

## SSQ/TT System – Definition of Terms

This document provides a list of frequently asked questions (FAQ) on the usage of the SSQ/TT (Standardized Safety Questionnaire / Training Tracker) system. Although targeted for the SSQ system, many of the items herein will apply equally well to the closely integrated Training Tracker system. The Table-of-Contents list above is interactive. That is, you may click on any of the items in the Table-of-Contents to jump to that item in this document. Then simply press CTRL-HOME to return to the Table-of-Contents.

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– A –

**Advanced Training Tracker**

The *Advanced Training Tracker* (also called Advanced Training Tracker Tools) is PEC/Premier’s full-featured training tracking database that is closely integrated with our [SSQ](#) system. With Advanced Training Tracker our customers (Contractors) are not only able to track their PEC training, but are also able to track any and all of their training, including in-house custom training courses. For a complete list of features please see our website at <http://www.pecpremier.com/qehs/trainingtracker.htm>.

**Average Number of Employees**

Within the [SSQ](#) system, the *Average Number of Employees* list the average number of employees that worked during the quarter listed. An employee shall be defined as any person engaged in activities for an employer from whom direct payment for services is received. Included are working owners, officers and part-time employees.

**Away-From-Work Cases**

Within the [SSQ](#) system, *Away-From-Work Cases* list the total number of lost workday cases that occurred during the quarter. A lost workday case will be defined as any recordable case that results in lost workdays with days away from work. Only [Recordable Cases](#) that result in one or more days away from work should be counted.

**Away-From-Work Days**

Within the [SSQ](#) system, *Away-From-Work Days* list the total number of lost workdays as the result of a work-related injury or illness that occurred during the quarter.

– B –

**BLM (Bureau of Land Management)**

The *Bureau of Land Management* (BLM) is an agency within the United States Department of the Interior which administers America's public lands. BLM also manages the subsurface mineral estate underlying federal, state and private lands. Also see: <http://www.blm.gov> and/or <http://en.wikipedia.org/...>

**B-NICE**

The five categories of terrorist incidents: *Biological, Nuclear, Incendiary, Chemical and Explosive* as published by [FEMA](#).

**BJSA (Behavioral Job Safety Analysis)**

*Behavioral Job Safety Analysis* (BJSA) is a documented process used to discover potential [HSE](#) problems and correct them so as to make the job process safer. Also see: [JSA](#).

– C –

**CFR (Code of Federal Regulations)**

The *Code of Federal Regulations* (CFR) is a collection of the regulations that have been promulgated under United States law, as in [DOT](#), [EPA](#) and [OSHA](#) regulations. Also see: <http://en.wikipedia.org/...>

**Confined Space**

Confined Space is defined as any area which has limited opening for entry and exit that would make escape difficult in an emergency, has a lack of ventilation, contains known and potential hazards, and is not intended nor designated for continuous human occupancy. Also see: [http://en.wikipedia.org/wiki/Confined\\_space](http://en.wikipedia.org/wiki/Confined_space).

### CPR (Cardio Pulmonary Resuscitation)

Cardio Pulmonary Resuscitation (CPR) is the first-aid done to restore heart function. Also see: [http://en.wikipedia.org/wiki/Cardiopulmonary\\_resuscitation](http://en.wikipedia.org/wiki/Cardiopulmonary_resuscitation)

## – D –

### DART (Days Away, Restrictions and Transfers)

Within the [SSQ](#) system, the DART number is also based on trending over 200,000 hours but its not based on total injuries. It is based only on those injuries and illnesses severe enough to warrant 'Days Away, Restrictions and Transfers'. As a general rule of thumb, you want to have a lower DART rate than Incidence rate. It is found on the [OSHA Log](#). The formula for calculating DART is as follows:

$$\text{DART} = \text{N/EH} \times 200,000^*$$

**N** = Total number of injuries and illnesses with [Away-From-Work Days](#) plus the number of cases with [On-Job Transfers or Restriction Work Cases](#).

**EH** = Total number of hours worked by all employees, including management, temporary, and leased workers.

\* = Base for 100 full-time equivalent workers.

Example: If you have 50 employees who work a total of 100,000 hours during the year and have experienced 10 recordable injuries, the DART rate would be  $(10 \div 100,000) \times 200,000 = 20$ .

### Deaths

With the [SSQ](#) system, *Deaths* are the total number of fatalities that result from occupational injuries or illnesses. Deaths which occur in the workplace but are not the result of occupational injuries or illnesses should not be included in your SSQ.

### DOT (Department of Transportation)

The *Department of Transportation* (DOT or USDOT) is a federal government agency that is responsible for regulating the transportation of chemicals and other substances. Also see: <http://hazmat.dot.gov>.

### DPI (Dots per Inch)

DPI represents the number of dots or pixels per linear inch on a computer screen.

