



# Glossary of Safety Terms



## **Glossary of Safety Terms**

### **Introduction**

The Australian Constructors Association is dedicated to promoting a sustainable construction industry for Australia. As part of this overarching goal, the Association's members believe that all industry participants should be actively involved in ensuring the health, safety and welfare of all people attending workplaces.

While Australian governments are moving towards complete harmonisation of safety legislation, there is still a way to go before the industry has achieved full commonality of legislative and administrative definitions and procedures. Pending this outcome, the Australian Constructors Association has decided that industry participants may benefit from being advised of the views of the Association regarding the definition of a number of safety terms commonly used or referred to within the industry.

This glossary has been prepared to assist industry participants to move towards greater consistency in the development of safety materials, including safety management plans and safe work method statements, as well as in developing and measuring their safety performance over time.

The glossary is not intended to be used as a definitive list of all relevant safety terms and it is recognised that individual industry participants may develop their own approach to safety terminology for implementation within their business operations.

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# A

Word/Phrase	Definition	Source
Administrative Controls	<p>Administrative controls are work methods or procedures that are designed to minimise risk of a hazard, but still rely on human behaviour to be effective.</p> <p>E.g. Procedures on how to operate machinery safely, limiting exposure time to a hazardous task, and using signs to warn people of a hazard.</p> <p>Administrative controls and Personal Protective Equipment (See: Personal Protective Equipment) should only be used:</p> <ul style="list-style-type: none"> <li>• when there are no other practical control measures available (as a last resort),</li> <li>• as an interim measure until a more effective way of controlling the risk can be used,</li> <li>• to supplement higher level control measures (as a back-up) (See: Hierarchy of Control).</li> </ul>	<p>Safe Work Australia, <a href="#">How to Manage Work Health and Safety Risks Code of Practice</a>, page 15.</p>
Asbestos	<p>The asbestiform varieties of mineral silicates belonging to the serpentine or amphibole groups of rock-forming minerals.</p> <p>These include actinolite asbestos, grunerite (or amosite) asbestos (brown), anthophyllite asbestos, chrysotile asbestos (white), crocidolite asbestos (blue) and tremolite asbestos.</p> <div style="text-align: center;">  <p><b>ASBESTOS</b>  CONTAINS ASBESTOS FIBRE  AVOID CREATING DUST  BREATHING ASBESTOS  DUST MAY CAUSE  SERIOUS DAMAGE  TO YOUR HEALTH  INCLUDING CANCER  SMOKING GREATLY  INCREASES THE RISK</p> </div>	<p>Safe Work Australia, <a href="#">How to Manage and Control Asbestos in the Workplace Code of Practice</a>, page 11.</p>

Asbestos was commonly mixed with cement to form products such as fibro sheets, pipes and gutters and under floor packing. It was also woven into fabric and used for pipe lagging, boiler insulation and loose roof insulation.

The use of asbestos has been banned in Australia since 31 December 2003.

The Work Health and Safety Regulation (NSW) 2011 and Codes of Practice use the following definitions for asbestos:

- [airborne asbestos](#) - any fibres of asbestos small enough to be made airborne
- [asbestos containing material](#) (ACM) - any material or thing that contains asbestos as part of its design
- **asbestos contaminated dust or debris** (ACD) - dust or debris that has settled within a workplace and is (or assumed to be) contaminated with asbestos
- **friable asbestos** - any asbestos material in a powder form or can be crumbled, pulverised or reduced to a powder by hand pressure when dry. Examples include: pipe lagging, limpet and fire door cores.
- **in situ asbestos** - asbestos or ACM fixed or installed in a structure, equipment or plant but does not include naturally occurring asbestos
- [naturally occurring asbestos](#) (NOA) - the natural geological occurrence of asbestos minerals found in association with geological deposits including rock, sediment or soil
- **non friable asbestos** - material containing asbestos that is not friable asbestos, including material containing asbestos fibres reinforced with a bonding compound such as, asbestos cement (fibro), brakes and vinyl floor tiles
- [respirable asbestos](#) - an asbestos fibre that:
  - is less than 3 microns ( $\mu\text{m}$ ) wide
  - is more than 5 microns ( $\mu\text{m}$ ) long
  - has a length to width ratio of more than 3:1.


[WorkCover NSW](#)

[Work Health and Safety Regulation \(NSW\) 2011](#), section 5.

<p>Audit</p>	<p>An audit is a systematic examination against defined criteria to determine whether activities and related results conform to planned arrangements and whether these arrangements are implemented effectively and are suitable to achieve the organisation's policy and objectives.</p> <p>Auditing is the most commonly used means for operators to check the performance of Safety Management Systems against their performance standards.</p> <p>Auditing should look at both implementation and functionality of the system.</p>	<p><b>AS/NZ 4801:2001</b> Occupational Health and Safety Management Systems: Specification with Guidance for use, page 3.</p> <p>Safe Work Australia, <a href="#">Guide for Major Hazard Facilities: Safety Management Systems</a>, 2012, page 18.</p>
<p>Average Time Lost</p>	<p>The Average Time Lost rate is the average time lost per occurrence of injury/disease. For the purposes of this calculation, an upper limit of 12 months off work should be assigned. This rate provides a measure of the severity of the occurrences being experienced in workplaces over time.</p> <p>Average Time Lost rates are a measure which provides an indication of the severity of lost-time injuries and diseases in terms of lost working time. They enable the monitoring of the occupational health and safety performance of the employer over time.</p> <p>The following formula should be applied:</p> $\frac{\text{Number of Working Days Lost}}{\text{Number of Occurrences in the Period}}$	<p><b>AS 1885.1 – 1990</b> Australian Standard Worksafe Australia National Standard: Workplace Injury and Disease Recoding Standard, pages 18 and 20.</p>



