



Preamble

**Terms & Definitions**

Context

Leadership

Planning

Support

Operation

Performance  
Evaluation

Improvement



2.1 Terms & Definitions  
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Change/ Revision Log

#	Description of Change
1	Added: Definitions related to Audit Findings, BLEVE, PHA, Process Safety Incident, Risk Management Framework, Risk Attitude, Risk Appetite, Risk Tolerance, Risk Owner, Interested Party, and Brown/ Green Field.

Associated Documents Approval & Issue

Related Document/ Record	Initiated by	Reviewed by	Checked/ Verified / Approved by
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A	
Acceptable Impact (Risk)	Impact (on occupational health, humans, asset & environment) that has been reduced to a level that can be tolerated by the organization having regard to its legal obligations and its own HSE policy
Accident	Undesired event giving rise to death, ill health, injury damage or other loss
Actual Impact (Risk)	Impact calculated considering the scenario pertaining to the effectiveness of HSE operational controls
ALARP (As Low As Reasonably Possible)	One of the fundamental principles of risk management. We neither need nor want to manage impact (risk) to the point where we eliminate it, because doing so is simply not a good use of resources (This is a point where the costs exceed benefits). Also check Due Diligence.
Asphyxiant	A vapor or gas which can cause unconsciousness or death by suffocation (lack of oxygen).
Audit Criterion	Set of regulations, policies, procedures or standard-requirements used as a reference against which audit evidence is compared.
Audit Evidence	Records, statements of fact, condition of infrastructure, operational activities, working environment or other information, which are relevant to the audit criteria and verifiable.
Audit Findings	<p>According to severity, all identified noncompliances (NCs) shall be graded as major or minor:</p> <p><b>Major NC (Category 1):</b> A systematic failure or significant deficiency - either as a single occurrence or a combination of a number of similar occurrences - in part of the HSE system, or the lack of implementation of such a part, governed by applicable standards. A number of NCs identified against one requirement of the relevant standards can represent a total breakdown of the system and thus be considered a major NC.</p> <p><b>Minor NC (Category 2):</b> An isolated or sporadic lapse in the content or implementation of procedures or records which could reasonably lead to a systematic failure or significant deficiency of the system if not corrected.</p> <p><i>Note:- If a pattern of minor NCs occurs over successive assessments, it may represent a systematic failure or significant deficiency of the system and a major NC shall be issued.</i></p> <p><b>Observation (Category 3):</b> In situations where a problem might occur if an action is not taken but the finding cannot be classified as a NC, then it may be recorded as an observation. An area of concern, a process, document or activity that is currently conforming but may, if not improved, result in a nonconforming system, product or service.</p> <p><b>Opportunity For Improvement (OFI):</b> If an Auditor wants to express a concern about a weak practice or recommend best industrial practice, it should be identified as an opportunity for improvement, not an observation.</p>
Audit Scope	Extent and boundaries of an audit. The audit scope generally includes a description of the physical locations, organizational units, activities and processes, as well as the time period covered.
B	
Balanced Scorecard (HSE)	It is a 'basket' of measures providing information on a range of HSE activities; It defines who, what , when, where, why and how by using a) Results, b) Program and c) Culture derived from leading and lagging indicators to set benchmarks that align with the organizations vision and report progress at all organizational levels.
Base Impact (Risk)	Impact calculated considering the scenario where no HSE operational controls exist
Boiling Liquid Expanding Vapor Explosion (BLEVE)	A boiling liquid expanding vapor explosion (BLEVE) is an explosion caused by the rupture of a vessel containing a pressurized liquid that has reached temperatures above its boiling point.
Brownfield	The projects which are modified or upgraded are called Brownfield projects.
C	
Carcinogen	A substance or agent capable of causing cancer or having the potential to cause cancer. Carcinogen (H) Known to cause cancer in humans. Carcinogen (A) Known to cause cancer in animals. Carcinogen (S) Suspected to cause cancer.
Cardio Pulmonary Resuscitation (CPR)	A combination of artificial respiration (mouth to mouth) and artificial circulation (external cardiac compression).
Change Management Committee	Committee to review the significance of requirement (concept/ design) related to amendments/ modification in the production fields or plants in order to accord approvals and also commission the completed tasks.
CNS Depressant	A chemical that may cause loss of functioning and possible damage to Central Nervous System (CNS). Central Nervous System depressants may include a majority of hydrocarbons in the refinery. Symptoms from overexposure are headache, dizziness, nausea, unconsciousness and possibly, death.
Combustible Liquid	A liquid having a flash point at or above 100 °F (37.8 °C).
Competence	The ability to perform a particular job in compliance with performance standards. Being competent means having the knowledge and skill that you need and knowing how to apply it in a safe & environment conscious way. It means that you're qualified to do the job.
Competent Person	A person who is suitably qualified (whether by experience, training or both) to perform the work or function described in the relevant regulation.
Compliance Obligation	There are two kinds of compliance obligations: mandatory compliance obligations and voluntary compliance obligations. Mandatory compliance obligations include laws and regulations while voluntary compliance obligations include contractual



