.

Injury ^[22]

Injury is defined under subsection 5(1) of the Workers' Compensation and Injury Management Act 1981 (WA) as:

- a) A personal injury by accident arising out of or in the course of employment or while acting on the employer's instructions.
- b) A disabling industrial disease (e.g., poisoning, lung disease, etc.).
- c) A disease contracted in the course of employment or the recurrence or aggravation of a pre-existing disease where the employment contributed to a significant degree.

Note: See also Disease

or

Harm of any kind done to or sustained by people.

Injury Management ^[22]

Injury management is a recommended framework involving the injured worker, employer and treating medical practitioner working together to assist the worker to stay at work or return to work following a workplace injury.

From 14th November 2005 injury management was incorporated into the Workers' Compensation and Injury Management Act 1981 (WA).

Inspection ^[IFAP]

The process of examining and evaluating specific goals, standards, policies, tasks and procedures.

Note: The hierarchy: audit; assessment; inspection

Interlock ^[14]

Usually used in reference to machine control or guarding where a device interacts with another mechanism to govern operations; eg. an interlocked device that will prevent the machine from operating unless the guard is in place.

Ionising Radiation ^[16]

EMR containing enough energy to dislodge electrons and so break chemical bonds and cause chemical changes, and can cause damage to living tissue.

J

Job Safety Analysis (JSA) ^[14]

Process of breaking a task down into its key components and examining the hazards of each component to identify the required controls. The output of a JSA can be used in developing written work method statements.

Similar processes may be described by a number of terms such as Job Hazard Assessment (JHA), HIRA (Hazard Identification and Risk Assessment) or JSEA (Job Safety Environmental Analysis).

Note: JSA is defined at an operational or functional level. If a strategic analysis is required, or in the event that an organisation is implementing an integrated safety, health and environment management system, the correct term is Task Impact Analysis.

Jurisdiction ^[17]

Geographic area or division of industry or the community in which government has the power and authority to administer and apply certain laws.

or

Refers to the compensation authority that has responsibility for a population of injured workers. It generally refers to individual states and territories. Within Australia, two other entities exist, *Comcare*, which is responsible for Commonwealth agencies, and *Seacare*, which is responsible for seafarers. ^[22]

K

Key Personnel ^[14]

People involved in OHS decision-making or those who are affected by OHS decisions.

L

Latency ^[16]

Period that elapses between exposure and the appearance of the first signs and symptoms of a disease.

Lag Indicator ^[14]

Safety performance measure that assesses how successfully a workplace is developing or improving OHS by measuring outcomes, such as numbers or frequency of injuries or claims costs.

As changes to these measures usually take considerable time (or 'lag') behind the implementation of any improvement strategy they are termed lag indicators. Lag indicators are usually measures of loss and may also be called 'negative performance indicators'.

Lead Indicator ^[14]

Safety performance measure that assesses how successfully a workplace is developing or improving OHS by measuring the activities that drive or 'lead' the safety performance rather than examining the outputs. The results of such activities appear earlier in time to the lag' or outcome measures. They may be either:

- a. a quantitative indicator that can be counted or measured and is described numerically (for example, number of safety audits conducted); or
- b. a qualitative indicator that describes or assesses a quality or behaviour (such as rating of management commitment to achieving 'best practice' in OHS). Also referred to as a 'positive performance indicator'.

Likelihood ^[9]

A colloquial term for 'probability' or 'frequency'. When related to risk it is the probability of the stated consequence occurring, not the likelihood of the hazard or the particular scenario.

Likelihood is affected by how often and how long the person (or structure etc) is exposed to the hazard and the reliability of the controls in place.

Note: The difference between likelihood and probability. Probability is a numerical value whereas likelihood is a qualitative descriptor.

Local Exhaust Ventilation (LEV) ^[16]

A ventilation system that collects contaminants close to the source (normally via vacuum). LEV is preferred to dilution or general ventilation.