# B

Word/Phrase	Definition	Source
Benchmarking	<p>Benchmarking is a tool that allows organisations to assess their performance against their competitors.</p> <p>Benchmarking involves an examination of the methods, processes, procedures, and performance of an organisation.</p>	<p>Worksafe Australia <a href="#">Benchmarking Occupational Health and Safety</a> 1996, page 1.</p>
Best Practice	<p>Best practice is a comprehensive and integrated approach to continuous improvement in all facets of an organisation's operations.</p>	<p>Safe Work Australia <a href="#">Health and Safety Management Systems - An Analysis of System Types and Effectiveness</a> 1996, page 7.</p>
Biohazard	<p>Biological hazards are organic substances of natural origin that pose a threat to the health of humans and other living organisms.</p> <p>Biological hazards include viruses, such as HIV, hepatitis, Avian influenza, pathogenic micro-organisms, toxins, spores, fungi as well as bio-active substances such as toxins from plants or animal origin and spores.</p> <p>Biological hazards can also be considered to include biological vectors or transmitters of disease, such as human blood or tissue or live animals.</p> 	<p><a href="#">Safety Institute of Australia</a></p>



## C

Word/Phrase	Definition	Source
Capacity to Work	<p>The work which an injured worker is capable of undertaking as assessed by a treating doctor.</p> <p>It involves a present inability arising from an injury such that the worker is not able to return to his or her pre-injury employment but is able to return to work in suitable employment. (See also: Suitable Employment)</p>	NSW WorkCover, <a href="#">Work Capacity Guidelines 2013</a> , page 8.
Chronic	Occurring over a long time.	<a href="#">Agency for Toxic Substances and Disease Registry</a>
Chronic Disease	<p>An illness that is prolonged in duration, does not often resolve spontaneously, and is rarely cured completely. Chronic diseases are complex and varied in terms of their nature, how they are caused and the extent of their impact on the community.</p> <p>While some chronic diseases make large contributions to premature death, others contribute more to disability.</p> <p>Features common to most chronic diseases include:</p> <ul style="list-style-type: none"> <li>• complex causality, with multiple factors leading to their onset,</li> <li>• a long development period, for which there may be no symptoms,</li> <li>• a prolonged course of illness, perhaps leading to other health complications,</li> <li>• associated functional impairment or disability.</li> </ul>	Australian Institute of Health and Welfare (2012). <a href="#">Risk factors contributing to chronic disease</a> , page 5.
Chronic Exposure	Contact with a substance that occurs continually over a long period of time.	<a href="#">Agency for Toxic Substances and Disease Registry</a>
Common Law	The law which is based on decisions of courts in previous cases rather than	Legal Aid, Queensland

	contained in an Act of Parliament.	<a href="http://www.legalaid.qld.gov.au/legalinformation/Pages/Dictionary.aspx?qWord=C">http://www.legalaid.qld.gov.au/legalinformation/Pages/Dictionary.aspx?qWord=C</a>
Competent Person	A person who has acquired, through training, qualification or experience, the knowledge and skills to carry out a task.	WorkCover NSW <a href="http://www.workcover.nsw.gov.au/newlegislation2012/health-and-safety-topics/asbestos/Pages/default.aspx">http://www.workcover.nsw.gov.au/newlegislation2012/health-and-safety-topics/asbestos/Pages/default.aspx</a>
Consequence	<p>A consequence is the effect of an event. An event can lead to a range of consequences. A consequence can be certain or uncertain and can have positive or negative effects. Initial consequences can escalate through knock-on effects.</p> <p>Risk treatments that deal with negative consequences are sometimes referred to as 'risk mitigation', 'risk elimination', 'risk prevention' and 'risk reduction'.</p>	<b>ISO Guide 73-2009</b> Risk Management- Vocabulary, Pages 7 and 10.
Construction Site	Construction site means a workplace at which construction work is done and includes any adjoining area where plant or other materials used or to be used in connection with that work are located or kept and over which the main contractor has control for the purpose of doing the construction work.	See <a href="#">Occupational Safety and Health Regulations 1996 (WA)</a> clause 1.3
Construction Work	<p>Construction work means any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure.</p> <p>Construction work includes the following:</p> <ul style="list-style-type: none"> <li>(a) any installation or testing carried out in connection with an activity referred to in subclause (1),</li> <li>(b) the removal from the workplace of any product or waste resulting from demolition,</li> <li>(c) the prefabrication or testing of elements, at a place specifically established</li> </ul>	See <a href="#">Work Health and Safety Regulation 2011</a> Chapter 6 clause 289

	<p>for the construction work, for use in construction work,</p> <p>(d) the assembly of prefabricated elements to form a structure, or the disassembly of prefabricated elements forming part of a structure,</p> <p>(e) the installation, testing or maintenance of an essential service in relation to a structure,</p> <p>(f) any work connected with an excavation,</p> <p>(g) any work connected with any preparatory work or site preparation (including landscaping as part of site preparation) carried out in connection with an activity referred to in subclause (1),</p> <p>(h) an activity referred to in subclause (1), that is carried out on, under or near water, including work on buoys and obstructions to navigation.</p> <p>Construction work <b>does not</b> include any of the following:</p> <p>(a) the manufacture of plant,</p> <p>(b) the prefabrication of elements, other than at a place specifically established for the construction work, for use in construction work,</p> <p>(c) the construction or assembly of a structure that once constructed or assembled is intended to be transported to another place.</p> <p>(d) testing, maintenance or repair work of a minor nature carried out in connection with a structure,</p> <p>(e) mining or the exploration for or extraction of minerals.</p>	
Consultation	<p>A two-way process between employers and workers where they:</p> <ul style="list-style-type: none"> <li>• Talk to each other about health and safety matters</li> <li>• Listen to each other's concerns</li> <li>• Seek and share views and information, and</li> <li>• Consider one another's statements before making decisions.</li> </ul> <p>Consultation requires:</p> <p>(a) that relevant information about the matter is shared with workers, and</p> <p>(b) that workers be given a reasonable opportunity:</p> <p>(i) to express their views and to raise work health or safety issues in relation to</p>	<p>Safe Work Australia,  <a href="#">Work Health and Safety Consultation, Cooperation and Coordination Code of Practice</a>, page 7.</p> <p><a href="#">Work Health and Safety Act (NSW) 2011, section</a></p>