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<b>Context</b>	commitments, community and industry standards, ethical codes of conduct, and good governance guidelines. A voluntary obligation becomes mandatory once you decide to comply with it. An organization's context is its business environment. It includes all of the issues, factors, and conditions that could influence or be influenced by its HSE Management System.
<b>Contingency Plan</b>	A pre-established plan to mitigate an unusual situation which has potential for harm, which incorporates the best use of local as well as remote facilities and resources.
<b>Continual improvement</b>	Process of enhancing the HSE management system to achieve improvements in overall HSE performance in line with organization's HSE policy.
<b>Confined Space (Hazardous)</b>	A confined space is a place which is substantially enclosed (though not always entirely), and where serious injury can occur from hazardous substances or conditions prevailing within the space or nearby (e.g. lack of oxygen) i.e. exists with IDLH conditions
<b>Confined Space (Non-Hazardous)</b>	A confined space which normally exists without IDLH conditions. Non-hazardous confined spaces are floating roof tank tops, tower skirts, sunken valve and pump manifold areas, cooling tower cells, and fin fans.
<b>Consequence (Severity)</b>	Outcome of an event
<b>Consultation</b>	Seeking views for decision-making.
<b>Contributing Surface Cause</b>	Major but not the root level cause of an incident (implicating or has potential to implicate) an injury or illness e.g. in case of a fall from a ladder contributing surface causes may be a) slippery floor, chemical leak, broken valve and/or untrained worker indicating <i>unsafe condition</i> and b) person did not inspect, ignored the vulnerability (hazard), failed to report the vulnerability (hazard) and/or himself created the vulnerability (hazard) indicating <i>unsafe behavior</i> .
<b>Corrective &amp; Preventive Action Request (CPR)</b>	An HSE System Tool/Form for continuous improvement to timely document an issue or an emerging issue to enable focus on systematic investigation of discrepancies (violation, failures and/or deviations) in an attempt to prevent their recurrence (for corrective action) or to prevent occurrence (for preventive action).
<b>Corrosive</b>	A chemical that causes visible destruction of, or irreversible alterations in, living tissue.
<b>D</b>	
<b>Dangerous Occurrence</b>	Readily identifiable event with potential to cause an accident or disease to persons at work and the public or of significant actual or potential material damage. (Also see <i>Near Hit</i> .)
<b>Dead Man's Switch</b>	A dead man's switch is a switch that is automatically operated if the human operator becomes incapacitated, such as through death, loss of consciousness or being bodily removed from control.
<b>Design Root Cause</b>	Root level cause of an incident (implicating or has potential to implicate) an injury or illness e.g. in case of a fall from a ladder primary surface causes may be a) nonexistence of maintenance plan, flawed inspection plan and/or nonexistence of implementation strategy indicating <i>unsafe condition</i> and b) failing to provide tools, inadequate supervision, non-enforcement of rules and/or inconsistent training of the person indicating <i>unsafe behavior</i> .
<b>Documented Information</b>	Information required to be controlled and maintained by an organization and the medium on which it is contained; Documented information can be in any format and media and from any source.
<b>Due Diligence</b>	Due diligence means that employers shall take all reasonable precautions, under the particular circumstances, to prevent injuries or accidents in the workplace. Reasonable precautions are also referred to as reasonable care. It refers to the care, caution, or action a reasonable person is expected to take under similar circumstances. Also check ALARP.
<b>E</b>	
<b>Event</b>	Occurrence of a particular set of circumstances
<b>Environment</b>	Surroundings in which an organization operates, including air, water, land, natural resources, flora, fauna, humans and their interrelations
<b>Environment Aspect</b>	Element of an organization's activities, products or services that can interact with the Environment; A significant environmental aspect has or can have a significant environmental impact.
<b>Environment Impact</b>	Any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's environmental aspects.
<b>Emergency Response Post</b>	An operations centre established in a suitable location to manage the larger aspects of the emergency. In a high-impact emergency there may be a number of response posts established to support the response like any joint off-site regional response post, provincial government's response post, etc.
<b>Emergency Planning Zone (EPZ)</b>	An area surrounding a facility, pipeline, or well where personnel, residents or other members of the public may be at highest risk during the early stages of an uncontrolled release of toxic materials such as H2S or explosion or fire and the area for which the company must have a specific emergency response plan.
<b>Emergency Response Plan (ERP)</b>	A comprehensive plan to protect the personnel, public, including criteria for assessing an emergency situation and procedures for mobilizing response personnel and agencies and establishing communications and coordination, that is to be followed by all parties in the event of an incident.
<b>EPF</b>	To accelerate the time to first oil and gas, production is started early while full field development is being planned and permanent facilities are being built. Early-production Facilities (EPF) help operators bring their new discoveries on-stream fast.