## – E –

### EHS (Environmental, Health, and Safety)

Another name for [HSE](#).

### EMR (Experience Modifier Rating)

With the [SSQ](#) system, EMR is a relatively straightforward computation that compares a company's annual losses in insurance claims against its policy premiums over a three-year period, excluding the most current year.

### EPA (Environmental Protection Agency)

The *Environmental Protection Agency* (EPA or USEPA) is an agency of the federal government of the United States charged to protect human health and the environment by writing and enforcing regulations based on laws passed by Congress. Also see: <http://www.epa.gov> and <http://en.wikipedia.org>.

### Exposure Hours

Within the [SSQ](#) system, *Exposure Hours* list the total number of hours that all employees worked during each quarter.

– F –

**FDA (Food and Drug Administration)**

The *Food and Drug Administration* (FDA or USFDA) is a government agency of the United States Department of Health and Human Services. The FDA is responsible for regulating and supervising the safety of foods, tobacco products, dietary supplements, prescription and non-prescription medication, vaccines, biopharmaceuticals, blood transfusions, medical devices, electromagnetic radiation emitting devices (ERED), veterinary products, and cosmetics. Also see: <http://www.fda.gov> and [http://en.wikipedia.org/wiki/Food\\_and\\_Drug\\_Administration](http://en.wikipedia.org/wiki/Food_and_Drug_Administration).

**FEMA (Federal Emergency Management Agency)**

The *Federal Emergency Management Agency* (FEMA) is an agency of the United States Department of Homeland Security, initially created by Presidential Order on April 1, 1979. The primary purpose of FEMA is to coordinate the response to a disaster that has occurred in the United States and that overwhelms the resources of local and state authorities. Also see: <http://www.usfa.fema.gov>.

**FRC (Flame Retardant/Resistant Clothing)**

Self-explanatory.

– G –

**GOM (Gulf of Mexico)**

Self-explanatory.

– H –

**H<sub>2</sub>S (Hydrogen Sulfide)**

Hydrogen sulfide is a highly toxic and flammable gas commonly found in the oilfield and refineries. Being heavier than air, it tends to accumulate at the bottom of poorly ventilated spaces. Although very pungent at first, it quickly deadens the sense of smell, so potential victims may be unaware of its presence until it is too late. For safe handling procedures, a [hydrogen sulfide material safety data sheet \(MSDS\)](#) should be consulted. Also see: [http://en.wikipedia.org/wiki/Hydrogen\\_sulfide](http://en.wikipedia.org/wiki/Hydrogen_sulfide).

**HazCom (Hazard Communications)**

The *Hazard Communication Standard* (HAZCOM) was published by the [OSHA \(29 CFR 1910.1200\)](#) and is also known as ‘*right to know*’. This is because the law ensures that you have a right to know certain things about chemicals that you work with or are exposed to. Also see: [http://en.wikipedia.org/wiki/Hazard\\_Communication](http://en.wikipedia.org/wiki/Hazard_Communication).

**High Native Resolution**

*High Native Resolution* is defined as the highest resolution at which a computer monitor is designed to display images. Images that are higher or lower than a specified native resolution must be converted to be displayed accurately.

**HMIRS (Hazardous Materials Information Resource System)**

The *Hazardous Materials Information Resource System* (HMIRS) is a Department of Defense (DoD) automated system developed and maintained by the Defense Logistics Agency. HMIRS is the central repository for [Material Safety Data Sheets](#) (MSDS) for the United States Government military services and civil agencies. Also see: <http://www.dlis.dla.mil/hmirs>.

**HSE (Health, Safety and Environmental)**

*Health, Safety and Environmental* is often used as the name of a department in corporations and government agencies. The EHS guidelines were created by the [International Finance Corporation](#) in 1998. Organizations based in the United States are subject to EHS regulations found in [Code of Federal Regulations](#) (CFR), particularly 29, 40, and 49 CFR. Various organizations may change the order that the titles are listed, examples: [SHE](#) or [EHS](#). Also see: [http://en.wikipedia.org/wiki/Environment,\\_Health\\_and\\_Safety](http://en.wikipedia.org/wiki/Environment,_Health_and_Safety).

– I –

**IADC (International Association of Drilling Contractors)**

The *International Association of Drilling Contractors* (IADC) has exclusively represented the worldwide oil and gas drilling industry since 1940. Also see: <http://www.iadc.org/iadc.htm>.

**Incident Rate of Away from Work Cases**

Within the [SSQ](#) system, the *Incident Rate of Away from Work Cases* is calculated by the number of days [Away-From-Work Cases](#) multiplied by 200,000 then divided by [Exposure Hours](#).