	<p>the matter, and  (ii) to contribute to the decision-making process relating to the matter, and  (c) that the views of workers are taken into account by the person conducting the business or undertaking, and  (d) that the workers consulted are advised of the outcome of the consultation in a timely manner.</p>	<a href="#">48</a>
Continual Improvement	<p>A process of enhancing the Work Health Safety Management System to achieve improvements in overall work health safety performances, in line with an organisation's WHS policy.</p> <p>Note: The process need not take place in all areas of activity simultaneously.</p>	<p><b>AS/NZ 4801:2001</b>  Occupational Health and Safety Management Systems: Specification with Guidance for use, page 3.</p>
Contractor	<p>A contractor is someone who is self-employed and provides services to clients. This is also known as subcontracting or independent contracting.</p>	<p>Fair Work Ombudsman  <a href="https://www.fairwork.gov.au/employment/independent-contractors/pages/default.aspx">https://www.fairwork.gov.au/employment/independent-contractors/pages/default.aspx</a></p>
Control Measure	<p>A system or method put into place which controls risk in a manner that is reasonably practicable in the circumstances.</p> <p>Control measures are an integral part of the Hierarchy of Control (See: Hierarchy of Control).</p>	<p>Safe Work Australia,  <a href="#">Code of Practice: How to Manage Work Health and Safety Risks</a>, 2011, page 4.</p>
Controlled Document	<p>Documents which are required by an organisation's quality management system to have their distribution controlled.</p>	<p><b>AS/NZS ISO 9001: 2008</b>  Quality Management Systems- Requirements, page 3.</p>
Corrective Action	<p>Action taken to eliminate the causes of nonconformities in order to prevent recurrence. Corrective Actions should be appropriate to the effects of the non-conformities encountered.</p>	<p><b>AS/NZS ISO 9001: 2008</b>  Quality Management Systems- Requirements, page 14.</p>

Crisis	A crisis (or critical incident) is any event or series of events that is sudden, overwhelming, threatening or protracted. This may be an assault, threats, severe injury, death, fire or a bomb threat	<a href="http://www.betterhealth.vic.gov.au/bhcv2/bhcarticles.nsf/pages/Workplace_safety_coping_with_a_critical_incident">http://www.betterhealth.vic.gov.au/bhcv2/bhcarticles.nsf/pages/Workplace_safety_coping_with_a_critical_incident</a>
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## D

Word/Phrase	Definition	Source
Dangerous Incident	<p>A dangerous incident is an incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to:</p> <ul style="list-style-type: none"> <li>a) an uncontrolled escape, spillage or leakage of a substance; or</li> <li>b) an uncontrolled implosion, explosion or fire; or</li> <li>c) an uncontrolled escape of gas or steam; or</li> <li>d) an uncontrolled escape of a pressurised substance; or</li> <li>e) electric shock that is not a serious electrical incident or a dangerous electrical event; or</li> <li>f) the fall or release from a height of any plant, substance or thing ; or</li> <li>g) the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations; or</li> <li>h) the collapse or partial collapse of a structure; or</li> <li>i) the collapse or failure of an excavation or of any shoring supporting an excavation; or</li> <li>j) the inrush of water, mud or gas in workings, in an underground excavation or tunnel; or</li> <li>k) the interruption of the main system of ventilation in an underground excavation or tunnel; or</li> <li>l) any other event prescribed under a regulation;</li> </ul> <p>but does not include an incident that results in the death of, or serious injury/illness to, a worker (see: Notifiable incident).</p>	<p><a href="#">Workplace Health and Safety Act (QLD) 2011 s37</a></p> <p>Department of Justice and Attorney General Queensland</p> <p><a href="http://www.deir.qld.gov.au/workplace/incidents/incidents/notify/index.htm">http://www.deir.qld.gov.au/workplace/incidents/incidents/notify/index.htm</a></p>

Days Lost	The total number of working days (irrespective of the number of hours that would normally have been worked each day) that were lost as a result of the injury/disease up to a maximum of 12 months (220 days) for any individual occurrence.	<b>AS 1885.1 – 1990</b> Australian Standard Worksafe Australia National Standard: Workplace Injury and Disease Recoding Standard, Page 20.
Designer (plant)	<p>A designer is a person conducting a business or undertaking whose profession, trade or business involves them in:</p> <ul style="list-style-type: none"> <li>• preparing sketches, plans, drawings or models including prototypes for plant to be used, or could reasonably be expected to be used at a workplace including variations to a plan or changes to the plant, and</li> <li>• making decisions—for incorporation into a design—that may affect the health or safety of people who manufacture, use or carry out other activities with the plant.</li> </ul> <p>Designers include design professionals like engineers, industrial designers and designers of plant systems, for example software and electrical systems.</p> <p>A person will also have the duties of a designer if they change the design during manufacture or change existing plant so that new measures for controlling risk are needed.</p>	Safe Work Australia, <a href="#">Guide for Safe Design of Plant</a> , page 1
Designer (structure)	<p>A designer is a person, being a legal entity or natural person, whose profession, trade or business involves them in:</p> <ul style="list-style-type: none"> <li>• preparing designs for structures, including variations to a plan or changes to a structure; or</li> <li>• arranging for people under their control to prepare designs for structures.</li> </ul> <p>Designers include but are not limited to:</p>	Workplace Health and Safety Queensland, <a href="#">Guide to the Workplace Health and Safety Obligations of Designers of Structures</a> , 2007 at page 8.