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.
Explosive	A chemical that causes a sudden, almost instantaneous release of pressure, gas or heat when subjected to sudden shock, pressure or high temperature.
Exposure	The measurement of time during which the subject is at risk from vulnerability (hazard).
F	
FEED	Front-End Engineering Design (FEED) is an engineering design approach used to control project expenses and thoroughly plan a project before a fix bid quote is submitted. It may also be referred to as Pre-project planning (PPP), front-end loading (FEL), feasibility analysis, or early project planning.
Fire Watch	A qualified person designated to monitor the area of hot work involving welding or cutting, take appropriate action to reduce risk of fire and if necessary extinguish an incipient stage fire.
Fugitive Emissions	Emissions of gases or vapors from pressurized equipment due to leaks and various other unintended or irregular releases of gases, mostly from industrial activities.
Failure Mode and Effect Analysis (FMEA)	Failure mode and effect analysis is a tool that examines potential product or process failures, evaluates risk priorities, and helps determine remedial actions to avoid identified problems.
Fatalities	Deaths due to work related injuries or illnesses per year
Fatal Accident Frequency Rate (FAFR)	$\frac{\text{Number of Fatalities due to work related injuries in a year}}{\text{Total man hours}} \times 100,000,000$
Fatality Rate (FR)	$\frac{\text{Number of Fatalities due to work related injuries in a year}}{\text{Total No. of Employees}} \times 1,000$
First Aid Case (FAC)	An injury that requires simple treatment, such as cleaning and application of a small bandage, which does not require treatment by a medical professional
Fire Classes	<p><b>Class A - Ordinary Combustible Solids</b> Wood, paper, cloth, plastics, rubber, coal, carbon based compounds etc.</p> <p><b>Class B - Flammable &amp; Combustible Liquids/Gases</b> Liquids: Petrol, oil, paint, thinners, kerosene, alcohol, etc... Gases: L.P.G., Butane, Acetylene, Hydrogen, natural gas and Methane etc ...</p> <p><b>Class C - Electrical Fires</b> Computers, switchboards, power-boards, etc..</p> <p><b>Class D - Combustible Metals</b> Magnesium, aluminium, sodium or potassium etc...</p>
Flammability Limits	Flammability limits, also called flammable limits, or <i>explosive limits</i> give the proportion of combustible gases in a mixture, between which limits this mixture is flammable. Gas mixtures consisting of combustible, oxidizing, and inert gases are only flammable under certain conditions. The lower flammable limit (LFL) (lower explosive limit) describes the leanest mixture that is still flammable, i.e. the mixture with the smallest fraction of combustible gas, while the upper flammable limit (UFL) (upper explosive limit) gives the richest flammable mixture. Increasing the fraction of inert gases in a mixture raises the LFL and decreases UFL.
Flammable Liquid	<p>A liquid with a flash point below 100 °F (37.8 °C). Further classification is as under:</p> <ul style="list-style-type: none"><li>• Class IA flammable liquids have a flash point below 73 °F and a boiling point below 100 °F</li><li>• Class IB flammable liquids have a flash point below 73 °F and a boiling point greater than or equal to 100 °F</li><li>• Class IC flammable liquids have a flash point greater than or equal to 73 °F and below 100 °F</li><li>• Class II combustible liquids have a flash point greater than or equal to 100 °F and below 140 °F</li><li>• Class IIIA combustible liquids have a flash point greater than or equal to 140 °F and below 200 °F</li><li>• Class IIIB combustible liquids have a flash point greater than or equal to 200 °F</li></ul>
Flash Point	The lowest temperature of a flammable liquid at which it gives off sufficient vapors to form an ignitable mixture with the air near the surface of the liquid or within the container used
Fuel Load	The total quantity of combustible contents of a building, space, or fire area, including interior finish and trim, expressed in heat units or the equivalent weight in wood.
G	
Global Warning (Greenhouse Effect)	Global warming is when the earth heats up (the temperature rises). It happens when greenhouse gases (carbon dioxide, nitrous oxide, CFCs, methane, etc.) trap heat and light from the sun in the earth's atmosphere, which increases the temperature. The heat and light can get through the atmosphere, but it can't get out due to damage in the protective layer i.e. ozone.
Greenfield	The Greenfield project means that a work which is not following a prior work. In infrastructure the projects on the unused lands where there is no need to remodel or demolish an existing structure are called Green Field Projects.
H	
Hazard (Vulnerability / Threat)	<ul style="list-style-type: none"><li>• Hazard is any situation, substance, activity, or event that could potentially cause environment, human injury or ill health.</li><li>• A weakness or gap in our protection efforts or source which can give opportunity for improvement.</li><li>• A situation with a potential for harm in terms of injury or ill health, damage to property, damage to the workplace environment, or a combination of these.</li></ul>