**ISM (International Safety Management)**

The ISM Code provides an international standard for the safe management and operation of ships and for pollution prevention. Also see: <http://www.ismcode.net> and <http://en.wikipedia.org/wiki/...>

– J –

**Job Transfer or Restriction Cases**

In the [SSQ](#) system, list the total number of Job Transfers and Restricted Cases that occurred during that quarter. A Job Transfer and/or Restricted Case is defined as the result of a work-related injury or illness where an employer or health care professional keeps an employee from doing the routine functions of his or her job or from working the full workday that the employee would have been scheduled to work before the injury or illness occurred.

**JSA/JHA (Job Safety Analysis/Job Hazard Analysis)**

A documented process used to discover potential [HSE](#) problems and correct them prior to doing the job. Also see: [http://en.wikipedia.org/wiki/Job\\_Safety\\_Analysis](http://en.wikipedia.org/wiki/Job_Safety_Analysis).

– K –

– L –

**LTA (Loss Time Accident) / Total Accident Ratio**

Within the [SSQ](#) system, LTA is calculated by the number of days [Away-From-Work Cases](#) divided by total number of [Recordable Cases](#).

– M –

**MMS (Minerals Management Service)**

MMS is part of the *United States Department of Interior* and is responsible for governing domestic mineral resource development. Also see: <http://www.mms.gov>.

**MSDS (Materials Safety Data Sheet)**

A *Materials Safety Data Sheet* (MSDS) is a document that lists information, including emergency response specifications, on a given hazardous material. Also see: [HMIRS](#) and <http://en.wikipedia.org/...>

– N –

**NAICS (North American Industry Classification System) Code**

The *North American Industry Classification System* or NAICS (pronounced 'nakes') is used by business and government to classify and measure economic activity in Canada, Mexico and the United States. It has largely

replaced the older [Standard Industrial Classification](#) (SIC) system. Your NAICS Code can be obtained from your worker's compensation carrier or you can look it up at <http://www.naics.com>. Also see: <http://en.wikipedia.org/...>

#### **NORM (Naturally Occurring Radioactive Materials)**

*Naturally Occurring Radioactive Material* (NORM) is encountered in oil and gas exploration, development, and production operations. Also see: [http://en.wikipedia.org/wiki/Naturally\\_occurring\\_radioactive\\_material](http://en.wikipedia.org/wiki/Naturally_occurring_radioactive_material).

#### **Number of Recordable Cases**

Within the [SSQ](#) system, you are asked to record the total number of [Recordable Cases](#) that occurred during the quarter. A Recordable Case is defined as any work-related injury case requiring more than first aid and all-occupational illnesses.

– O –

#### **OCS (Outer Continental Shelf)**

The Outer Continental Shelf (OCS) is a peculiarity of the political geography of the United States and is the part of the internationally recognized continental shelf of the U.S. which does not fall under the jurisdictions of the individual U.S. states. It refers to all submerged lands, its subsoil, and seabed that belong to the United States and are lying seaward and outside of the states' jurisdiction.

See also: [http://en.wikipedia.org/wiki/Outer\\_Continental\\_Shelf](http://en.wikipedia.org/wiki/Outer_Continental_Shelf).

#### **OCSLA – (Outer Continental Shelf Lands Act)**

The [Outer Continental Shelf Lands Act](#) was created in 1953 and defines the [OCS](#) as all submerged lands lying seaward of state coastal waters (3 miles offshore) which are under U.S. jurisdiction. See also [OSC](#) and <http://www.mms.gov/aboutmms/OCSLA/ocslahistory.htm>.

#### **ODT (Operator Development Team)**

The ODT is a group of representatives from each of the [member SSQ operators](#) that utilize PEC/Premier's [Standardized Safety Questionnaire](#) (SSQ). The ODT makes all decisions regarding the SSQ and are actually the ones who developed the SSQ.

#### **On-Job Transfer Days or Restriction Work Days**

Within the [SSQ](#) system, *On Job Transfer Days or Restriction Work Days* list the total number of days that kept an employee from doing the routine functions of their job or from working position the that the employee would have been scheduled to work before the injury or illness occurred.

#### **Other Recordable Cases**

Within the [SSQ](#) system, *Other Recordable Cases* list the total number of cases that occurred during the quarter that are less serious than a lost work day case. This is an injury / illness that occurred not missing any work days or restricted from daily work.

#### **OSHA (Occupational Safety and Health Administration)**

The *Occupational Safety and Health Administration* (OSHA) is an agency of the United States Department of Labor. It was created by the U.S. Congress under the Occupational Safety and Health Act in 1970. Its mission is to prevent work-related injuries, illnesses, and occupational fatality by issuing and enforcing rules called standards for workplace safety and health. Also see: <http://en.wikipedia.org/...> and U.S. Department of Labor: <http://www.osha.gov/index>.