	<ul style="list-style-type: none"> <li>• anyone who specifies or alters a design, or who specifies the use of a particular method of work or material (e.g. a quantity surveyor who insists on specific material or a client who stipulates a particular layout, a town planner)</li> <li>• anyone specifying or designing how demolition, dismantling work, structural alteration or the formation of openings is to be carried out</li> <li>• architects, building designers, geotechnical engineers, civil and structural engineers, building surveyors, landscape architects and all other design practitioners contributing to, or having overall responsibility for, any part of the design (e.g. drainage engineers designing the drain for a new development)</li> <li>• building service designers, engineering practices or others designing fixed plant (including ventilation and electrical systems and permanent fire extinguisher installations)</li> <li>• contractors carrying out design work as part of their contribution to a project (e.g. an engineering contractor providing design, procurement and construction management services)</li> <li>• temporary works engineers, including those designing formwork, falsework, scaffolding and sheet piling</li> <li>• interior designers, including shopfitters who also help with the design.</li> </ul>	
Due Diligence	<p>Due diligence means taking every precaution that is reasonable in the circumstances to protect the health, safety and welfare of all workers and others who could be put at risk from work carried out as part of the business or undertaking.</p> <p>Some general measures to comply with the WHS Act and demonstrate due diligence include:</p> <ul style="list-style-type: none"> <li>• setting up a well-documented system for identifying, reporting, and responding to all actual and potential hazards in the workplace</li> <li>• ensuring safe practices, procedures and controls are in place that are specific to the hazards in your workplace that either meet or exceed the requirements set out in the WHS legislation—including relevant approved Codes of Practice</li> <li>• providing ongoing instruction and training to supervisors, managers and workers</li> </ul>	<p>ComCare Australia  <a href="http://www.comcare.gov.au/WHS/guidance_and_resources/guidance/guidance_for_officers_in_exercising_due_diligence/where_to_start_and_what_does_it_mean_to_you">http://www.comcare.gov.au/WHS/guidance_and_resources/guidance/guidance_for_officers_in_exercising_due_diligence/where_to_start_and_what_does_it_mean_to_you</a></p> <p>Barry Sherriff, '<a href="#">Promoting Effective Health and</a></p>



	<ul style="list-style-type: none"> <li>communicating regularly with workers about foreseeable health and safety hazards</li> <li>allocating adequate time and resources for health and safety, including health and safety committees</li> <li>monitoring and auditing health and safety programs on a regular basis</li> </ul>	<a href="#">Safety Leadership – Using the Platform in the Model Work Health and Safety Act</a> , In press, Safe Work Australia, 15 April 2011, 9.
Duration Rate	See Average Time Lost.	
Duty of Care	<p>The obligation on a person conducting a business or undertaking to ensure, so far as is reasonably practicable, the health and safety of –</p> <p>a) workers engaged, or caused to be engaged, by the person; and</p> <p>b) workers whose activities in carrying out work are influenced or directed by the person;</p> <p>while the workers are at work in the business or undertaking.</p>	<a href="#">Work Health and Safety Act (ACT) 2011</a> , section 19.


## E

Word/Phrase	Definition	Source
Emergency	<p>An emergency is a situation that harms (or threatens to harm) people, property or the environment.</p> <p>The term applies to an incident or circumstance that causes a facility's emergency plan to be activated.</p> <p>Other circumstances, such as a minor spill of hazardous material on-site which is dealt with by standard operating procedures without the need to activate the emergency plan, would not be regarded as an emergency.</p>	Safe Work Australia, <a href="#">Guide for Major Hazard Facilities: Emergency Plans</a> , 2012, page 6.
Employee	An individual who works in a business and is a part of the business. They are not running their own business.	<a href="#">Australian Taxation Office</a>
Engineering Controls	An engineering control is a control measure that is physical in nature, including a	Safe Work Australia, <a href="#">How</a>

	<p>mechanical device or process, and doesn't rely on human behaviour to be effective (See: Hierarchy of Control).</p> <p>E.g. Use of mechanical devices such as trolleys or hoists to move heavy loads; placing guards around moving parts of machinery; installing residual current devices (electrical safety switches).</p>	<p><a href="#">to Manage Work Health and Safety Risks Code of Practice</a>, page 15.</p>
Ergonomic	<p>Ergonomics is the design of equipment, processes and environments so that tasks and activities required of people are within their limitations but also make the best use of their capabilities.</p> <p>In the workplace the application of ergonomics aims to promote health, efficiency and wellbeing in workers.</p>	<p>WorkSafe Australia, McPhee B, <a href="#">Ergonomics for the Control of Sprains and Strains in Mining</a>, 1993, page 4.</p>

## F

Word/Phrase	Definition	Source
Fall Arrest	<p>The use of a device(s) to arrest a fall from height. This could comprise a harness and shock absorbing lanyard.</p> <p>Fall arrest is a controlled stop after a person has fallen (and before they hit something solid).</p>	<b>AS/NZ 1891.4</b>
Fall Restraint	<p>The use of a device to prevent a person(s) from being at risk of a fall from height.</p> <p>Fall restraint is where a person can't fall, because their equipment prevents them reaching an edge or penetration from which they could fall.</p>	<b>AS/NZ 1891.4</b>
Fatality	<p>A fatality is a work-related occurrence that results directly or indirectly in the death of a person (also includes deaths due to natural causes which occur on the project site).</p>	Office of the Federal Safety Commissioner, <a href="#">Guide for Completing the</a>