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<b>Hazardous Atmosphere</b>	An atmosphere that may expose entrants to the risk of death, impairment of ability to exit, injury or acute illness from one or more of the following causes: <ul style="list-style-type: none"><li>• Flammable gas, vapor or mist in excess of 10 percent of the lower explosive limit (LEL)</li><li>• Atmospheric oxygen concentrations below 19.5% or in excess of 23.5%</li><li>• Atmospheric concentration of any substance which could result in employee exposure in excess of its permissible exposure limits (PEL)</li><li>• Any other atmospheric condition that is Immediately Dangerous to Life or Health (IDLH)</li></ul>
<b>Vulnerability or Hazard Identification</b>	Process of recognizing that a vulnerability or hazard exists and defining its characteristics
<b>Health Surveillance</b>	The monitoring of workers for the purpose of identifying changes in health status due to occupational exposure to a vulnerability (threat), and includes biological monitoring.
<b>HFR Rating</b>	NFPA Hazard Rating(H for Health, F for Fire and R for Reactivity) as 0=Insignificant hazard; 1=Slight hazard; 2=Moderate hazard; 3=High hazard; 4=Extreme hazard
<b>Housekeeping</b>	Maintaining the working environment in a tidy manner so that, in particular, access and movement is not hindered.
<b>HSE Management Review Committee (MRC)</b>	HSE Management Review Committee consists of Sectional ICs to meet quarterly to seek & analyze Performance of HSE System, Objective/ Targets and plan ahead accordingly.
<b>HSE Management System Audit</b>	A systematic and documented verification process of objectively obtaining and evaluating evidence to determine whether an organization's HSE management system conforms to the HSE management system audit criteria set by the organization, and for communication of the results of the process to management.
<b>HSE Management System</b>	The part of the overall management system that includes organizational structure, planning activities, responsibilities, practices, procedures, processes, and resources for developing, implementing, achieving, reviewing and maintaining the HSE policy.
<b>HSE Objective</b>	Overall HSE goal, arising from the HSE policy, that an organization sets itself to achieve, which is quantified where practicable.
<b>HSE Performance</b>	Measurable results of the HSE management system, related to an organization's control of its HSE aspects, based on its HSE policy, objectives and targets.
<b>HSE Plan</b>	A description of the means of achieving HSE objectives, generally it includes set of HSE Monitoring Plans; HIRA Plan; Emergency Drills Plan; Training Plan; Waste Disposal Plan; Emergency Response Plan, etc.
<b>HSE Policy</b>	Statement by the organization of its intentions and principles in relation to its overall HSE performance which provides a framework for action and for the setting of its HSE objectives and targets.
<b>HSE Target</b>	Detailed performance requirement, applicable to the organization or parts thereof, that arises from the HSE objectives and that needs to be set and met in.
<b>I</b>	
<b>Immediately Dangerous to Life and Health (IDLH)</b>	Any condition that (a) poses an immediate or delayed threat to life; or (b) would cause an irreversible adverse health effect; or (c) would interfere with an individual's ability to escape unaided from a confined space. The level of contaminant that would pose an IDLH atmosphere is substance specific.
<b>Impact (Risk)</b>	Effect of uncertainty; Combination of the likelihood and consequence(s) of a specified vulnerability (threat & opportunity) into event occurring due to organization's activities, products & services.
<b>Impact (Risk) Assessment</b>	Overall process of estimating the magnitude of impact (risk) and deciding whether or not the impact (risk) is tolerable.
<b>Impact (Risk) Evaluation</b>	Process of comparing the estimated impact (risk) against given impact (risk) criteria to determine the significance of the impact.
<b>Impact (Risk) Management</b>	A management system which eliminates or mitigates the impacts from the vulnerabilities (threats).
<b>Impact (Risk) Register</b>	Record used to identify and assess various impacts due to prevailing or potential hazards.
<b>Impact (Risk) Sensitive Job</b>	Activities, personnel, or measures that have been identified as vital to ensure asset integrity, prevent incidents, and/ or to mitigate adverse HSE effects.
<b>Incident</b>	Event that gave rise to an accident or had the potential to lead to an accident.
<b>Inerting</b>	The displacement of an atmosphere in a confined space by a noncombustible gas such as nitrogen, to such an extent that the resulting atmosphere will not support combustion or life. This condition results in an IDLH (oxygen deficient) atmosphere. Inert confined space entries are not normally done by company personnel.
<b>In-Service Welding</b>	The hazardous practice of welding on equipment (e.g., tank, pipe, vessel, exchanger, etc.) which has not been purged (gas free) and has not been removed from service through conventional methods. This includes but is not limited to grinding, burning or welding.
<b>Injury</b>	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.
<b>Injury Rate</b>	(No . of Injuries in a year / Total No. of Employees) x 1000
<b>Interested Party</b>	Individual or group concerned with or affected by the HSE performance of an organization.
<b>Internal HSE Audit</b>	Order to achieve those objectives performance of an organization systematic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which the HSE management