Long Duration Claims ^[22]

Workers' compensation claims with 60 working days or more of lost-time.

Lost-Time Claims ^[22]

Claims for which the injury or disease results in an absence from work of at least one day or shift.

Lost Time Injuries (LTI) / Diseases ^[11]

Those occurrences that resulted in fatality, permanent disability or time lost from work of one day / shift or more.

IFAP recognises the inherent weaknesses in the definition, and prefers that if lag indicators are to be used as a performance measure, then Disabling Injuries, or Medical Treatment Injury be used.

or

A work injury or illness resulting in an inability to work for **at least one full day or shift any time** following the day or shift on which the injury occurred (whether or not medical treatment was involved). ^[21]

M

Maintenance ^[23]

Arrangements for ensuring that plant and equipment are kept in good working order (this includes preventative maintenance and break-down maintenance).

Management ^[IFAP – after HSG65]

Person(s) having responsibility, authority or accountability for the conduct of the business affairs of the employer.

Master ^[6]

In relation to a vessel, means the person having command or charge of the vessel.

Material Safety Data Sheet (MSDS) ^[7]

A document describing the properties and hazards of a material or substance.

Should be as per the format and content as specified in - NOHSC:2011 (1994).

Medical Treatment Injury (MTI) ^[20]

A work related illness or injury resulting in the medical practitioner administering special expertise in the management or care of a patient to combat disease or disorder, including any loss of consciousness, and includes prescribing of any medication that cannot be purchased over the counter without doctors prescription.

Medical treatment includes:

- a. Insertion of stiches to open wounds.
- b. Admittance to hospital where stay is overnight or longer.
- c. Care of fractures.
- d. Any surgical procedures.
- e. Manipulation by a registered physiotherapist or chiropractor.
- f. Massage of muscles as prescribed by a medical practitioner (includes physiotherapist / chiropractor).
- g. Treatment of illness related to stress.

MTI does not include:

- h. Visits to the physician or other licensed health care professionals solely for observation or counselling;
- i. The conduct of diagnostic procedures, such as x-rays and blood tests, including the administration of prescribed medications used solely or diagnostic purposes (e.g. eye drops to dilate pupils etc.); and
- j. First aid cases.

or

Injury or condition requiring medical treatment, but no lost time from work. ^[15]

Minor Injury ^[20]

Any injury other than as defined under “Fatal Injury” or “Serious Injury”
or

An injury requiring intervention from other than a qualified medical practitioner.

May include first aid treatment.

Mist ^[16]

Fine liquid droplets suspended in air. Usually generated by condensation from a gaseous to liquid state or by breaking up a liquid into a dispersed state by splashing foaming or atomising.

Mock Emergency Response ^[15]

A simulation of the response required to combat an emergency.

Mutagen ^[7]

A chemical that can cause a change (or mutation) in the genetic material of a living cell.

N

National Code of Practice ^[8]

A document prepared for the purpose of advising employers and workers of acceptable ways of achieving declared national standards.

Near Miss ^[14]

An accident which did not result in injury or damage but which had the potential to do so.

Note: The interchangeable use of hit and miss here – is a matter of personal preference, however the definition holds true for both applications.

Note (2): The definition reflects the wording AS 1885.1:1990 [11]

Negligence ^[1]

A tort of causing damage unintentionally, but carelessly:

- a. the doing of things that shouldn't have been done or done in an erroneous manner.
- b. alternatively, not doing things that should have been done.

In both cases, a loss must occur that was reasonably foreseeable.

Nomogram ^[14]

An alignment chart arranged so that the value of a resultant variable can be found without calculation from the value of one or two other variables that are known.

O**Occupational Hygiene** ^[23]

The specialist field dealing with physical and chemical agents in the working environment, and their identification, monitoring and control.

Occurrence ^[14]

Process(es) that give(s) rise to damage, injury or ill-health.