		<a href="#">OFSC Incident Report</a> , page 3.
Fatigue	<p>Fatigue is an acute and/or ongoing state of tiredness that leads to mental or physical exhaustion and prevents people from functioning within normal boundaries.</p> <p>Working long hours, with intense mental or physical effort, or during some or all of the natural time for sleep, can cause fatigue.</p> <p>Fatigue can be caused by work-related factors, factors outside work and/or a combination of both, and may accumulate over time.</p>	Work Cover New South Wales and Work Safe Victoria, <a href="#">Fatigue Prevention in the Workplace</a> , page 1.
First Aid	<p>The immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers.</p> 	Safe Work Australia, <a href="#">First Aid in the Workplace Code of Practice</a> , page 3.
First Aid Injury (FAI)	<p>A First Aid Injury is recorded when first aid treatment is required as a result of a work-related injury. OSHA determines First Aid to mean the following treatments:</p> <ul style="list-style-type: none"> <li>• Visit(s) to a health care provider for the sole purpose of observation,</li> <li>• Diagnostic procedures, including the use of prescription medications solely for diagnostic purposes,</li> <li>• Use of non-prescription medications including antiseptics,</li> <li>• Simple administration of oxygen,</li> <li>• Administration of tetanus/diphtheria shot(s) or booster(s),</li> <li>• Cleaning, flushing or soaking wounds on skin surface,</li> </ul>	International Council on Mining and Minerals, <a href="#">Health and Safety: Performance Indicator Definitions</a> , page 18.

	<ul style="list-style-type: none"> <li>• Use of wound coverings such as bandages, gauze pads etc,</li> <li>• Use of hot and cold therapy e.g. compresses, soaking, whirlpools, non-prescription creams/lotions of local relief except for musculoskeletal disorders,</li> <li>• Use of any totally non-rigid, non-immobilizing means of support e.g. elastic bandages,</li> <li>• Drilling or a nail to relieve pressure for subungual haematoma,</li> <li>• Use of eye patches,</li> <li>• Removal of foreign bodies embedded in the eye if only irrigation or removal with a cotton swab is required,</li> <li>• Removal of splinters or foreign material from areas other than the eyes by irrigation, tweezers, cotton swabs or other simple means.</li> </ul> <p>All of the above are regarded as First Aid Injuries, regardless of the health care provider, who may be a physician, nurse or other health care provider.</p>	
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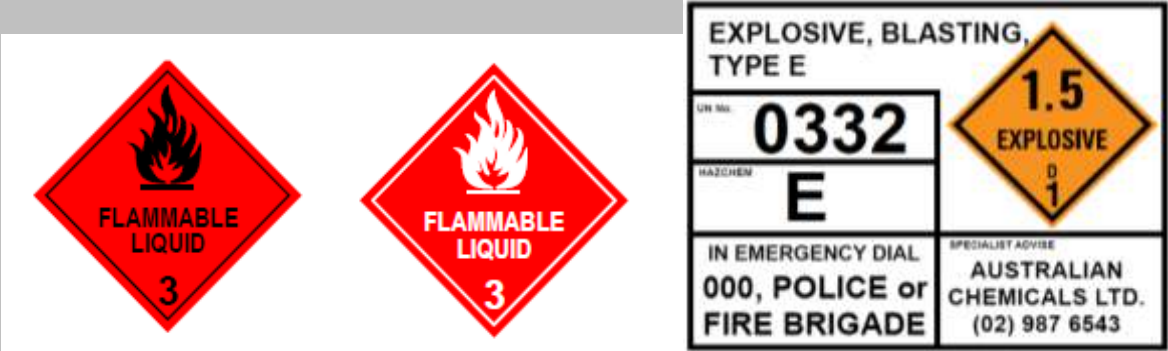
## G

Word/Phrase	Definition	Source
Guidance Note	Material providing solutions for controlling hazards in the workplace and advice for duty-holders on how to meet their legal obligations.	<a href="#">Work Safe Victoria</a>

## H

Word/Phrase	Definition	Source
Hazard	Hazard means a situation or thing that has the potential to harm a person. Hazards at work may include: noisy machinery, a moving forklift, chemicals, electricity, working at heights, a repetitive job, bullying and violence at the workplace.	Safe Work Australia, <a href="#">How to Manage Work Health and Safety Risks</a> , page 4.

	e.g. The <i>hazard</i> is electricity- the <i>risk</i> is a combination of the likelihood that a person may receive the consequence of an electric shock, burns or electrocution because of exposure to electrical wires that are inadequately insulated.	
Hazardous Chemicals	<p>Workplace hazardous chemicals are substances, mixtures and articles used in the workplace that can be classified according to their health and physicochemical hazards.</p> <p>Health hazards are hazards like skin irritants, carcinogens or respiratory sensitisers that have an adverse effect on a worker's health as a result of direct contact with or exposure to the chemical, usually through inhalation, skin contact or ingestion. Physicochemical hazards generally result from the physical or chemical properties, like flammable, corrosive, oxidising or explosive substances).</p>	<a href="#">Safe Work Australia</a>
Hazardous Substance	<p>A hazardous substance is a substance that has been classified as hazardous in accordance with the <a href="#">Approved Criteria for Classifying Hazardous Substances [NOHSC:1008(2004)]</a>.</p> <p>The classification used by the <i>Approved Criteria</i> is based on the health effects of the substance (i.e. toxicology).</p> <p>Substances which have an exposure standard listed in the <a href="#">Adopted National Exposure Standards For Atmospheric Contaminants In The Occupational Environment [NOHSC:1003(1995)]</a> may also be considered hazardous substances.</p>	<a href="#">Safe Work Australia</a>