	system audit criteria set by the organization are fulfilled.
Irritant	A chemical that causes reddening, swelling and pain short of actual tissue damage. Irritants are not corrosive. Their inflammatory effect is reversible.
J	
Job Vulnerabilities / Hazard Analysis (JVA / JHA)	The process of carefully studying and recording each step of a job, identifying existing or potential job vulnerabilities / hazards (both safety and health), and determining the control measures to reduce or eliminate the impact.
Journey Management	The planned movement of people and equipment from one place to another place including communications, route, schedule stops, hazard warnings, provisioning, breakdown and other contingencies.
Just Cause	Good or fair reason(s) for discipline.
K	
Key Performance Indicator (KPI)	Performance indicator or key performance indicator (KPI) is a measure of performance commonly used to help an organization define and evaluate how successful it is, typically in terms of making progress towards its specific goals.
L	
Lagging Indicators	Lagging indicators are typically “output” oriented, easy to measure but hard to improve or influence e.g. incidents related statistics, pollution load, etc.
Leading Indicators	Leading indicators are typically “input” oriented, hard to measure and easy to influence e.g. risk assessment reports, audit results, trainings outcome, etc.
Lifecycle	It refers to the consecutive and interlinked stages of a product system from the acquisition of materials to end-of-life disposal. The E&P lifecycle includes all associated activities, products, and services and may include procured materials and services as well as end-of-life treatment, decommissioning, and disposal.
Line Break	The intentional opening of a process system that may contain flammable, corrosive, or toxic material or a material under pressure or temperature such that an unplanned opening of the system may result in injury to workers. Examples include spreading flanges, opening exchangers, pulling pumps, cold cutting pipe, etc. Line break, depending on equipment used, could be cold work or hot work.
Level – 0 Emergency (Basic Level)	<p>It is an emergency state in which an incident occurs which may not cause the normal operations to be shutdown. There is no immediate potential threat to the safety of personnel, assets, environment, and operations. Emergency equipment available on site can control this type of emergency situation.</p> <p><u>For e.g.</u></p> <ul style="list-style-type: none"><li>• An injury or illness without Lost Workday Injury (LWI);</li><li>• Minor fire;</li><li>• Minor spill;</li><li>• Electrical shock;</li><li>• Person becomes unconscious in confined space.</li></ul> <p><b>Note:</b> For Basic Level Emergency condition, there is no need to gather at muster point.</p>
Level – 1 Emergency	<p>It is an emergency state in which an incident or series of Incidents which may cause the normal operations / activities to be temporary suspended or shut down. This emergency results an immediate potential threat to the safety of personnel, assets, environment, and operations. This type of emergency can be control by Emergency Team Member. The following conditions define as Level-1Emergency (but not limited to):</p> <ul style="list-style-type: none"><li>• An injury or illness which result Lost Workday Injury (LWI);</li><li>• Moderate fire;</li><li>• Moderate spill;</li><li>• Small contained fire or explosion;</li><li>• Electric shock/ electrocution;</li><li>• Toxic/ H2S leakage;</li></ul> <p><b>Note:</b> Gather at respective muster point in case of Level-1 Emergency.</p>
Level- 2 Emergency	<p>An emergency state in which an incident or series of incident may result in serious injury/ fatality, significant fire/ explosion, major equipment damage, gas / oil release, loss of controlled substance to the environment for which external support services may be required. The following condition defines as Level-2 Emergency (but not limited to):</p> <ul style="list-style-type: none"><li>• An injury or illness that may result in Lost Workday Injury (LWI) or poses a health threat to personnel;</li><li>• Property or Equipment damaged due to the significant fire or explosion;</li><li>• Excessive H2S emission;</li><li>• Major fire/ explosion;</li><li>• Major chemical / oil spills;</li><li>• Bomb threat;</li><li>• Natural disaster</li></ul> <p><b>Note:</b> Rush outside the plant boundary through emergency exit gate in case of Level-2 Emergency.</p>
Life Cycle Perspective	A life cycle perspective includes consideration of the HSE vulnerabilities (threats & opportunities) of an organization's reservoirs, materials, activities, products, and services that it can control or influence. Stages in a life cycle include acquisition of raw materials, design, production, transportation/delivery, use, end of life treatment, and final disposal.
Light Intensity	To assess whether lighting is sufficient in workplace, following light intensity ranges are used. Employees should understand the effects of lighting on their health and safety. In particular, they need to understand visual fatigue: its causes, prevention,

