



## APPENDIX A: Definitions and Acronyms

### 1. Definitions

**All Clear:** When an emergency situation is over, the Emergency Coordinator authorizes employees to return to normal work activities.

**Assembly Area:** A pre-determined location in which to assemble and conduct a roll call or head count in case of an emergency. Also may be called a *rally point*.

**Assured Grounding Conductor Program:** A scheduled program for testing construction site electrical tools and extension cords to assure their proper grounding, polarity, and resistance.

**Barricade:** A device used to direct or protect pedestrian traffic from a work activity.

**Body Harness:** A harness comprised of straps that help distribute fall arrest forces over at least the thighs, pelvis, waist, chest, and shoulders and that can be attached to other components of a fall arrest system.

**Christmas Treeing:** The practice of suspending multiple structural steel members from one another horizontally and hoisting them in a single lift.

**Clean Up Operation:** An operation where hazardous substances are removed, contained, incinerated, neutralized, stabilized, cleared-up, or in any other manner processed or handled with the ultimate goal of making the site safer for people of the environment.

**Cleat:** A cross-piece positioned on edge upon which a person may step to ascend or descend a ladder or scaffold.

**Combination hard hat:** A hard hat with a welding helmet attached.

**Competent Person:** As defined by OSHA, an individual who is capable of identifying existing and predictable hazards in the work area and who has the authority to correct or eliminate the hazards.

**Contract Employee:** An employee of a contractor, and the employees of subcontractors, consultants, vendors, and suppliers.

**Contractor:** A firm contracted to EQ to perform specified work on EQ premises. For this manual, references to “contractor” mean the contractor’s company, and the companies of their subcontractors, consultants, vendors, and suppliers.

**Contractor’s Management:** Personnel employed by a contractor who are responsible for managing, supervising, or directing contract activities and non-EQ employees on site.

**Contractor’s Safety Manager:** An approved, competent safety professional employed by and assigned by the contractor to manage the safety program for a specific contract.

**Emergency:** Any unplanned event that adversely affects personnel, the environment, or EQ business is considered an emergency.

**Emergency Coordinator:** The designated EQ representative in charge or the ranking emergency response officer on the scene.

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**Emergency Contact List:** An approved list of individuals appointed to be designated coordinators of emergency response activities.

**Emergency Response:** A response effort by employees from outside the immediate response area or by other designated responders (i.e., mutual aid groups, local fire departments, etc.) to an occurrence which results, or is likely to result, in an uncontrolled release of a hazardous substance. Responses to incidental releases of hazardous substances where the substance can be absorbed, neutralized, or otherwise controlled at the time of release by employees in the immediate release area, or by maintenance personnel are not considered to be emergency responses. Responses to releases of hazardous substances where there is no potential safety or health hazard (i.e., fire, explosion, or chemical exposure) are not considered to be emergency responses.

**Employee:** An employee of the contractor, and the employees of subcontractors, consultants, vendors, and suppliers.

**EQ Approval:** Where possible, a specific approval source (EQ representative, EQ EHS manager, etc.) is required. The term *EQ approval* is used when the approval source may vary depending upon the situation or when approval is obtained through normal EQ business practices. For projects, the project manager must be the final and/or confirming authority.

**EQ Representative:** An authorized EQ employee responsible for work performed by a specific contractor (i.e., project manager). In some cases authority may be formally delegated to a responsible representative that is not an EQ employee.

**Ground Fault Circuit Interrupter (GFCI):** A device for the protection of personnel that de-energizes a circuit or portion of a circuit.

**Grounding:** A conducting connection between an electrical circuit or equipment and earth, or to a conducting body that serves as earth.

**Hazard Communication:** A comprehensive program to ensure that hazards from chemicals are evaluated and that information pertaining to those hazards is communicated to contractors and their employees.

**Hazardous Material:** A substances or mixture of substances that may produce adverse effects on the health or safety of a human being, due to characteristics such as being explosive, flammable, poisonous, irritating, or corrosive.

**Hazardous Substance:** A substance to which exposure results or may result in adverse effects on the health and safety of employees.

