

## 4. Glossary

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### Administrative controls

Controls designed to limit the amount of time a worker spends at a potentially hazardous job.<sup>10</sup>

### Code of practice

A document offering practical guidance on the policy, standard-setting and practice in occupational and general public safety and health for use by governments, employers and workers in order to promote safety and health at the national level and the level of the installation. A code of practice is not necessarily a substitute for existing national legislation, regulations and safety standards.<sup>11</sup>

### Desk Review

Research using published sources, and internal sources, carried out prior to a research project. This analysis may be integrated into the overall findings of the study, and/or used to help shape the main conclusions. In this methodology, the desk review is a work method aiming at the collection, in a cost-efficient manner, of existing data and information about the value chains under review. A desk review aims at acquiring information, data and knowledge that are already available, before starting and during field investigations.<sup>12</sup>

### Ergonomic principles

A concept whereby the work to be carried out is organized and specified – and tools and equipment designed and used – in such a way as to be matched with the physical and mental characteristics and capacity of the worker.<sup>13</sup>

### Exposure

The process of being exposed to something that is around; exposure can affect people in a number of different ways.<sup>14</sup>

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<sup>10</sup> Alli, B. O. (2008). Fundamental principles of occupational health and safety. International Labour Office – Geneva: ILO.

<sup>11</sup> Idem.

<sup>12</sup> ILO (2018). Occupational Safety and Health in Global Value Chains Starterkit. Assessment of drivers and constraints for OSH improvement in global value chains and intervention design. Available at: [https://www.ilo.org/wcmsp5/groups/public/---ed\\_dialogue/---lab\\_admin/documents/publication/wcms\\_635715.pdf](https://www.ilo.org/wcmsp5/groups/public/---ed_dialogue/---lab_admin/documents/publication/wcms_635715.pdf)

<sup>13</sup> Alli (2008).

<sup>14</sup> Alli (2008).

## Employer

Any physical or legal person who employs one or more workers. Enterprise: an institutional unit or the smallest combination of institutional units that encloses and directly or indirectly controls all necessary functions to carry out its own production activities.<sup>15</sup>

## Hazards

A physical situation with a potential for human injury, damage to property, damage to the environment or some combination of these.<sup>16</sup>

## Hazard analysis

The identification of undesired events that lead to the materialization of the hazard, the analysis of the mechanisms by which those undesired events could occur and, usually, the estimation of the extent, magnitude and relative likelihood of any harmful effects.<sup>17</sup>

## Hazard assessment

An evaluation of the results of a hazard analysis including judgements as to their acceptability and, as a guide, comparison with relevant codes, standards, laws and policies.<sup>18</sup>

## Hygiene

Hygiene at the workplace describes the practice of keeping oneself, and the surrounding environment, clean and free of infection risk. It includes personal and workplace practices that protect health and stop the spread of illness and disease, such as handwashing, bathing, laundering, food hygiene, and more.

It also refers to the provision of facilities and services that can be used by everyone to help maintain health and prevent the spread of illness and disease, such as handwashing facilities with water and soap, showers, laundry facilities, food service facilities, and options for menstrual hygiene management.

Hygiene encompasses interventions that promote hygienic behaviours and management at the workplace, taking into account both behaviours and facilities, which work together to form a hygienic workplace.<sup>19</sup>

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<sup>15</sup> Ali (2008).

<sup>16</sup> Ali (2008).

<sup>17</sup> Ali (2008).

<sup>18</sup> Ali (2008).

<sup>19</sup> ILO (2016). WASH@Work: a self-training handbook: first module: international policy framework. International Labour Office, Geneva, p. 91.

## International Labour Standards

International labour standards are legal instruments drawn up by the ILO's constituents (governments, employers and workers) and setting out basic principles and rights at work. They are either conventions, which are legally binding international treaties that may be ratified by member states, or recommendations, which serve as non-binding guidelines.<sup>20</sup>

## Labour inspection

A government function carried out by specially appointed inspectors who regularly visit work sites in order to establish whether legislation, rules and regulations are being complied with. They normally give verbal and written advice and guidance to reduce the risk factors and hazards at the workplace. They should, however, possess and use stronger power, e.g. to stop the work in cases of immediate and serious safety and health hazards or if their advice is repeatedly and unreasonably neglected by the employer. The goal is to improve the work conditions and the work environment.<sup>21</sup>

## National programme on occupational safety and health

Any national programme that includes objectives to be achieved in a predetermined time frame, priorities and means of action formulated to improve occupational safety and health, and means to assess progress.<sup>22</sup>

## National system for occupational safety and health

The infrastructure which provides the main framework for implementing the national policy and national programmes on occupational safety and health.<sup>23</sup>

## Mitigation

The act to reduce the harmful impacts of hazards and risks.

