

Glossary of Terms

(Attachment 9 of the Injury and Illness Prevention Program)

- **Action Level** - A predesignated level of employee exposure to an airborne contaminant or other hazard which, if equaled or exceeded, requires that personal monitoring, medical evaluation, or other regulatory provisions be applied. Action levels are specified for a number of substances by state and federal law.
- **Biological Safety** - A specialized area within the field of Occupational Safety and Health, Biological Safety or "biosafety" has as its goal the protection of workers from hazards created by the manipulation of biological life forms. Containment, decontamination, and protective equipment procedures are used to reduce the hazards from agents of disease such as bacteria and viruses.
- **Cal/OSHA** - Under the California Department of Labor, Cal/OSHA is the primary state agency that is charged with implementation and enforcement of worker safety and health standards as set forth by the [California Code of Regulations](#) and federal [Occupational Safety and Health Administration](#).
- **Chemical Hygiene Plan** - Required by Federal Regulation 29 CFR 1910 and California Regulation Title 8, Section 5191, the Chemical Hygiene Plan establishes safety standards for workers exposed to hazardous chemicals in laboratories. A written plan to implement control measures, training, and other protective measures is required of laboratories meeting specified criteria.
- **Emergency Disaster Plan** - A plan prepared by organizations to provide a swift, efficient, and cost-effective response to medical, fire, care and shelter, and communications needs after disasters such as earthquakes, explosions, or fires.
- **Emergency Preparedness** - Planning and actions undertaken in advance of a possible or probable disaster. Preparation of an Emergency Disaster Plan is one component of Emergency Preparedness, but construction design, food and sanitation equipment storage, and conducting drills are also included.
- **Employee Exposure Records** - Information, results, or records concerning employee exposures to toxic or harmful substances or agents in the workplace. Examples are work area sampling results, biological monitoring results (blood tests, etc.), inventories of chemicals, and Material Safety Data Sheets.
- **Employee Medical Records** - Records concerning the health status of employees that are made by physicians, nurses, or other health professionals. Examples include results of medical examinations, first aid records, medical complaints and diagnoses, opinions, and treatments recommended by a physician.

- **Fire and Life Safety Program** - A plan implemented by businesses and other organizations to protect constituents (employees, building occupants, etc.) from fire and other hazards that are immediately hazardous to life. In the context used here, this entails such elements as fire prevention, pre-fire planning, assessment of building design for compliance with fire and safety codes, ensuring proper emergency egress, avoidance of electrical hazards or oxygen-deficient atmospheres, etc.
- **Hazard Awareness and Communication Program** - Originally mandated by Federal Regulation CFR 1910.1200 and later codified into Title 8 of the [California Code of Regulations](#), this program requires evaluation of possible health effects from hazardous chemicals in the workplace and communication of this information to affected employees. A written program including worker training, chemical labeling and Material Safety Data Sheet distribution is required and has been implemented at SDSU.
- **Hazard Control Procedures** - Specific guidelines or step-by-step instructions that must be followed to control a particular hazard or to comply with health and safety regulations that apply to the hazard.
- **Hazard Control Program** - A formal written program that has been prepared and implemented to control one or more types of occupational health and safety hazards or to prevent degradation of the environment. These programs are prepared to provide protection against specific types of hazards (e.g., Ionizing Radiation) or in response to regulatory requirements (e.g., Hazard Awareness and Communication Program). Hazard Control Programs describe requirements and assign specific responsibilities for meeting those requirements. Hazard Control Programs provide guidance in the form of Hazard Control Procedures that are specific instructions that must be followed in managing certain hazards.
- **Hazard Priority Classification** - A system for categorizing the severity of consequence and probability of injury or damage for identified hazards. This information is used to determine the level and speed of corrective action to be taken after a hazard has been identified.
- **Industrial Hygiene** - A specialized area within the field of Occupational Health and Safety, industrial hygiene has as its goal the recognition, evaluation, and control of worker exposures to harmful physical or chemical agents or conditions. Workplace monitoring of noise levels, ventilation rates, airborne contaminants, heat exposures, and radiation dose may be conducted by industrial hygienists. Various engineering, administrative, and other methods are employed to control or reduce worker exposures.
- **Industrial Safety Procedures** - Specific guidelines for implementing safety regulations and practices in industrial settings. Safety procedures are designed to prevent accidents or acute illnesses, as opposed to many industrial hygiene procedures that reduce chronic (longer-term) exposures.