		
<p>Hazchem Code</p>	<p>The Hazchem Code is fully titled 'Hazchem Emergency Action Code'.</p> <p>The Hazchem Code is a labelling system which reflects the initial response recommended in a dangerous situation such as leakage, spillage or fire involving the dangerous goods to which it relates. It offers guidance only on emergency responses.</p> <div data-bbox="524 810 1688 1161" style="text-align: center;">  </div> <p>Images from: Australian Workplace Relations Ministers' Council, <a href="#">Australian Code for the Transportation of Explosives by Road and Rail</a>, 3<sup>rd</sup> Edition, 2009, pages 31, 37.</p>	<p>Australian Workplace Relations Ministers' Council, <a href="#">Australian Code for the Transportation of Explosives by Road and Rail</a>, 3<sup>rd</sup> Edition, 2009, page 243.</p>
<p>Health</p>	<p>Health is a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity.</p>	<p><a href="#">Preamble to the Constitution of the World Health Organization</a></p>

		<a href="#">as adopted by the International Health Conference</a> , New York, 19-22 June, 1946; signed on 22 July 1946 by the representatives of 61 States (Official Records of the World Health Organization, no. 2, p. 100) and entered into force on 7 April 1948.
Health and Safety Committee	<p>A body which brings together workers and managers to assist in the development and review of health and safety policies and procedures for the workplace.</p> <p>The benefits of a health and safety committee include:</p> <ul style="list-style-type: none"> <li>• having regular, planned and structured discussions about health and safety matters,</li> <li>• Encouraging a co-operative approach to health and safety,</li> <li>• Bringing together a group of worker and business representatives to collaboratively discuss and develop ways of improving the systems for managing health and safety at the workplace, and</li> <li>• Encourage the development and retention of corporate knowledge on health and safety matters for the workplace.</li> </ul>	<a href="#">Safe Work Australia, Work Health and Safety Consultation, Cooperation and Coordination Code of Practice</a> , pages 14-15.
Health and Safety Representative	A worker elected by their agreed or designated Work Group to represent them in respect to Workplace Health and Safety matters for an allocated time during a particular undertaking.	<a href="#">Model Work Health and Safety Act</a> , s4 and s50.
Health Monitoring	<p>Health monitoring means monitoring of a person to identify changes in the person's health status because of exposure to certain substances.</p> <p>Health monitoring may include:</p> <ul style="list-style-type: none"> <li>• consultation, for example, answering questions regarding previous occupational and medical history or lifestyle, for example dietary, smoking and drinking habits and discussing with the worker how this may affect their</li> </ul>	<a href="#">Safe Work Australia, Health Monitoring for Exposure to Hazardous Chemicals 2013</a> , page 2.



- health
  - a physical examination, for example skin checks or a spirometry (lung function) test
  - clinical tests, for example, urine or blood samples
  - X-rays.

Hierarchy of Control

The Hierarchy of Control is a ranking system for the ways of controlling risks which rate them from the highest level of protection and reliability to the lowest.

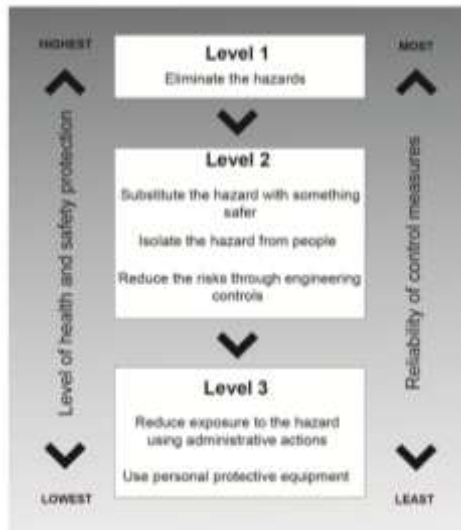


Image from: Safe Work Australia, [How to Manage Work Health and Safety Risks Code of Practice](#), page 14.

**Level 1** control measures are the most effective, as they eliminate the hazard altogether. Level 2 and 3 control measures do not eliminate the hazard, but instead manage the risk.

**Level 2** control measures are more effective than Level 3 as they do not rely on human behaviour to be effective. They should be used whenever it is not reasonably

Safe Work Australia, [How to Manage Work Health and Safety Risks Code of Practice](#), page 14.

	<p>practicable to eliminate the hazard.</p> <p><b>Level 3</b> controls are the least effective as they rely on human behaviour. They should only be used as a supplement to Level 2 control measures, or when Level 2 control measures are not reasonably practicable.</p>	
<p>High Risk Construction Work</p>	<p>High risk construction work means construction work that:</p> <ul style="list-style-type: none"> <li>(a) involves a risk of a person falling more than 2 metres, or</li> <li>(b) is carried out on a telecommunication tower, or</li> <li>(c) involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure, or</li> <li>(d) involves, or is likely to involve, the disturbance of asbestos, or</li> <li>(e) involves structural alterations or repairs that require temporary support to prevent collapse, or</li> <li>(f) is carried out in or near a confined space, or</li> <li>(g) is carried out in or near: <ul style="list-style-type: none"> <li>(i) a shaft or trench with an excavated depth greater than 1.5 metres, or</li> <li>(ii) a tunnel, or</li> </ul> </li> <li>(h) involves the use of explosives, or</li> <li>(i) is carried out on or near pressurised gas distribution mains or piping, or</li> <li>(j) is carried out on or near chemical, fuel or refrigerant lines, or</li> <li>(k) is carried out on or near energised electrical installations or services, or</li> <li>(l) is carried out in an area that may have a contaminated or flammable atmosphere, or</li> <li>(m) involves tilt-up or precast concrete, or</li> <li>(n) is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians, or</li> <li>(o) is carried out in an area at a workplace in which there is any movement of powered mobile plant, or</li> <li>(p) is carried out in an area in which there are artificial extremes of temperature, or</li> <li>(q) is carried out in or near water or other liquid that involves a risk of drowning,</li> </ul>	<p>See <a href="#">Work Health and Safety Regulation 2011</a> Chapter 6 clause 291</p>

