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Graduate Certificate in Human Resource Management for Cruise Ship Staff

## Workplace Health and Safety

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**Accident Investigation:** A systematic examination of an event or series of events leading to an accident, with the aim of identifying the underlying causes and making recommendations to prevent similar occurrences in the future. Related terms include root cause analysis, incident analysis, and accident prevention.

**Asbestos:** A group of naturally occurring minerals that were widely used in construction materials due to their fire-resistant and insulating properties. However, asbestos exposure can lead to serious health problems, including lung cancer and mesothelioma. Asbestos management involves identifying, assessing, and controlling the risks associated with asbestos-containing materials.

**Behavior-Based Safety:** An approach to workplace health and safety that focuses on changing the behaviors of employees to reduce the risk of accidents and injuries. This approach emphasizes the importance of observing, measuring, and reinforcing safe behaviors through feedback, recognition, and rewards.

**Confined Space:** A space that is large enough for a person to enter and perform work, but has limited means of entry or exit, and is not designed for continuous occupancy. Confined spaces can pose serious hazards, including asphyxiation, explosions, and electrocution. Confined space entry procedures involve identifying, assessing, and controlling the risks associated with confined spaces.

**Chemical Hazards:** Hazards associated with the use, storage, and disposal of chemicals in the workplace. Chemical hazards can cause a variety of health problems, including respiratory illnesses, skin irritation, and poisoning. Chemical safety involves identifying, assessing, and controlling the risks associated with chemical hazards.

**COSHH:** The Control of Substances Hazardous to Health Regulations (COSHH) is a set of regulations in the UK that require employers to assess and control the risks associated with hazardous substances in the workplace. Related terms include hazardous substances, exposure limits, and safety data sheets.

**DSE:** Display Screen Equipment (DSE) refers to computer monitors, laptops, and other visual display units used in the workplace. DSE assessments involve evaluating the workstation setup, lighting, and other factors that can affect the health and safety of DSE users. Related terms include ergonomics, musculoskeletal disorders, and work-related upper limb disorders.

**Ergonomics:** The study of how people interact with their work environment, with the aim of designing jobs, equipment, and workspaces that are safe, efficient, and comfortable. Ergonomics involves evaluating factors such as posture, repetition, force, and vibration to reduce the risk of musculoskeletal disorders and other health problems.

**Fire Safety:** The practices and procedures used to prevent, detect, and suppress fires in the workplace. Fire safety involves identifying fire hazards, implementing fire prevention measures, training employees in fire

safety procedures, and maintaining fire protection equipment.

**Hazard:** A potential source of harm or adverse health effect. Hazards can be physical, chemical, biological, ergonomic, or psychosocial in nature. Hazard identification involves recognizing and evaluating hazards in the workplace, and implementing controls to reduce the risk of harm.

**Hazardous Substances:** Substances that can cause harm to the health of employees if not handled and stored properly. Hazardous substances can be solids, liquids, or gases, and can cause a variety of health problems, including respiratory illnesses, skin irritation, and poisoning. Hazardous substance management involves identifying, assessing, and controlling the risks associated with these substances.

**Incident Reporting:** The process of reporting and recording accidents, incidents, and near misses in the workplace. Incident reporting is an important tool for identifying trends and patterns in workplace health and safety, and for implementing corrective actions to prevent future incidents.

**Job Safety Analysis:** A systematic approach to identifying the hazards associated with a specific job or task, and implementing controls to reduce the risk of harm. Job safety analysis involves breaking down the job into steps, identifying the hazards associated with each step, and implementing controls to eliminate or reduce the hazards.

**Lone Working:** Working alone or without direct supervision, which can pose unique health and safety risks. Lone worker policies and procedures involve identifying the risks associated with lone working, implementing controls to reduce the risks, and providing training and support to lone workers.

**Manual Handling:** The manual handling of loads, including lifting, lowering, carrying, pushing, and pulling. Manual handling can cause a variety of health problems, including musculoskeletal disorders and back pain. Manual handling training and assessment involve identifying the risks associated with manual handling, and implementing controls to reduce the risks.

**Noise:** Excessive noise in the workplace can cause hearing loss, stress, and other health problems. Noise management involves identifying the sources of noise, implementing controls to reduce the noise levels, and providing hearing protection to employees.

**Permit to Work:** A written authorization to perform a specific job or task that involves hazards or risks. Permit to work systems involve identifying the hazards associated with the job or task, implementing controls to reduce the risks, and providing authorization to the employee to perform the work.

**PPE:** Personal Protective Equipment (PPE) refers to equipment worn by employees to protect them from hazards in the workplace. PPE can include items such as hard hats, safety glasses, gloves, and respirators. PPE assessment and selection involve identifying the hazards associated with the job or task, and selecting the appropriate PPE to protect the employee.

**Risk:** The likelihood and consequence of harm or adverse health effect. Risk assessment involves identifying the hazards in the workplace, evaluating the risks associated with those hazards, and implementing controls to reduce the risks.

**Safe Systems of Work:** A set of procedures and practices designed to reduce the risks associated with specific jobs or tasks. Safe systems of work involve identifying the hazards associated with the job or task, implementing controls to reduce the risks, and providing training and supervision to employees.

**Slips, Trips, and Falls:** Slips, trips, and falls are a common cause of workplace accidents and injuries. Slip, trip, and fall prevention involves identifying the hazards associated with slips, trips, and falls, and implementing controls to reduce the risks.

**Violence and Aggression:** Workplace violence and aggression can pose serious health and safety risks to employees. Violence and aggression prevention involves identifying the risks associated with workplace violence and aggression, and implementing controls to reduce the risks.

**Wellbeing:** The state of being comfortable, healthy, and happy. Workplace wellbeing involves promoting and supporting the physical, mental, and social health of employees. Wellbeing initiatives can include programs such as fitness classes, mental health support, and social events.

**Workplace Health:** The promotion and protection of the health and wellbeing of employees in the workplace. Workplace health involves identifying and controlling the hazards associated with the job or task, providing training and education to employees, and promoting healthy behaviors and practices.

**Workplace Inspections:** A systematic examination of the workplace to identify hazards and assess compliance with health and safety regulations. Workplace inspections can be conducted by safety professionals, supervisors, or employees, and involve evaluating the physical environment, equipment, and work practices to ensure compliance with health and safety regulations.

**Workplace Stress:** Stress in the workplace can have a negative impact on the health and wellbeing of employees. Workplace stress management involves identifying the sources of stress in the workplace, implementing controls to reduce the stress, and providing support and resources to employees.

This glossary provides a comprehensive overview of key terms related to workplace health and safety in the context of the Graduate Certificate in Human Resource Management for Cruise Ship Staff. Understanding these terms is essential for ensuring the safety and wellbeing of employees in the workplace, and for complying with health and safety regulations. By implementing effective health and safety practices, organizations can reduce the risk of accidents and injuries, increase productivity and morale, and promote a positive and healthy work environment.