

HSE

Glossary



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HSE Glossary
Rev. 01

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Accident

Any event which results in injury, and/or damage and/or loss

Accountability

The ultimate responsibility for an area of authority defined by the individual's Job Description, and will include authority delegated to a subordinate albeit temporary or permanent.

Air emissions

Waste gases, vapours and small particles that are released into the air

Area of Concern

The most important issues that need to be considered and rectified as a high priority

Audit

A systematic, independent evaluation to determine whether or not the health, safety and environmental management system and its operation comply with planned arrangements, and whether or not the system is implemented effectively, and is suitable to fulfil the company's health, safety and environmental policy and objectives.

Caught Between

Injury where injured person is crushed or similarly injured between machinery moving parts or other objects, caught between rolling tubular or objects being moved, crushed between a ship and a dock, or similar incidents.

COMPANY

It's Pars Oil & Gas Company who employs CONTRACTOR to perform work for according to an agreement.

Competence

The ability to perform a particular job in compliance with performance standards

Contingency Plan / Emergency Plan

A pre-established plan to mitigate an unusual situation which has the potential for harm, which incorporates the best use of local as well as remote facilities and resources

Contract

A system of operating between two or more parties

Contractor

A 'Contractor' is defined as an individual or organization performing work for a company, following verbal or written agreement. 'Sub-contractor' is synonymous with 'Contractor'.

Critical

Qualifies an item of equipment, a product, a service or an operation having the potential to give rise, directly or indirectly, to risks of ill-health or injury, damage to property, plant or environment

Danger

The risk of injury

Dangerous occurrence

Readily identifiable event (see Accident and Near miss) with potential to cause an accident or disease to persons at work and the public or of significant actual or potential material damage

Drilling

All exploration, appraisal and production drilling and work over as well as their administrative, engineering, construction, materials supply and transportation aspects. It includes site preparation, rigging up and down and restoration of the drilling site upon work completion. Drilling includes ALL exploration, appraisal and production drilling.

Employee

Any individual who carries out duties or actions specified by an employer for which the individual receives remuneration from the employer

Environment

The surroundings and conditions in which a company or individual operates or which it may affect, including living systems (human and other) therein

Environmental Impact Assessment

Part of project management concerned with identifying through a formal written technical evaluation the likely impact (positive and negative) of a proposed development or activity on the natural and man-made environment. A process whereby the assessment is used in reaching a consensus on acceptable levels of change, defining the means by which agreed standards of operation and procedure will be achieved and establishing management procedures to ensure these objectives are achieved and maintained.

It's a formal, written, technical evaluation of potential effects on the environment (atmosphere, water, land, plants and animals) of a particular event or activity.

Ergonomics

The science of studying people at work, and designing tasks, jobs, tools, equipment, facilities, and the work environment, so that people can be safe, healthy, effective, efficient, productive and comfortable.



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Exploration

Geophysical, seismographic and geological operations, including their administrative and engineering aspects, maintenance, materials supply, and transportation of personnel and equipment; excludes drilling.

Explosion or Burn

Incident caused by burns, toxic gases, asphyxiation or other effects of fires and explosions. 'Explosion' means a rapid combustion, not an overpressure.

Exposure

The measurement of time during which the subject is at risk from a hazard

Fall

Incident caused by falling off, over or onto something.

Fatal Accident Frequency Rate (FAFR)

The number of fatalities per 100 million man hours worked.

$$\text{FAFR} = \frac{\text{Number of fatalities}}{\text{Man hours worked}} \times 100,000,000$$

Fatality Incident Frequency Rate (FIFR)

The number of fatalities per 1,000 employees

$$\text{FIFR} = \frac{\text{Number of fatalities}}{\text{Total number of employees}} \times 1,000$$

Fatality

Death due to work related injury or illness

First aid

The skilled application of accepted principles of treatment on the occurrence of an accident or in the case of sudden illness, with using facilities and materials available at the time

- to sustain life;
- to prevent deterioration in an existing condition; and
- to promote recovery

The most important areas of first aid treatment are:

- restoration of breathing (resuscitation);
- control of bleeding; and
- prevention of collapse

First Aid Case (FAC)

A work related minor injury or illness which can be treated by a first aider or equivalent and does not require a professional physician or paramedic.

Generic hazard

A hazard which may be generally present throughout an operation or industry but which may have widely different levels of risk, depending on the specific site characteristics.

Greenhouse gases

Gases that alter the thermal properties of the atmosphere. The main greenhouse gases are considered to be water vapour, carbon dioxide, methane, nitrous oxide, chloroflouro carbons, halons and ozone.



Hand tools

Tools which are portable and are operated whilst being held

Hazard

- 1 An object, physical effect, or condition with potential to harm people, property or the environment
- 2 The potential to cause harm, including ill health or injury, damage to property, plant, products or the environment; production losses or increased liabilities
- 3 A source of danger which if not adequately controlled or if suitable precautions are not taken could create an unsafe condition
- 4 The potential for adverse consequences to arise from the occurrence of an identified event affecting the safety of people, the environment or economic resources.