Organic Chemical ^[7]

A chemical that contains carbon.

Organisational Culture ^[13]

Shared values (what is important) and beliefs (how things work) that interact with an organisation's structures and control systems to produce behavioural norms (the way we do things around here) (Reason, 1997).

Organisational Mindfulness ^[13]

Where an organisation has a preoccupation with failure and recognises that failures, no matter how minor, provide the opportunity to learn about potential disasters. The organisation treats every failure as a symptom of something wrong with the system that requires analysis and action to correct the system fault.

Out-of-Service Tag ^[3]

An accident prevention tag as referred to in section 5 of AS 1319 in the form of a warning sign, within the meaning of that Standard, bearing the words "OUT-OF-SERVICE".

P**Partial Return to Work** ^[22]

An injured worker who returns to work in a part-time or reduced capacity and is still receiving workers' compensation payments.

Passive Sampling ^[16]

Collecting samples of an airborne contaminant by exposing a medium to the contaminated air.

As opposed to active sampling, there is no moving parts in a passive sampling process.

Peak Value ^[16]

An exposure level to a substance that may never be exceeded.

Personal Protective Equipment (PPE) ^[14]

Equipment designed to be worn by a person to provide protection from hazards, by providing a physical barrier between the person and the hazard and may include:

- a. head protection;
- b. face and eye protection;
- c. respiratory protection;
- d. hearing protection;
- e. hand protection; and
- f. clothing and footwear.

Due to inherent design limitations of the equipment and the scope for wearers not to use or to use such equipment inappropriately, personal protective equipment is considered the least satisfactory control measure.

Plant ^[17]

Includes any machinery, equipment, appliance, implement or tool and any component, fitting or accessory.

Policies and Procedures ^[13]

Documents that describe an approach and method for undertaking certain activities or processes. Those relevant to OHS may include;

- a. hazard and accident reporting, OHS communication, consultation, issue resolution and risk management;
- b. standard operating procedures, work instructions;
- c. operators' manuals;
- d. employee and contractor handbooks;
- e. job / task statements;
- f. documents describing how tasks, projects, inspections, jobs and processes are to be undertaken;
- g. quality system documentation; and
- h. purchasing and contracting procedures.

Potential ^[16]

Occurs where one risk factor or agent does not have an effect, but when added to another risk factor or agent increases the risk associated with the latter.

Practicable ^[IFAP]

Able to be done or accomplished.

The definition precedes that of Reasonably Practicable, as given in the MSI Act and OSH Act.

Probability ^[9]

A mathematical expression of the likelihood that a given event will occur. The measure is expressed as a number between 0 and 1.

Note: The difference between likelihood and probability. Probability is a numerical value whereas likelihood is a qualitative descriptor.

Prohibition Notice ^[23]

A notice issued by an officer of a relevant Authority to stop a process / machine / procedure until legislative compliance is obtained.

Q

Qualitative Data ^[15]

Is 'non quantifiable'. It attempts to explain the ways people come to account for, take action and otherwise manage their day to day situations. With qualitative data sources are observation, open ended or unstructured interviews and conversational analysis.

Quantitative Data ^[15]

Can be measured or a number applied and variables correlated (eg, through use of statistics). Some typical sources of quantitative data are injury statistics, measurements of airborne contaminants and noise surveys. Questionnaires also give quantitative results.

R

Radiation Safety Officer ^[5]

A radiation safety officer appointed under regulation 16.9 of the Mines Safety and Inspection Regulations (WA).

Random Errors ^[16]

Occur in monitoring and can arise at any time. They are difficult to predict and quantify. For example, excess loading of dust on a filter will increase the back pressure and cause the pump to slow; or dust may be lost from the surface of a filter due to poor handling; the volume of reagent placed in a bubbler may be slightly too great, etc.