- **Injury and Illness Log** - Required by federal and state regulations, this log documents injuries and illnesses caused by work-related activities that result in lost work time, fatalities, offsite treatment, or restricted work activity. Employers are required to maintain and post this information at the worksite.
- **Injury and Illness Prevention Program (IIPP)** - Mandated by California Code of Regulations, Title 8, Section 3203, this program is required of all employers in the state. Its purpose is to prevent job-related accidents and illnesses through implementation of a written plan to identify, evaluate, and correct unsafe workplace hazards. Included are requirements to provide safety training to employees, investigate accidents, and maintain safety records. At SDSU, the Injury and Illness Prevention Program serves as the umbrella program for many of the university's health and safety efforts.
- **Inspections** - Periodic audits of the workplace environment, including equipment, chemicals, building structure, documented procedures, records, and employee knowledge of job requirements and hazards. Inspections may be undertaken for the purpose of departmental self-evaluation or by Environmental Health and Safety or outside agencies for analysis of compliance with health and safety regulations.
- **Ionizing Radiation** - Particulate or electromagnetic radiation that has sufficient energy to remove electrons from the atoms of material with which it interacts. Ionizing radiation may be emitted from radioactive materials or from radiation-producing machines. The most important forms of ionizing radiation include alpha particles, beta particles, neutrons, gamma rays, and X-rays.
- **Material Safety Data Sheets (MSDS)** - Literature prepared by a chemical or chemical product manufacturer that contains hazard and safety information about the product. Information typically includes a list of hazardous ingredients, safety precautions for handling, spill or release response procedures, and first aid instructions. Environmental Health and Safety files these sheets as part of the Hazard Awareness and Communication Program.
- **Medical Surveillance** - A program whereby the health of workers is monitored through regularly scheduled and post-incident medical examinations. Medical surveillance may be required to determine the suitability of workers to perform a certain type of job (for example, to wear a respirator), to establish a baseline medical status of a worker, or to identify potential changes in the overall health status of workers.
- **Nonionizing Radiation** - Radiation of electromagnetic form that does not have a high enough energy level to ionize (i.e., remove electrons from) material with which it comes in contact. Examples of nonionizing radiation include lasers, microwaves, extremely low frequency (ELF) electromagnetic fields, infrared and ultraviolet light, ultrasound, etc.
- **Occupational Health and Safety** - The spectrum of endeavors, encompassing many technical disciplines, aimed at protecting workers from injury or illness associated with exposure to hazards encountered in the workplace. These hazards include both hazardous materials (such as poisons

or reactive chemicals) and hazardous conditions (such as oxygen-deficient environments or unshored trenches).

- **Permissible Exposure Limit (PEL)** – The maximum amount or concentration of a chemical to which a worker may be exposed.
- **Personal Protective Equipment (PPE)** - Equipment worn or used by workers to protect themselves from exposure to hazardous materials or conditions. The major types of PPE include respirators, eye protection, ear protection, gloves, hard hats, protective suits, etc.
- **Pest Management** - Practices that are aimed at controlling pests or vectors (e.g., insects, rodents, etc.) and ensuring the safe use of pesticides and herbicides.
- **Principal Investigators** - Individuals (usually faculty members) who are responsible for directing or supervising research on specific projects or in specific laboratories.
- **Radiation Safety** - Practices that are aimed at minimizing exposure to the potentially harmful effects of radiation. At SDSU, there are two separate Hazard Control Programs for Radiation Safety: Ionizing Radiation, which is aimed at protection against sources of ionizing radiation (e.g., alpha or beta particles, neutrons, gamma rays or X-rays), and Nonionizing Radiation, which is aimed at controlling exposures to sources such as laser rays or electromagnetic fields.
- **Responsible Person** - The individual at a place of employment who has the responsibility and authority to implement the IIPP on behalf of the business or institution. At SDSU, the President has delegated the Vice President for Business and Financial Affairs the responsibility for implementing the IIPP.
- **Safety Communication** - The collective means by which safety information is disseminated to employees. Classroom and departmental safety meetings, and written communications such as posters, newsletters, and posting of regulatory agency inspection findings are included.
- **Safety Coordinators** - Individuals within departments or colleges who have been appointed by their supervisors or administrators to assist in implementing the IIPP in their respective areas.
- **Sanitation** - A comprehensive term referring to the development and application of measures designed to protect public health. Sanitation procedures attempt to prevent the spread of disease through the proper disposal of sewage and other waste, correct handling of food and water supplies, and control of the carriers of disease (mosquitoes, rats, etc.).
- **Supervisors** - Employees who have authority to direct the tasks of other employees and are therefore responsible for the job-related environments to which their workers are exposed. Where required, supervisors are to develop local area procedures, train their workers regarding health and safety precautions, enforce rules, and maintain records.

- **Threshold Limit Value (TLV)** - The concentration of an airborne substance to which an average person can be repeatedly exposed without adverse effects.
- **Time-Weighted Average (TWA)** - As set forth by state or federal law, a maximum level or concentration of a hazardous substance, averaged over an eight-hour day, to which employees may be exposed. Employers are required to monitor their workers' exposure to certain substances to determine if exposures are in compliance with established TWAs.
- **Training** - Classroom instruction, job-site safety meetings, on-the-job training, and written materials provided to employees to make them aware of workplace hazards and how to prevent accidents and illnesses.