	symptoms, and recovery techniques.	
	Task/ Area	Range of Luminance (Lux)
	Emergency lighting (at floor or tread levels) in exits, exit routes, stairs, and underground walkways	At least 10 (on average)
	Simple visual tasks e.g. lobby area; washrooms; loading into trucks	30 – 100
	Medium visual tasks e.g. bookkeeping; filing; material receiving and packing areas	300 – 1000
	More visually demanding tasks e.g. QC/ inspection; proofreading; workshops/ machine work	3000 – 10000
Lost Workday Injury (LWI)	An injury that prevents the worker from performing his normal duties within 24 hours of the injury. Also known as Lost Time Injury (LTI).	
Lost Workday Injury Frequency (LWIF)	(No. of Fatalities + No. of Lost Time Injuries in a year / Total Hours Worked) x 1,000,000	
M		
MSDS	Material Safety Data Sheet which refers to the purchased material. (also called PSDS in case of selling of the material)	
Major Non-conformity (NC)	Audit finding which indicates the total lapse of an applicable requirement of the standard. (Example: If a requirement has been identified to be the part of scope by the auditee and has not been documented or implemented or practiced, or a process critical to the operation of management system is missing per the requirements).	
Medical Treatment Case (MTC)	An injury severe enough to require treatment by a medical practitioner (a physician or nurse), but does not cause the worker to miss any work.	
Minor Non-conformity (NC)	Audit finding which indicates the lapses in either discipline or control of an applicable requirement which if not taken care of, may eventually pose bigger risk.	
Mounted Enclosure	Small enough to prevent complete physical entry (e.g., cabinet, junction box, analyzer enclosure, etc.).	
Muster Point	The assembly point where the employees have to be gathered in a case of any emergency situation.	
N		
Near Hit	An unplanned event that do not result in injury, illness, or damage – but has the potential to do so. Only a fortunate break in the chain of events prevents an injury, fatality or damage. Human error is commonly an initiating event, a faulty process or system invariably permits or compounds the harm, and is the focus of improvement. Other familiar terms for these events is a “close call”, “dangerous occurrence”, or in the case of moving objects, “near collision”	
Near Miss	It is the wrongly implied concept of Near Hit and being practiced unintentionally.	
Non-Conformity	Non-fulfillment of a requirement.	
Non-Pressurized Building Containing Enclosure(s)	Building containing purged or pressurized equipment (e.g., analyzer building, blend building, etc.)	
O		
Objective Evidence	Data supporting the existence or verity (factualness) of something; Objective evidence can be obtained through observation, measurement, test, or by other means.	
Occupational Health Illness	Any illness suffered due to occupational matter like Noise Induced Hearing Loss, Food Poisoning, Musculoskeletal Disorder, etc.	
Opportunity	A circumstance or a set of circumstances that could lead to the improvement of HSE performance.	
Outsource	When an organization makes an arrangement with an outside organization to perform part of a function or process, it is referred to as outsourcing. To outsource means to ask an external organization to perform part of a function or process normally done in-house.	
Oxidizer	A chemical that initiates or promotes combustion in other materials causing fire through the release of oxygen or other gases.	
P		
Participation	Involvement in decision-making.	
PDCA Cycle	PDCA (Plan–Do–Check–Act or Plan–Do–Check–Adjust) an iterative four-step management method used in business for the control and continuous improvement of processes and products. It is also known as the Deming Wheel, Shewhart Cycle, Control Circle/Cycle, or Plan–Do–Study–Act (PDSA).	
Permit to Work (PTW) System	A permit-to-work system is a formal written system used to control certain types of work that are potentially hazardous. A permit-to-work is a document which specifies the work to be done and the precautions to be taken. Permits-to-work form an essential part of safe systems of work for many maintenance activities. They allow work to start only after safe procedures have been defined and they provide a clear record that all foreseeable vulnerabilities / hazards have been considered.	
Personal Protective Equipment (PPE)	Category A: Basic PPE i.e. a) Coverall / Dangri, b) Warm Jacket / Leather Jacket, c) Safety Shoes, d) Safety Glasses, e) Hard Hat, f) Ear Muffs and g) Cotton Gloves. Category B: Specific PPE i.e. a) Gloves (Leather, Chemical Resistant, and Latex), b) Face Shields (Welding Shields and Goggles), c) Flame Resistant Clothes, d) Long Safety Shoes, e) Gas Mask, f) Chemical Apron and f) Safety Harness. Category C: Emergency PPE i.e. complete Turnout Gear/Fire Kit (Fire Suit), SCBA, Air Purifying Respirator (APR), and Safety Vests/Clothing with Reflective Material	