Reasonably Practicable ^[2, 4]

“Reasonably practicable” means having regard, where the context permits, to:

- a. the severity of any potential injury or harm to health that may be involved, and the degree of risk of it occurring;
- b. the state of knowledge about:
 - i. the injury or harm to health referred to in paragraph (a);
 - ii. the risk of that injury or harm to health occurring; and
 - iii. means of removing or mitigating the risk or mitigating the potential injury or harm to health; and the availability, suitability, and cost of the means referred to.

Receptor (as in Local Exhaust Ventilation) ^[16]

LEV systems in which the contaminants are released within the hood or find their own way into the hood, eg, laboratory fume cupboards and spray booths.

Recovery ^[15]

The support of emergency affected communities and organisations in the reconstruction and restoration of physical infrastructure, the environment and the community, psychological and emotional wellbeing.

Rehabilitation ^[22]

The managed process of maintaining injured or ill employees in, or returning them to, suitable employment.

Note: Applies to OSH only. Environmental Rehabilitation is not considered in this definition.

Reproductive Toxin ^[7]

A chemical that can affect human reproductive capabilities.

Residual Risk ^[9]

The remaining level of risk after risk treatment measures have been implemented.

Respiratory Protective Equipment ^[7]

In general, there are two types of respiratory protective equipment – air purifying respirators (including masks) and air supplying respirators

Restricted Work Cases (RWC) ^[21]

As a result of a work related injury, people who are the subject of a ‘return to work’ program and not performing normal duties or normal hours.

Restricted Work Days (RWD) ^[21]

Actual number of days spent at work by people who are classified as ‘restricted work cases’.

Return to Work (RTW) ^[22]

An injured worker who has had time off work as a result of their work related injury and has returned to work.

Risk ^[9]

The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood.

Consequence should be expressed in terms of Worst Credible Outcome.

or

The combination of the potential consequence of a specific unwanted event and the likelihood of it’s occurrence.

Risk Analysis ^[9]

A systematic use of available information to determine how often specified events may occur and the magnitude of their likely consequences.

Risk Assessment ^[9]

The overall process used to determine risk management priorities by evaluating and comparing the level of risk against pre-determined standards, target risk levels or other criteria.

The process is aimed to develop an understanding of a hazard and its associated risk, involving analysing a hazard to:

- a. identify factors influencing the risk and the range of potential consequences;
- b. evaluate the effectiveness of existing controls;
- c. estimate the likelihood of the consequence, considering exposure and hazard level; and
- d. combining these in some way to obtain a level of risk or to prioritise the risk for action.

Risk Control ^[9]

That part of risk management which involves the implementation of policies, standards, procedures and physical changes to eliminate or minimise adverse risk.

Risk Management ^[9]

The culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects.

Risk Management Consultant ^[15]

A trained and competent person with experience in risk management applications.

Risk Management Process ^[9]

The systematic application of management policies, procedures and practices to the tasks of identifying, analysing, assessing, treating and monitoring risk.

Risk-Ranking ^[14]

A process of rating risks according to their severity and likelihood to determine the priority for treatment or control of risks.

Also known as ‘prioritisation’. Risk-ranking processes range from quantitative to highly subjective.

Risk Rating ^[IFAP]

Determination of the level of risk based on consequence and likelihood using a scaling method.

Risk (Hazard) Register ^[14]

A document detailing:

- a. a list of hazards, their location and people exposed;
- b. a range of possible scenarios or circumstances under which these hazards may cause injury or damage;
- c. nature of injury or damage caused;
- d. the results of the risk assessment; and may also include; and
- e. possible control measures and dates for implementation.

Note: That sometimes this is called a ‘Hazard Register’, but this is a narrow term implying the inclusion of only limited information relating to the sources of risk rather than the consequences of the risk and control measures.

S

Safe ^[14]

An often misused term as no activity or environment can be 100 percent risk free.

Generally taken to mean that the level of risk is as low as is reasonably practicable, does not breach any OHS legislation, is equitable and has the informed approval of those exposed to the risk.