	or (r) involves diving work.	
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Word/Phrase	Definition	Source
Improvement Notice	<p>A formal notice mandating a change in practice or behaviour in order to remedy non-compliance or potential non-compliance with Workplace Health and Safety requirements. These include:</p> <p><b>Provisional Improvement Notices (PINs):</b> A notice issued by a nominated Health and Safety Representative (see above: Health and Safety Representative) requiring a person to remedy a contravention or likely contravention of the WHS Act.</p> <p>A PIN may only be issued after consulting with the person about remedying the contravention or likely contravention.</p> <p><b>Improvement Notices:</b> A notice issued by an inspector appointed by a regulator requiring a person to remedy a contravention or likely contravention of the WHS Act.</p>	<p><a href="#">Occupational Health and Safety Act (VIC) 2004</a>, s60.</p> <p><a href="#">Work Health and Safety Act (QLD) 2011</a>, s 191.</p>
Incident	Any unplanned event resulting in, or having a potential for injury, ill-health, damage or other loss.	<b>AS/NZ 4801:2001</b> Occupational Health and Safety Management Systems: Specification with Guidance for use, page 4.
Incident Management	A process involving the reporting, investigation, analysis and follow-up of incidents.	Safe Work Australia, <a href="#">Guide for Major Hazard Facilities: Safety Management Systems</a> ,

		2012, page 8.
Induction	<p>The instruction and training required to ensure people can work safely on construction sites. There are three basic categories:</p> <p><b>General Industry WHS Induction/Safety Awareness Training</b> providing persons entering the construction industry with a basic knowledge of requirements under work health and safety or equivalent occupational health and safety laws, the common hazards and risks likely to be encountered on construction sites and how these risks should be controlled.</p> <p><b>Site Induction</b> provides information and instruction to anyone that will undertake work on a specific construction site with a knowledge of the Principal (Main) Contractor's rules and procedures for site safety, emergency management, supervisory and reporting arrangements and other site-specific issues.</p> <p><b>Task-Specific Induction</b> provides information and instruction to anyone undertaking a particular construction work activity of the hazards and risks related to the activity and the specific control measures relating to that task to be implemented to make the task safe.</p>	<p>Safe Work Australia, <a href="#">National Code of Practice for Induction for Construction Work</a>, 2007, page 3.</p>
Inherent Risk	The risks surrounding an activity without any controls in place. (see: Hierarchy of Control)	<p>NSW Trade &amp; Investment: Mine Safety, <a href="#">Minerals Industry Safety &amp; Health Risk Management Guideline</a> 2011, page 19.</p>
Injury	A condition of harm to the person brought about by external causes.	<p>Safe Work Australia, <a href="#">Work-Related Traumatic Injury Fatalities</a>, Australia 2010-11, 2012, page iii.</p>
Injury Management	A process targeted at ensuring the prompt, safe and durable return to work of an injured worker.	<p>WorkCover NSW <a href="http://www.workcover.nsw.gov.au">http://www.workcover.nsw.gov.au</a></p>

	<p>It includes:</p> <ul style="list-style-type: none"> <li>• treatment of the injury</li> <li>• rehabilitation back to work</li> <li>• retraining into a new skill or new job</li> <li>• management of the workers compensation claim</li> <li>• the employment practices of the employer.</li> </ul>	<a href="http://www.gov.au/injuriesclaims/injurymanagement/Pages/default.aspx">w.gov.au/injuriesclaims/injurymanagement/Pages/default.aspx</a>
Isolation Procedure	<p>An isolation procedure is a set of predetermined steps that should be followed where workers are required to perform tasks such as maintenance, repair, installation, service and cleaning of plant.</p> <p>Isolation procedures involve the isolation of all forms of potentially hazardous energy (e.g. electricity, steam, compressed air and fluids under pressure) so that the plant does not move or start up accidentally. Isolation of plant also ensures that entry to a restricted area is controlled while the specific task is being carried out.</p>	<p>Safe Work Australia, <a href="#">Draft Code of Practice Managing Risks of Plant in the Workplace</a>, 2011, page 26.</p>

## J

Word/Phrase	Definition	Source
Job Safety Analysis (JSA)	<p>A Job Safety Analysis (JSA) involves looking at the work task and considering what is the safest way to complete it.</p> <p>It is a way of becoming aware of the hazards involved in doing the job and taking action to prevent an injury.</p>	<p>WorkSafe Victoria  <a href="http://www.worksafe.vic.gov.au/safety-and-prevention/health-and-safety-topics/job-safety-analysis">http://www.worksafe.vic.gov.au/safety-and-prevention/health-and-safety-topics/job-safety-analysis</a></p>
Jurisdiction	<p>The geographical locality within which a court order or legislation can be enforced.</p>	<p>Legal Aid, Queensland  <a href="http://www.legalaid.qld.gov.au/legalinformation/Pages/Dictionary.aspx#gWor">http://www.legalaid.qld.gov.au/legalinformation/Pages/Dictionary.aspx#gWor</a></p>