Hours worked

The hours that an employee is present at the work location. The actual 'hours worked', including overtime hours, are recorded in the case of onshore operations. The hours worked by an individual will generally be about 2000 per year.

For offshore workers, the 'hours worked' are calculated on a 12-hour work day. Consequently average man hours worked per year will vary from 1600 to 2300 hours per person depending upon the on/off shift ratio. Vacations and leaves are excluded.

Housekeeping

Maintaining the working environment in a tidy manner so that, in particular, access and movement is not hindered

HSE

Health, Safety and Environment



HSE committee

The committee at the site in charge of monitoring all HSE matters, especially the HSE improvement plans

HSE management system

The company structure, responsibilities, practices, procedures, processes and resources for implementing health, safety and environmental management

HSE plan

A description of the means of achieving health, safety and environmental objectives

HSE policy statement

Those documents which record the HSE policy of the organisation

Incident

An event or chain of events which has caused or could have caused injury, illness and/or damage (loss) to assets, the environment or third parties

Injury

Physical harm or damage to a person resulting from traumatic contact between the body of the person and an outside agency, or from exposure to environmental factors

Job description

A short document which sets out an employee's authority and responsibilities in the job, who he reports to, and who reports to him; what his duties are and the qualifications necessary to perform those duties

Line management

A documented system that clearly indicates the responsibilities and reporting structure throughout an organisation

Lock out/tag out

A documented system of barriers and notices that prevents the accidental or inadvertent operation of equipment whilst it is being maintained or inspected

Lost Time Accident (LTA):

The number of accidents which result a person(s) be prevented from doing any work the after the accident.

Lost Time Injury (LTI):

Any work related injury or illness which prevents that person from doing any work for any days after the accident. The number of LTIs is the sum of fatalities and lost work day cases.

Lost Time Injury Frequency (LTIF)

The number of lost time injuries (fatalities + lost work day cases) per 1,000,000 man hours worked.

Lost Work Day Case (LWDC)

Any work related injury or illness, other than a fatal injury, which results in a person being unfit for work on any day after the day of occurrence of the occupational injury. “Any day” includes rest days, weekend days, leave days, public holidays or days after ceasing employment.

Management

Those aspects of the overall management function (including planning) that develop, implement and maintain the HSE policy

Material Safety Data Sheet (MSDS)



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A sheet issued by a manufacturer of chemical substances that sets out the hazards likely to be encountered by those who come into contact with the substance. The sheet may also identify recovery procedures following adverse exposure.

Medical Cause of Death

This is the cause of death given on the death certificate. Where two types of causes are provided, such as “pulmonary oedema” caused by “inhalation of hot gases from a fire”, both are recorded.

Medical Treatment Case (MTC)

The injured or sick person requires treatment (more than First Aid) from a professional physician or qualified paramedic

Near miss/near accident

Any event which had the potential to cause injury and/or damage and/or loss, but which was avoided by circumstances

Number of Days Unfit for Work

The sum total of calendar days (consecutive or otherwise) after the days on which the occupational injuries occurred, where the persons involved were unfit for work and did not work.

Example

3 employees were severely injured and unfit for work after their accidents. Employee A was unfit for 2 working days, a weekend and 2 further days. Employee B was unfit for 3 weeks, and Employee C was fit for work the day after the injury but thereafter not fit for the three following days.

A was unfit for work for $2+2+2$ days = 6 days

B was unfit for work for 3×7 days = 21 days

C was unfit for work for 3 days

Number of days unfit for work = 30 days



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- If LWDC days are reported at least one day must be reported for each lost workday case (LWDC).
- Where absence from work extends beyond the month end, the actual or estimated days unfit for work in the following month should be added to those for the reporting month in computing the number of days unfit for work.
- Do not include days unfit for work between a fatal incident and the date of death.

Number of Employees (average)

Average number of full-time and part-time employees involved in the project, calculated on a full-time basis, during the reporting month/year

Occupational illness

An abnormal health condition or disorder (physical or mental), other than one resulting from an occupational injury, that is caused or aggravated by exposure to environmental factors associated with employment, including chemical, physical, biological and ergonomic factors.

Occupational illness may be caused by inhalation, absorption, ingestion of, or direct contact with the hazard, as well as exposure to physical and psychological hazards. It will generally result from prolonged or repeated exposure.

Occupational injury

Work related physical injury or disease [illness] which results in death; being unfit to work the day following the event; restriction of work or motion including temporary or permanent transfer to another job. (such as: cut, fracture, sprain, amputation, deafness from explosion, one-time chemical exposure, back disorder from a slip / trip, insect or snake bite, etc)

Offshore Work

All activities and operations that take place at sea, including activities in bays, in major inland seas, such as the Caspian Sea, or in other inland seas directly connected

to oceans. Incidents including transportation of people and equipment from shore to the offshore location, either by vessel or helicopter, should be recorded as “offshore”.