Safe Design ^[14]

A design process that generates options to eliminate hazards, or minimise potential risk to the health and safety of those who make the product and those that use it, by involving decision makers and considering OHS risks throughout the life cycle of the designed product. Safe design generally provides for the minimisation of risk through engineering rather than reliance on human behaviour.

Safety ^[10]

A state in which the risk of harm (to persons) of damage is limited to an acceptable level.

or

An individual’s perception of risk, or a state of mind where a person is aware of the possibility of injury or harm occurring at all times.

Safety and Health Culture ^[IFAP – after HSG65]

The safety culture of an organisation is the product of individual and group values, attitudes, perceptions, competencies and patterns of behaviour that determine the commitment to, and the style and proficiency of, an organisation’s health and safety management.

Organisations with a positive safety culture are characterised by communications founded on mutual trust, by shared perceptions of the importance of safety and by confidence in the efficacy of preventive measures.

Safety and Health Management Plan ^[10]

The organising directing and controlling of resources and activities necessary to achieve an organisations safety and health objectives.

Safety and Health Management System ^[10]

That part of the overall management system which includes an organisational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing achieving, reviewing and maintaining the OSH policy, and so managing the OSH risks associated with the business of the organisation.

See also Environmental Management System – Note similarity in definitions.

Safety and Health Objectives ^[10]

Overall OSH goals in terms of OSH performance, arising from the OSH policy that an organisation sets itself to achieve, and which are quantified where practicable.

Safety and Health Policy ^[10]

A statement by an organisation of its commitment, intentions and principles in relation to its overall OSH performance which provides a framework for action and for the setting of OSH objectives.

Safety and Health Professional ^[10]

A person with expertise and qualifications in the identification, assessment, evaluation or control of occupational hazards and risks, and hazards associated with occupational ill-health.

Safety and Health Target ^[10]

A detailed performance requirement, quantified wherever practicable and pertaining to the organisation, that arises from the health and safety objectives and that needs to be met in order to achieve those objectives.

Safe System of Work ^[19]

The usual method of carrying out the operation of an organisation in such a way that reasonably foreseeable risks to employees and member of the public are managed and minimised.

The system of work method of doing the work which, expressly or implicitly, the employer must be taken to have approved.

Whether a system of work is safe or not will depend upon the 'reasonableness test', which comprises of four distinct issues of fact:

- a. *Foreseeability of accidents;*
- b. *Preventability of the accident occurring;*
- c. *Causation of loss due to the accident;*
- d. *Failure to reasonably manage the risk.*

Scenario ^[15]

Outline of a general situation; a plan to be followed or observed.

Sensitiser ^[7]

A chemical which may cause no reaction in a person during initial exposures, but can produce an adverse reaction later due to an allergy induced by the initial exposures.

Isocyanates are known sensitizers that are used in some printing processes, and can lead to skin problems or asthma for some workers.

Severity Rate ^[22]

The total number of days lost due to work injury per 1,000,000 hours worked.

Serious Injury ^[20]

Any injury other than a fatal injury which:

- a. requires hospitalisation for more than 48 hours, commencing within seven days from the date the injury was received; or
- b. results in a fracture of any bone (except simple fractures of fingers, toes or nose); or
- c. involves lacerations which cause severe haemorrhages, nerve, muscle or tendon damage; or
- d. involves injury to any internal organ; or
- e. involves second or third degree burns, or any burns affecting more than five percent of the body surface; or
- f. “permanent serious disfigurement” and “permanent serious impairment or loss of body function”.

Shall and Should ^[20]

The word ‘shall’ is to be understood as mandatory and the word ‘should’ as non-mandatory, advisory, or recommended.

Solvent ^[7]

A substance, usually a liquid, in which other substances are dissolved.