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Prevention of Incidents	designed for high nighttime visibility. Use of processes, practices, materials or products that avoid, reduce or control incidents, which may include engineering (design) controls, reduction of hazards/ risks, isolation of hazards/ risks, administrative controls and use of PPE.
Prevention of Pollution	Use of processes, practices, materials or products that avoid, reduce or control pollution, which may include recycling, treatment, process changes, control mechanisms, efficient use of resources and material substitution.
Primary Surface Cause	Most superficial level of cause of an incident (implicating or has potential to implicate) an injury or illness e.g. in case of a fall from a ladder primary surface causes may be a) defective ladder indicating <i>unsafe condition</i> and b) hurriedness of the person indicating <i>unsafe behavior</i> .
Pressurized Building Containing Pneumatic Controls	Pressurized building containing control equipment that has the potential to release purged air (e.g., pressurized control room).
Process Hazard Analysis (PHA)	A process hazard analysis (PHA) (or process hazard evaluation) is a set of organized and systematic assessments of the potential vulnerabilities (threats / hazards) associated with an industrial process. The techniques include Checklist; What-If; HazId; HazOp; Process Hazards Review (PHR); Failure Modes Effects and Analysis (FMEA); Layers of Protection Analysis (LOPA).
Process Safety Incident	An undesirable event / condition, generally traceable through a trip or alarm via the instrumentation circuit e.g. an unplanned or uncontrolled Loss of Primary Containment (LOPC) of any material including non-toxic and non-flammable materials (e.g. steam, hot condensate, nitrogen, compressed CO2 or compressed air) from a process, or an undesired event or condition that, under slightly different circumstances, could have resulted in a LOPC.
Product Safety Data Sheet (PSDS)	MSDS when prepared by the relevant team for our own products
Pyrophoric	A chemical that will ignite spontaneously in or at a temperature of 103 F (54.4 C or below).
R	
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.
Reproductive Hazards	Chemicals that affect the reproductive capabilities of males, females and a developing fetus. Reproductive (M) – for males Reproductive (F) – for females Reproductive (D) – developmental hazard for fetus Reproductive (S) – suspect, effects seen at levels not expected in industry
Requirement	A requirement is a need, expectation, or obligation. It can be stated or implied by an organization, its customers, or other interested parties.
Restricted Workday Injury (RWI)	An injury that restricts the worker from performing his normal duties but to continue within 24 hours of the injury
Retrieval System	The equipment used for non-entry rescue of persons from confined spaces such as a safety harness and life line.
Risk Management Framework	It is the set of components that provide the foundations and organizational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organization.
Risk Attitude	It is an organization's approach to assess and eventually pursue, retain, take or turn away from risk.
Risk Appetite	It is the amount and type of risk that an organization is prepared to pursue, retain or take.
Risk Tolerance	An organization's or stakeholder's readiness to bear the risk after risk treatment in order to achieve its objectives.
Risk Criteria	The terms of reference against which the significance of a risk is evaluated.
Residual Risk	The risk remaining after risk treatment, to be used for defining future controls.
Risk Owner	The entity with the accountability and authority to manage the risk.
Root Cause Analysis (RCA)	A structured process that uncovers the physical, human, and latent causes of any undesirable event in the workplace.
S	
Safe Man Hours	Cumulative hours worked since the most recent Lost Workday Injury (LWI) took place in a certain site or location.
Safety	Freedom from unacceptable risk of harm
Sensitizer	A chemical that causes a substantial proportion of exposed people or animals to develop an allergic reaction in normal tissue after repeated exposure to the chemical.
Significant HSE Vulnerability	An HSE aspect that has or can have a significant impact on health, environment and safety. The High Actual Impact Ratings are taken as Significant.
Spill Volume (Reportable)	Quantity of spills equal to or more than one barrel i.e. 159 liter of crude, refined products, and chemicals both on land and aqueous environment.
Short Term Exposure Limit (STEL)	The maximum permissible concentration of a material, generally expressed in ppm in air, for a defined short period of time (typically 5 or 15 minutes, depending upon the country). This "concentration" is generally a time-weighted average over the period of exposure. These values, which may differ from country to country, are often backed up by regulation and therefore may be legally enforceable.
Simultaneous Operations (SIMOPS)	Simultaneous operations means different operations carried out by different teams or companies in same location with possibilities of impacts or interferences between substances, material or personal which can cause undesirable