## Monitoring and evaluation

Monitoring is a continuous process of collecting and analysing information about a programme or a project, and comparing actual against planned results in order to judge how well the intervention is being implemented. It uses the data generated by the programme or the project itself (characteristics of individual participants, enrolment and attendance, end of programme situation of beneficiaries and costs of the programme). The existence of a reliable monitoring system is essential for evaluation. Evaluation is a process that systematically and objectively assesses all the elements of a programme or a project (e.g. design, implementation and results

<sup>20</sup> ILO (n.d.). Glossary. Available at: [https://www.ilo.org/wcmsp5/groups/public/---ed\\_dialogue/---sector/documents/terminology/wcms\\_475457.pdf](https://www.ilo.org/wcmsp5/groups/public/---ed_dialogue/---sector/documents/terminology/wcms_475457.pdf)

<sup>21</sup> Alli (2008).

<sup>22</sup> Alli (2008).

<sup>23</sup> Alli (2008).

achieved) to determine its overall worth or significance. The objective is to provide credible information for decision-makers to identify ways to achieve more of the desired results.<sup>24</sup>

## National policy

Refers to the national policy on occupational safety and health and the working environment developed in accordance with the principles of Article 4 of the Occupational Safety and Health Convention, 1981 (No. 155).<sup>25</sup>

## Occupational health services

Services entrusted with essentially preventive functions and responsible for advising the employers, the workers and their representatives in the undertaking on the requirements for establishing and maintaining a safe and healthy work environment that will facilitate optimal physical and mental health in relation to work and the adaptation of work to the capabilities of workers in the light of their state of physical and mental health.<sup>26</sup>

## OSH Management systems

A network of interrelated elements. These elements include responsibilities, authorities, relationships, jobs, activities, processes, practices, procedures and resources. The management system uses these elements to set the policies, plans, programs, and objectives, and develop ways to implement these policies, plans and programs, and achieve these goals.<sup>27</sup>

## Occupational Safety and Health

The science of the anticipation, recognition, evaluation and control of hazards arising in or from the workplace that could impair the health and well-being of workers, taking into account the possible impact on the surrounding communities and the general environment.<sup>28</sup>

## OSH standards

The ILO Constitution sets forth the principle that workers should be protected from sickness, disease and injury arising from their employment. ILO standards on occupational safety and health provide essential tools for governments, employers, and workers to establish practices and to provide for maximum safety at work. In 2003 the ILO adopted a global strategy to

<sup>24</sup> ILO (n.d.). Basic principles of monitoring and evaluation. Available at: [https://www.ilo.org/wcmsp5/groups/public/---ed\\_emp/documents/publication/wcms\\_546505.pdf](https://www.ilo.org/wcmsp5/groups/public/---ed_emp/documents/publication/wcms_546505.pdf)

<sup>25</sup> Ali (2008).

<sup>26</sup> ILO (2015). Occupational Health Services. Available at: [http://www.ilo.int/safework/areasofwork/occupational-health/WCMS\\_354275/lang--en/index.htm](http://www.ilo.int/safework/areasofwork/occupational-health/WCMS_354275/lang--en/index.htm)

<sup>27</sup> ILO (2016). Occupational Safety and Health Management System. Available at: [https://www.ilo.org/wcmsp5/groups/public/---africa/---ro-abidjan/---sro-cairo/documents/publication/wcms\\_622420.pdf](https://www.ilo.org/wcmsp5/groups/public/---africa/---ro-abidjan/---sro-cairo/documents/publication/wcms_622420.pdf)

<sup>28</sup> ILO (2018).

improve occupational safety and health which included the introduction of a preventive safety and health culture, the promotion and development of relevant instruments, and technical assistance. The ILO has adopted more than 40 standards specifically dealing with occupational safety and health, as well as over 40 Codes of Practice. Nearly half of ILO instruments deal directly or indirectly with occupational safety and health issues. The OSH standards are available in the following section.<sup>29</sup>