Stakeholders ^[14]

Those people or organisations who may be affected by, or perceive themselves to be affected by, an activity or decision. In workplace OHS, stakeholders include:

- a. managers;
- b. supervisors;
- c. health and safety and other employee representatives;
- d. OHS committees;
- e. employees and contractors; and
- f. the community.

Standard (Operating) Procedure(s) ^[10]

Specific instructions prepared for the purpose of providing for operations or processes to be carried out in a safe manner.

A documented procedure for a given Function, designed to apply risk management strategies in order to reduce risks to an acceptable level.

All functions that present potential for serious injury are referred to as critical and require a function impact analysis.

As a minimum a Standard Operating Procedure will contain the Work Method Statement for the Critical Tasks associated with the Function.

Standards ^[14]

An example or benchmark that defines the minimum acceptable level. Those relevant to OHS include:

- a. OHS regulations and standards developed by OHS regulators;
- b. national standards (NOHSC);
- c. Australian standards;
- d. International standards;
- e. industry standards;
- f. codes of practice;
- g. exposure standards; and
- h. guidance notes.

Unless incorporated by reference in legislation, the various standards, codes and guidance notes are optional only and need not be followed. However, they do form part of the body of knowledge by which what is reasonably practicable can be measured.

STEL (Short Term Exposure Level) ^[16]

An exposure level that employees may be exposed to for periods of no more than 15 minutes at a time. Maximum of 4 excursions per day, with an hour between excursions. The total daily exposure still needs to be within the TWA.

Supervised Area ^[5]

An area access to which by members of the public should be restricted, for the purpose of minimising radiation exposure to members of the public.

Supplier ^[3]

In relation to a hazardous substance, includes –

- a. wholesaler, distributor, warehouse operator or other person who supplies the substance; and
- b. a person who manufacturers or imports the substance, but does not include a retailer.

Synergistic ^[16]

Interaction of two or more risk factors or agents where the combined effect is greater than the sum of their separate effects.

System ^[13]

A concept where there is a recognisable whole consisting of a number of parts or components which interact in an organised way.

Systemic ^[15]

An overarching approach to safety that is embedded within the organisations business plan, mission and vision statements. Relating to the way of organising and planning organisational systems that relate and interact with each other.

Systematic ^[13]

Logical, ordered, methodical. In the context of managing OHS it is based on a continuous improvement process that includes policy and commitment, planning, implementation, measurement and evaluation, and review and improvement.

Systematic Errors ^[16]

May occur in monitoring and, when they occur, they arise each time sampling is undertaken and are, to some extent, predictable and quantifiable. For example, an inaccurately calibrated pump will produce the same error in measured sample volume every time it is used until re-calibrated.

T

Task ^[IFAP]

The most basic element of a job that has a defined start and end point.

A task can be separated into a sequence of steps, however the steps cannot be further broken down.

Note: Hierarchy – Role – Function – Duty – Task (Job)

Task Breakdown ^[IFAP]

The process by which a task is segregated into its component steps.

Task Impact Analysis ^[IFAP]

The process of examining all aspects of a task to identify, eliminate or control hazards and unsafe working habits, tools, equipment and environmental conditions

This is the lowest order of analysis in the hierarchy of Role: Job: Task

The outcome of a Task Impact Analysis will be a Safe Work Instruction

Task Observation ^[IFAP]

A visual assessment of a task being conformed relative to expected practices and activities.

Usually conducted by a member of the work group.

See also Behaviour Observation.

Time-Weighted Average (TWA) ^[16]

An amount or quantity expressed as a concentration, level or dose that represents the length of exposure to a potentially harmful agent averaged over a stated period of time, i.e. eight-hour day.

Tort ^[17]

Wrongful act of one party causing harm to another. The three branches of the law of tort are trespass, nuisance and negligence.

U

Underlying Contributing Factors ^[IFAP – after HSG65]

The factors underpinning why an accident sequence occurred.

The factors must have been present for the accident sequence to have occurred.