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circumstances.	
T	
T-Card & Mustering System	Manual Card for the personnel to sign or swipe in and out of the plant areas used for tallying up all the personnel that have assembled at the different "Muster Points" during actual emergencies or mock drill sessions in order to check whether this equates to the total number of people on the entire plant.
Total Reportable (Injury) Case Frequency (TRCF)	$\frac{\text{(Total Reportable Injury Cases in a year)}}{\text{(Total Exposed Hours)}} \times 1000,000$
Total Reportable Occupational Illness Frequency (TROIF )	$\frac{\text{(Total Occupational Illnesses in a year)}}{\text{(Total Hours Worked)}} \times 1000,000$
Toolbox Talk Program	Toolbox talks are a program developed by OGDCL to bring a HSE culture into its working environment. Instead of lengthy, somewhat rigid formal training sessions, employees take part in a 10-15 minute relaxed safety briefing. These talks take place directly in the workplace, whether it be a manufacturing floor or at a construction site
TOP HSE Card	Influenced by STOP (Safety, Training, Observation and Program) Card, an HSE management tool proposed by DuPont and adopted by OGDCL. By encouraging all the employees to observe, identify and intervene the unsafe acts or accident symptom at workplace, it aims at "instantly" eliminating the hidden dangers and reducing occurrence of accident through small behavior based "on-spot talks" so that job/ work can resume safely.
Total Reportable (Injury) Cases	Restricted Workday Injuries + Lost Workday Injuries+ Medical Treatment Cases
U	
UBUC	Unsafe Behavior Unsafe Condition
Unstable (Reactive) Chemical	A chemical that reacts with water to release a gas that is either flammable or presents a health hazard
V	
Vesicant	A chemical which, if it can escape from the vein, causes extensive tissue damage, with vesicle formation or blistering
W	
Walk-in Enclosure	Similar to mounted enclosure, but large enough to allow complete physical entry (e.g., walk-in compressor control equipment).
Work Place	A workplace is a place where an organization's work is performed. A place is an organization's workplace only if it is under its control, at least to some extent.
Worker	Person performing work or work-related activities that are under the control of the organization.
X	
Xenobiotic	A chemical (or, more generally, a chemical mix) which is not a normal component of the organism which is exposed to it. Xenbiotics, therefore, include most drugs (other than those compounds which naturally occur in the organism), as well as other foreign substances.