## PPE

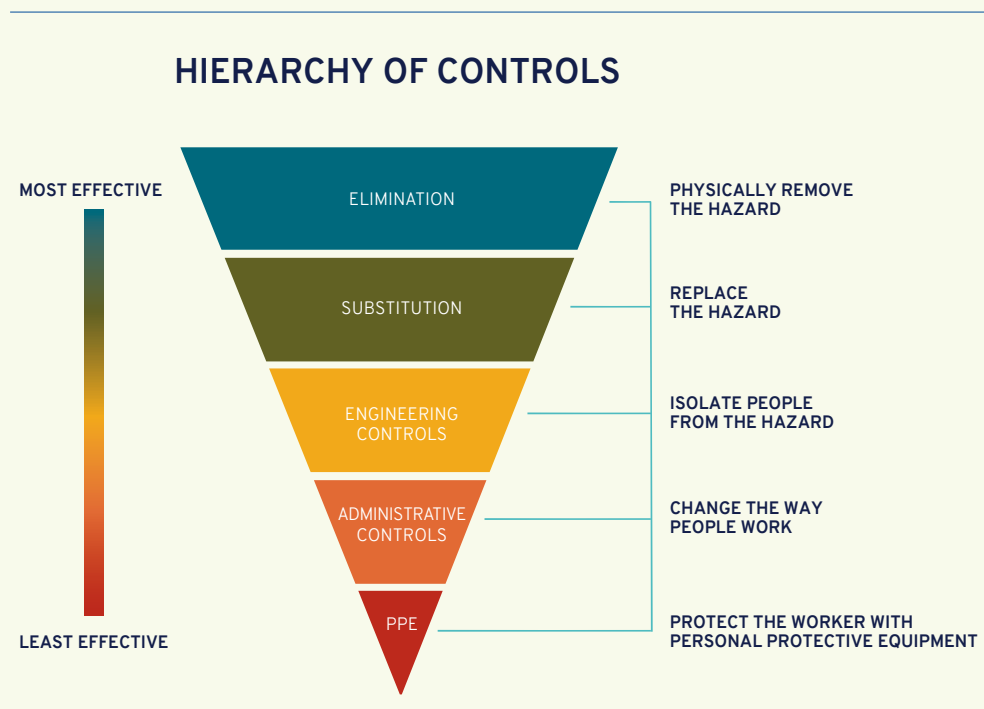
Equipment a worker wears as a barrier between himself or herself and the hazardous agent(s).<sup>30</sup>

## Prevention

The aim of prevention is to articulate as an obligation to minimize, so far as is reasonably practicable, the causes of hazards and risks in the workplace.<sup>31</sup>

## Pyramid of controls

Technical approach designed to hierarchize and select the controls that are the most feasible, effective, and permanent and identify the type of intervention in correlation with the priority of the intervention objectives.<sup>32</sup>



<sup>29</sup> ILO (2018).

<sup>30</sup> Alli (2008).

<sup>31</sup> ILO (2013). Building a preventative safety and health culture. Available at: [https://www.ilo.org/wcmsp5/groups/public/---ed\\_norm/---normes/documents/publication/wcms\\_233211.pdf](https://www.ilo.org/wcmsp5/groups/public/---ed_norm/---normes/documents/publication/wcms_233211.pdf)

<sup>32</sup> ILO (2018).

## Risks

The likelihood of an undesired event with specified consequences occurring within a specified period or in specified circumstances. It may be expressed either as a frequency (the number of specified events in unit time) or as a probability (the probability of a specified event following a prior event), depending on the circumstances.<sup>33</sup>

## Risk assessment

A workplace safety and health risk assessment is essentially a careful examination of what, in your work or business, could cause injury or ill health to people. It allows you to weigh up whether you have implemented enough risk control measures or should do more to prevent harm to those at risk, including workers and members of the public. The aim is to make sure that no one gets hurt or falls ill. A risk assessment involves identifying the hazards present in a business (whether arising from work activities or from other factors, for example the layout of the premises) and then weighing up the extent of the risks involved, taking into account existing control measures already in place to reduce the risks and deciding if you have to do more to ensure that no one is harmed.

Depending on the size and complexity of the business or enterprise, and the range of hazards (dangers) involved, the risk assessment can vary in scope. The risk assessment may be used to evaluate safety and health at the level of:

- The enterprise as a whole, covering all activities or processes and all the workers.
- A specific section of the workplace, e.g. a machine repair shop, covering a specific group or number of workers.
- A specific dangerous activity or process, e.g. problems with handling heavy loads, which may pose a danger to specific group, groups or numbers of workers.<sup>34</sup>

## Social protection

Social protection is defined by the ILO as the set of public measures that a society provides for its members to protect them against economic and social distress that would be caused by the absence or a substantial reduction of income from work as a result of various contingencies (sickness, maternity, employment injury, unemployment, invalidity, old age, and death of the breadwinner); the provision of health care; and, the provision of benefits for families with children.<sup>35</sup>

<sup>33</sup> Alli (2008).