V

Vapour ^[16]

Gaseous phase of a substance, which is liquid at normal temperature and pressure.

Vicarious Liability ^[1]

A Common Law Principle that stipulates that one person can be held responsible for the actions of another. In relation to an employer, they can be held responsible for the actions or omissions of an employee.

For Vicarious Liability to apply:

- a. the employee must be engaged in activities associated with their employment; and
- b. the act leading to the injury must not be deliberate or wilful.

Volatile ^[7]

Describes a chemical that evaporates or vaporizes rapidly at room temperature (eg. a chemical with a low boiling point).

W

Wardens ^[15]

Someone charged with the care and supervision of a specific area during an emergency.

Waste ^[23]

Any material, whether solid, liquid or gas, which is not deemed a saleable product of the business unit or one which is to be processed.

Workforce Representative ^[6]

- a. In relation to a person who is a member of the workforce at a facility – a registered organisation of which that person is a member, if the person is qualified to be a member of that organisation because of the work the person performs at the facility; or
- b. In relation to a designated work group or a proposed designated work group – a registered organisation of which a person who is, or who is likely to be, in the work group is a member, if the person is qualified to be a member of that organisation because of the work the person performs, or will perform, at a facility as a member of the group.

Work Permit ^[23]

A document which must be issued prior to carrying out any non-routine work which may involve OHS hazards. The permit lists the precautions to be taken and the way to carry out the task safely.

Workplace ^[17]

A place, whether or not in a vehicle, building, or other structure, where employees or self employed persons work or are likely to be in the course of their work.

Work Method Statement ^[IFAP]

A series of detailed steps that outline how to perform a Task in a manner so as to manage risks associated with the Task to an acceptable level.

As a minimum, each Critical Task should have a written Work Method Statement.

Note: Other terms such as Safe Work Method Statement, Safe Work Instruction, etc are in common use.

Worst Credible Outcome ^[IFAP]

A logical worst case consequence drawn from industry experience.

Industry experience is defined as factual:

- a. *Personal experience of those involved;*
- b. *Group collective experience; and*
- c. *Industry knowledge of occurrences or similar hazard exposure.*

Y

Young Workers ^[22]

Those between the ages of 15 and 24 years at the date of injury.

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APPENDIX I
DISCUSSION: ACCIDENT VERSUS INCIDENT

APPENDIX I - DISCUSSION: ACCIDENT VERSUS INCIDENT

Debate has raged for many years within the safety and health profession over the apparent use, misuse or interchangeability of the terms *accident* and *incident*.

Although difficult to track over the passage of time, the word *incident* seemingly came into more common use in the early 1980's following the trilogy of industrial accidents at Three Mile Island, Bhopal and Chernobyl.

It seemed that the word *incident* connoted a sense of "loss of management control" as opposed to *accident* which seemed to connote "an act of God". In the common vernacular, phrases such as "*accidents happen*" seemed to be misaligned with another popular catchcry, that of "*all accidents are preventable ...*".

Rather than labour the pros and cons of the use or misuse or interchangeability of the two words, IFAP has sought the opinion of the Chair of Linguistics in the Linguistics Program in the School of Languages, Cultures and Linguistics at Monash University, Professor Kate Burrige. Following is a direct quote from her response on the issue:

"Through our beliefs, our prejudices, and our experiences, words are quick to take on emotive overtones. These are then subject to sometimes quite rapid change. Over time expressions can acquire favourable associations; they can elevate. But far more usually they acquire pejorative associations and deteriorate. Take our word mozz as in put the mozz on something; in other words, 'put a jinx on it. This word comes from Hebrew mazzal meaning 'luck' but has since shifted to 'bad luck'. A similar example is the gloomy development evident in changes to the noun accident. Originally, an accident was 'an occurrence, an incident, a chance event'; it was something that just happened without expectation. This older meaning is preserved in adverbs like accidentally or the longer expression by accident, both with the meaning 'by chance'. However, the association with bad luck ended up causing the meaning to narrow to 'chance misfortune' (as in He had an accident). Accidents these days are always 'mishaps'. If a word takes on negative associations in this way, these will end up being incompatible with the older senses, which are then typically jettisoned.