**Hazardous Waste:** A chemical waste which may pose a hazard to people or the environment.

**Job Hazard Analysis:** The process of carefully studying and recording each step of a job to identify existing and potential safety and health hazards, then evaluating the hazards to determine the best way to perform the job by eliminating or significantly reducing and controlling any hazards.

**Lanyard:** A rope that is suitable for supporting one person when one end is fastened to a body harness and the other end secured to a substantial object or lifeline.

**Medical Review Officer:** A licensed physician responsible for receiving laboratory results generated by a drug testing program, who has knowledge of substance abuse disorders and has been trained to interpret and evaluate an individual's positive test result with his or her medical history and other biomedical information.

**Non-Public Area:** An area with posted requirements for personal protective equipment or other safety precautions necessary for entry, such as construction sites, mechanical rooms, above-ceiling areas, laboratories, and confined spaces.

**Outage Approval:** Authorization from the appropriate EQ manager to shut down electrical service to a facility or equipment.

**Outrigger:** A structural member of a supported scaffold used to increase the base width of the scaffold to provide increased stability.

**Permissible Exposure Limit:** The exposure, inhalation, or dermal permissible exposure limit specified in 29 CFR 1910, Subparts G and Z.

**Premises:** All EQ sites, facilities, and property (owned and leased).

**Public Area:** An area where the general public operates. Public areas include offices, assembly areas, break areas, and conference rooms.

**Published Exposure Level:** The exposure limits published in “NIOSH Recommendations for Occupational Health Standards,” or if none is specified, the exposure limits published in the standards specified by the American Council of Governmental Industrial Hygienists in their publication “Threshold Limit Values and Biological Exposure Indices for 1987-88.”

**Qualified Person:** An individual who has a recognized degree, certificate, or professional standing or extensive knowledge, training, and experience and who has successfully demonstrated the ability to resolve problems related to the work.

**Rally Point:** See *Assembly Area*.

**Recordable:** Occupational illnesses or injuries as defined in OSHA 29 CFR 1904.12.

**Safety Shoes or Protective Footwear:** Footwear that contains a protective toe box specially designed and manufactured to meet the requirements established in the ANSI – Z41 standard. However, protective footwear (safety shoes) may also include other types of protection, including metatarsal guards and anti-static protection.

**Security Post:** The area where all non-EQ personnel check in to the site. Depending on the EQ site, the security post may be a guard shack or gate house with security personnel, or it could be the main office or front desk with reception/administrative personnel.

**Site:** Refers to any location on EQ premises (owned or leased) where contractor employees may perform work and includes both interior (within buildings) and exterior (grounds, undeveloped property, etc.) spaces.

**Tag Line:** A rope that is tied to a structural member and used to control the movement of the member during placement.

**Uncontrolled Hazardous Waste Site:** An area identified as an uncontrolled hazardous waste site by a governmental body, whether Federal, state, local or other where an accumulation of hazardous substances creates a threat to the health and safety of individuals and/or the environment. Some sites are found on public lands such as those created by former municipal, county or state landfills where illegal or poorly managed waste disposal has taken place. Other sites are found on private property, often belonging to generators or former generators of hazardous wastes. Examples of such sites include, but are not limited to, surface impoundments, landfills, dumps, and tank and drum farms. Normal operations at TSD sites are not covered by this definition.

## **2. Acronyms**

ANSI	American National Standards Institute
BMP	Best Management Practice
CFR	Code of Federal Regulations
DOT	Department of Transportation
EC	Emergency Coordinator
EHS	Environmental, Health & Safety
EPA	Environmental Protection Agency
EQ	The Environmental Quality Company
EQMS	EQ Management System
ERT	Emergency Response Team
FAC	First-Aid Case
GFCI	Ground Fault Circuit Interrupter
LWC	Lost Workday Case
MSDS	Material Safety Data Sheet
MSHA	Mine Safety and Health Administration
NFPA	National Fire Protection Association
NIOSH	National Institute for Occupational Safety and Health
OSHA	Occupational Safety and Health Administration
PM	Project Manager
QEHS	Quality, Environmental, Health & Safety
SAMHA	Substance Abuse and Mental Health Administration
UL	Underwriters Laboratories Inc.