Onshore Work

All activities and operations that take place within a landmass, including those on swamps, rivers and lakes. Land-to-land aircraft operations are counted as onshore, even though flights are over water.

Other (as applied to function description)

“Other” includes personnel and incidents that cannot be logically assigned to exploration, construction, commissioning, production or drilling for example human resources, logistic or maintenance.

Performance indicator

A specific measure to describe management, operational process or performance

Permit to work (system)

A formal written system used to control certain types of work which are identified as hazardous. It is also a means of communication between site/installation management, plant supervisors and operators and those who carry out the work.

Essential features of a Permit to Work are:

- Clear identification of who may authorize particular jobs (and any limits to their authority) and who is responsible for specifying the necessary precautions
- Training and instruction in the issue and use of permits
- Monitoring and auditing to ensure that the system works as intended

Personal Protective Equipment (PPE)



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All equipment and clothing which is intended to be worn or held by a person at work and which affords protection against one or more risks to health and safety. This includes clothing designed to protect against adverse weather conditions.

Policy

- 1 The expression of the general intentions, approach and objectives of an organisation and the criteria and principles on which actions and responses are based
- 2 A public statement of the intentions and principles of action of the company regarding its health, safety and environmental effects, giving rise to its strategic objectives and targets.

Preventative maintenance

Maintenance carried out before the unit or system fails to ensure its continued reliability and safe operation

Procedure

- 1 A document that describes how an activity is to be performed and by whom
- 2 A document that specifies the way to perform an activity

Reasonably practicable

A risk reduced to levels such that further risk reduction measures would be so disproportionate to the probability and consequences of occurrence that it would be objectively unreasonable to implement them

Recordable injury

Includes any work related incident where a person is fatally injured or becomes fatally ill or requires treatment from a professional physician or paramedic on more than one occasion for the same incident.



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Reportable incident

Those incidents which are considered serious enough to warrant being recorded as a statistic

Responsibility

Those actions, activities or assets for which a person is held liable and for which he alone must account

Restricted Work Day Case (RWDC)

Any work-related injury other than a fatality or lost work day case which results in a person being unfit for full performance of the regular job on any day after the occupational injury.

Work performed might be:

- an assignment to a temporary job;
- part-time work at the regular job;
- working full-time in the regular job but not performing all the usual duties of the job.

Where no meaningful restricted work is being performed, the incident should be recorded as a lost work day case (LWDC).

Risk

The measure of the likelihood of occurrence of an undesirable event and of the potentially adverse consequences which this event may have upon people, the environment or economic resources

Risk assessment

- 1 A careful consideration by competent people of the hazards associated with a task. The potential effect of each hazard, how severe it might be and the likelihood of it occurring, should be considered to determine the effort required to make the work site as safe as reasonably practicable
- 2 The whole process of risk analysis and the evaluation of the results of the risk analysis against technological and/or economic, social and political criteria

Risk management

A management system which eliminates or mitigates the threat from hazards

Senior management

Those managers or directors who have executive authority to determine and enact strategic policies within the organisation

Site

Defined area where the activity take place

Simultaneous Operations (SIMOPS)

Two or more major activities (construction, modifications, production) carries out in the same time with potential interface creating notable risks

Site management

Management of PROJECT activities at a specific location

Specification

All internal rules and regulations adopted by PROJECT

Standard

A document, established by consensus and approved by a recognised body, that provides, for common and repeated use, rules, guidelines or characteristics for activities or their results

Stress

Any interference that disturbs a person's healthy mental and physical well-being

Struck By

Incidents where injury results from being hit by moving equipment and machinery, or by flying or falling objects

Substance (abuse)

Any substance which chemically modifies the body's function resulting in psychological or behavioural change. In this context substance includes but is not limited to alcohol, intoxicating products or medication. Substance Abuse is the use of these substances in a harmful or improper way.

Training

The process of imparting specific skills and understanding to undertake defined tasks

Toxic

The characteristic of a chemical substance to produce injury once it reaches a susceptible site in or on the body. The effects may be acute or chronic, local or systemic.

Unsafe act

Any act that deviates from a generally recognised safe way or specified method of doing a job and increases the potential for an accident

Vehicle Incident

Incidents involving motorised vehicles designed for transporting people and goods over land e.g. cars, buses, and trucks. Pedestrians struck by a vehicle are classified as vehicle incidents. Incidents from a mobile crane would only be vehicle incidents if the crane were being moved between locations.

Waste



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Any material, (solid, liquid or gas), which is introduced into the work location as a product of the work but which fulfils no further useful purpose, at that location

Waste management

A system to achieve reduction, re-use, reclamation, recycling and responsible disposal of materials.

Work-Related Injury

See Occupational Injury.