Now, to go back to the word accident for a moment - I gather that for some time now there has been a move in the area of occupational health and safety to shift away from the term accident in favour of incident. Like many, I grow a bit tired of all these relabelling initiatives. It's hard to keep up with the changes in terminology these days. Sometimes they're justified, of course, but I'm not convinced in this case.

Perhaps the preference for incident is to escape the negative senses of accident, but this seems a curious step to take, since what's being described here are presumably, for the most part, unhappy events that occur in the work place. Importantly, there's no strong implication of fault on the part of the person being injured, at least for Australian English speakers.

In short, accident seems far more appropriate than incident for an event that occurs without foresight or expectation.

Besides, the word incident is problematic. One of the core meanings of incident is indeed 'occurrence' or 'event', but these days it's often used euphemistically to denote some sort of serious clash between human beings, usually ones at war with each other, or soon to be. You could imagine, for example, a serious border incident.

Euphemisms are always short-lived; typically they degenerate and narrow to the taboo sense alone. So incident is unlikely to stay neutral; it's well on the way to describing something far nastier than accident. But more serious is the linguistic clash between incident when it occurs in the plural and the word incidence meaning 'rate of occurrence'. Not only do they share an element of meaning, they are also identical in pronunciation.

Since those working in occupational health and safety presumably find the need to use incidence to refer to the rate of occurrence of injuries, this ambiguity would become intolerable. (ie. the incidence of incidents – MR).

Then again, you might have noticed that people referring to incident in the plural these days often give it a double plural - incidentses. It's some sort of solution, perhaps, but hardly one to please the purists!

No, I can't see any good reason for those in occupational health and safety to give up on the word accident.”

The term incident is much used in the fields of emergency response and crisis and emergency management. However, it can be argued that crises can have numerous sources, including terrorism, information technology misuse, theft, fraud or security breaches. In each of these events, Professor Burridge’s definition of “a clash between human beings” seems appropriate in this field. However, incident is used as a catch-all to capture all events (including mishaps), and should not be applied haphazardly by OSH professionals in deference to those in the emergency management / response discipline.

I can also foresee an issue unfolding in the profession, caused by the merging of the field of Occupational Safety and Health with Human Resources. It is readily argued that psychosocial issues, such as violence in the workplace, bullying and mobbing, once the domain of human resource professionals are now recognised as occupational hazards that require the application of risk management techniques to be effectively controlled.

Using the working definition of incident as suggested in Professor Burridge's text in that it is used to describe a clash between human beings, then the term incident is an entirely appropriate descriptor of violence, bullying and other related psychosocial hazards.

However, bullying or violence does not occur by chance or as a mishap – by definition something is done to another, with intent. In other words, I argue that you cannot have an accidental occurrence of bullying or violence. A perpetrator may argue that they “did not mean” to cause injury or fear or mental anguish, however, their actions are nonetheless the result of a decision (whether conscious or not) to impact in some fashion upon another person.

Despite the aptness of the term incident to describe these events, anyone involved in resolution of bullying or violence can attest to the fact that any “investigation” or “analysis” of such events cannot be conducted in a no-blame environment. This is of course opposed to the fundamental premise of accident “investigation” or “analysis”, which presumes a no-blame approach to the event.

So – my argument is that of not throwing the baby out with the bathwater. The term accident is a perfectly good descriptor of those events that occur in industry without expectation – the term does not have to connote a loss of management control, if we in the profession wrest control of its technical application.

On the other hand, incident also has its place – but not as an interchangeable term with accident, but as a descriptor of events that occur with precognition or intent.

It is an important difference, and one that is worthy of specific attention by those in the contemporary safety and health profession.

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