#### **OSHA Log (Also Called OSHA 300 or OSHA Tables)**

OSHA also requires employers to report on every injury or job-related illness requiring medical treatment (other than first aid) on the OSHA Form 300, '*Log of Work-Related Injuries and Illnesses*'. An annual summary is also required and must be posted for three months, and records must be kept for at least five years. Also see: [OSHA](#).

– P –

**PPE (Personal Protective Equipment)**

*Personal Protective Equipment* (PPE) refers to protective clothing, helmets, goggles, or other garment designed to protect the wearer's body from injury by blunt impacts, electrical hazards, heat, chemicals, and infection, for job-related occupational safety and health purposes, and in sports, martial arts, combat, etc.

Also see: [http://en.wikipedia.org/wiki/Personal\\_Protective\\_Equipment](http://en.wikipedia.org/wiki/Personal_Protective_Equipment).

**PSM (Process Safety Management)**

Process Safety Management (PSM) is an analytical tool focused on preventing releases of any substance defined as a *Highly Hazardous Chemicals* by the [EPA](#) or [OSHA](#). PSM is covered by [OSHA](#) regulation (29 CFR 1910.119) and is aimed at the petro-chemical industry. Also see: [SEMP](#) and <http://en.wikipedia.org/wiki/PSM>.

– Q –

– R –

**Recordable Cases**

Within the [SSQ](#) system, *Recordable Cases* includes [Deaths](#), [Away-From-Work Cases](#), [Job Transfer or Restriction Cases](#), and [Other Recordable Cases](#).

**Roster**

Generally speaking a *Roster* is a sign-in sheet used to record the student enrollment in a training class. With regards to the [Advanced Training Tracker](#) system, a *Roster* is a means of entering an entire class of students at one time as opposed to entering each student's training record individually. When entering a roster, you only need specify the training date, instructor, class description type information once.

– S –

**SCBA (Self-Contained Breathing Apparatus)**

A *Self-Contained Breathing Apparatus* (SCBA) is a self-carried respiratory protection device that consists of a supply of respirable air, oxygen, or oxygen-generating material. Also see: <http://en.wikipedia.org/...>

**SEMP (Safety and Environmental Management Plan)**

A *Safety and Environmental Management Plan* (SEMP) is a [PSM](#) plan for offshore facilities. Also see: [PSM](#).

**Severity Rate**

Within the [SSQ](#) system, the *Severity Rate* is calculated as the total number of [Away-From-Work Days](#) multiplied by 200,000 and then divided by the [Exposure Hours](#).

**SHE (Safety, Health, and Environmental)**

Another name for [HSE](#).

**SIC (Standard Industrial Classification) Code**

The *Standard Industrial Classification* (SIC) system is being replaced by the [NAICS](#) system. The [SSQ](#) system previously asked for your company's SIC code but this was changed so that it now asks for your [NAICS](#) code instead. Also see: <http://www.bls.gov/ppi/ppisictoc.htm>.

**SSE (Short Service Employee)**

With the [SSQ](#) system, a Short Service Employee (SSE) is someone who is new to the company or new to the job they are doing.

### **SSQ (Standardized Safety Questionnaire)**

The [Standardized Safety Questionnaire](#) (SSQ) was developed by PEC/Premier Safety Management for use by the oil and gas industry. It is an Internet-based standardized safety questionnaire that [member operator oil companies](#) require their contractors to complete. The cost of the SSQ is borne by the member operator oil companies and is free to the participating contractors. Also see: <http://www.pecpremier.com>.

## **- T -**

### **T.R.A.P. (Terrorism Response Awareness Program)**

Terrorism Response Awareness Program (TRAP) is a training module included in [PEC Basic Orientation](#) and [PEC Core Compliance](#) training programs. It covers awareness training and sensitivity to potential terrorist activity.

### **Training Tracker**

This is PEC/Premier's on-line training tracking database where we track all PEC Basic Orientation, PEC Core Compliance and other industry standard training courses. In 2009 PEC's Training Tracker database was named as the official master database for housing all SafeLandUSA training.

### **TRIR (Total Recordable Incident Rate)**

Within the [SSQ](#) system, the TRIR is calculated by the number of [Recordable Cases](#) multiplied by 200,000 and then divided by the [Exposure Hours](#).

## **- U -**

### **USCG (United States Coast Guard)**

The *United States Coast Guard* (USCG) is a branch of the United States Armed Forces and one of seven uniformed services. It is unique among the military branches in that it has a maritime law enforcement mission (with jurisdiction both domestically and in international waters) and a federal regulatory agency mission as part of its mission set. Also see: [http://en.wikipedia.org/wiki/United\\_States\\_Coast\\_Guard](http://en.wikipedia.org/wiki/United_States_Coast_Guard).

## **- V -**

## **- W -**

## **- X -**

## **- Y -**

## **- Z -**