<sup>34</sup> ILO (2013). Training Package on Workplace Risk Assessment and Management for Small and Medium-Sized Enterprises. Available at: [https://www.ilo.org/wcmsp5/groups/public/---ed\\_protect/---protrav/---safework/documents/instructionalmaterial/wcms\\_215344.pdf](https://www.ilo.org/wcmsp5/groups/public/---ed_protect/---protrav/---safework/documents/instructionalmaterial/wcms_215344.pdf)

<sup>35</sup> ILO (n.d.). Glossary. Available at: [https://www.ilo.org/wcmsp5/groups/public/---ed\\_dialogue/---sector/documents/terminology/wcms\\_475457.pdf](https://www.ilo.org/wcmsp5/groups/public/---ed_dialogue/---sector/documents/terminology/wcms_475457.pdf)

## Supply chain

The concept of global supply chains refers to the cross-border organization of the activities required to produce goods or services and bring them to consumers through inputs and various phases of development, production and delivery.<sup>36</sup>

## Temporary employment

Temporary employment includes workers which are engaged for a specific period of time, includes fixed-term, project or task-based contracts, as well as seasonal or casual work.<sup>37</sup>

## Welfare facilities

Recommendation R102 (Welfare Facilities Recommendation, 1956 (No. 102)) defines welfare facilities as:

- (a) feeding facilities in or near the undertaking;
- (b) rest facilities in or near the undertaking and recreation facilities excluding holiday facilities; and
- (c) transportation facilities to and from work where ordinary public transport is inadequate or impracticable.<sup>38</sup>

## Worker

Any person who performs work, either regularly or temporarily, for an employer.<sup>39</sup>

## Workers' representative

Workers' representative: In accordance with the Workers' Representatives Convention, 1971 (No. 135), any person who is recognized as such by national law or practice, whether they are: (a) trade union representatives, namely, representatives designated or elected by trade unions or by members of such unions; or (b) elected representatives, namely, representatives who are freely elected by the workers of the [organization] in accordance with provisions of national laws or regulations or of collective agreements and whose functions do not include activities which are recognized as the exclusive prerogative of trade unions in the country concerned.<sup>40</sup>

<sup>36</sup> ILO (n.d.). Glossary. Available at: [https://www.ilo.org/wcmsp5/groups/public/---ed\\_dialogue/---sector/documents/terminology/wcms\\_475457.pdf](https://www.ilo.org/wcmsp5/groups/public/---ed_dialogue/---sector/documents/terminology/wcms_475457.pdf)

<sup>37</sup> ILO (2015). Non-standard forms of employment. Available at: [https://www.ilo.org/wcmsp5/groups/public/---ed\\_protect/---protrav/---travail/documents/meetingdocument/wcms\\_336934.pdf](https://www.ilo.org/wcmsp5/groups/public/---ed_protect/---protrav/---travail/documents/meetingdocument/wcms_336934.pdf)

<sup>38</sup> ILO (1956). R102 - Welfare Facilities Recommendation, 1956 (No. 102). Available at: [https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100\\_INSTRUMENT\\_ID:312440](https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100_INSTRUMENT_ID:312440)

<sup>39</sup> Alli (2008).

<sup>40</sup> ILO (2001). Guidelines on occupational safety and health management systems ILO-OSH 2001. Available at: [https://www.ilo.org/wcmsp5/groups/public/---ed\\_protect/---protrav/---safework/documents/normativeinstrument/wcms\\_107727.pdf](https://www.ilo.org/wcmsp5/groups/public/---ed_protect/---protrav/---safework/documents/normativeinstrument/wcms_107727.pdf)

## Workplace Health Promotion

An effective workplace health promotion programme complements occupational safety and health measures and is integrated into the OSH management system of the organization. This way, it contributes in establishing and maintaining a safe and healthy working environment enhancing the quality of working life and adding to optimal physical and mental health at work. It also contributes to enable workers to cope more effectively with psychosocial risks and work-related, personal or family problems that may impact their well-being and work performance, such as stress, violence or the abuse of alcohol and drugs. It assists workers in becoming more skilled in managing their chronic conditions and proactive in their health care in order to improve their lifestyles, the quality of their diet and sleep, and their physical fitness. This implies that the measures taken should not only address these issues from an individual point of view, but also from a collective one which is closely related to the improvement of working conditions, the working environment and work organization, as well as to family, community and social contexts. Workplace Health Promotion (WHP) is the combined effort of employers, workers, their communities and society to improve the health and well-being of women and men at work.<sup>41</sup>



<sup>41</sup> ILO (2018).