## K

Word/Phrase	Definition	Source
Key Performance Indicator	<p>A tool for measuring and monitoring performance.</p> <p>The following characteristics are suggested as a basis for judging the quality of a WHS performance indicator such as a KPI:</p> <ul style="list-style-type: none"> <li>• <b>reliable</b> - indicators should be based on well-established principles and be applicable over a wide range of project situations</li> <li>• <b>relevant</b> - indicators should relate to the important OHS features of the project</li> <li>• <b>simple</b> - they should not be overly complex otherwise they will be less used and take more time and effort to apply. Simple indicators can facilitate communication and feedback about OHS</li> <li>• <b>direct</b> - they should be closely linked to project OHS objectives and targets</li> <li>• <b>understandable</b> - users should know exactly what indicators represent and how to determine their value</li> <li>• <b>practical</b> - the information required should be easily available and well based.</li> </ul>	<p>Office of the Federal Safety Commissioner, <a href="#">Booklet 3 Design and Procurement Stage The Model Client: Promoting Safe Construction</a>, page 40.</p>

## L

Word/Phrase	Definition	Source
Lag Indicator	<p>The measurement of processes linked to the outcomes of past events that provide data on past performance.</p>	<p>Construction Industry Institute, <a href="#">Implementing Active Leading Indicators</a>, 2012, page 1.</p>

Lead Indicator	Measurements of processes, activities and conditions that define performance and can predict future results. These measurements provide guidance on where corrective interventions are needed in order to boost performance.	Construction Industry Institute, <a href="#">Implementing Active Leading Indicators</a> , 2012, page 1.
Likelihood	<p>The probability of an event occurring.</p> <p>The likelihood that someone will be harmed can be estimated by considering the following:</p> <ul style="list-style-type: none"> <li>• How often is the task done? Does this make the harm more or less likely?</li> <li>• How often are people near the hazard? How close do people get to it?</li> <li>• Has it ever happened before, either in your workplace or somewhere else? How often?</li> </ul>	<p>Safe Work Australia, <a href="#">How to Manage Work Health and Safety Risks Code of Practice</a>, page 12.</p> <p>Australian Safety and Compensation Council, <a href="#">National Code of Practice for the Prevention of Falls in General Construction</a>, 2008, page 77.</p>
Lost Time Injury/Disease	A work-related occurrence that results in a permanent disability, injury or fatality resulting in time lost from work of one day/shift or more.	Office of the Federal Safety Commissioner, <a href="#">Guide for Completing the OFSC Incident Report</a> , page 3.
Lost Time Injury Frequency Rate	<p>Lost-time injury frequency rate is the number of lost-time injuries within a given reporting period divided by the total number of productivity hours worked in the same reporting period multiplies by one million.</p> <p>NOTE: the number of hours worked in the period refers to total productivity hours. Productivity hours for the purpose of calculating LTIFR are all hours physically worked in the workplace during the reporting period. Persons who are absent from work on paid or unpaid leave for the reporting period should not be included.</p>	Safe Work Australia <a href="http://www.safeworkaustralia.gov.au/sites/swa/statistics/ltifr/pages/lost-time-injury-frequency-rates">http://www.safeworkaustralia.gov.au/sites/swa/statistics/ltifr/pages/lost-time-injury-frequency-rates</a>



# M

Word/Phrase	Definition	Source
Manual Handling	<p>Manual handling means using your body to exert force to handle, support or restrain any object, including people or animals.</p> <p>It includes lifting, pushing, pulling, holding, lowering, throwing, carrying, packing, typing, assembling, cleaning, sorting and using tools.</p> <p>The term is not limited to handling heavy objects. Pruning plants, stacking items onto a shelf, helping a patient into a bath and even using a keyboard are all examples of manual handling.</p> <p><b>Hazardous manual handling</b> involves:</p> <ul style="list-style-type: none"> <li>• repetitive or sustained application of force, awkward postures or movements</li> <li>• tasks that people would find difficult due to the degree of force applied (high force)</li> <li>• exposure to sustained vibration</li> <li>• manual handling of live people or animals</li> <li>• manual handling of unstable loads that are difficult to grasp or hold.</li> </ul> <p><b>Hazardous manual task</b> means a task that requires a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal or thing that involves 1 or more of the following:</p> <ol style="list-style-type: none"> <li>(a) repetitive or sustained force,</li> <li>(b) high or sudden force,</li> <li>(c) repetitive movement,</li> <li>(d) sustained or awkward posture,</li> <li>(e) exposure to vibration.</li> </ol>	<p>WorkSafe Victoria  <a href="http://www.worksafe.vic.gov.au/safety-and-prevention/health-and-safety-topics/manual-handling/what-is-manual-handling">http://www.worksafe.vic.gov.au/safety-and-prevention/health-and-safety-topics/manual-handling/what-is-manual-handling</a></p> <p>WorkCover NSW  <a href="#">Hazardous Manual Tasks Code of Practice</a></p> <p>See <a href="#">Work Health and Safety Regulation 2011</a> clause 5</p>
Material Safety Data	Under WHS legislation, these are known only as Safety Data Sheets. See: Safety	

Sheet	Data Sheet.	
Medical Treatment Injury (MTI)	<p>A work-related occurrence that results in treatment by, or under the order of, a qualified medical practitioner (see below: Qualified Medical Practitioner), or any injury that could be considered as being one that would normally be treated by a medical practitioner but does not result in the loss of a full day/shift.</p> <p>Medical treatment includes physical injuries as well as instances such as where a worker experiences psychological stress due to witnessing a traumatic event or being a victim of bullying.</p>	<p>Office of the Federal Safety Commissioner, <a href="#">Guide for Completing the OFSC Incident Report</a>, page 2.</p>
Mindful Organisation	<p>An organisational culture that can improve safety by awareness or “mindfulness” and encourages engagement throughout the organisation by sharing information, promoting flexibility and innovation and supporting honesty and transparency through a “no blame” approach.</p>	<p><a href="#">Promoting effective health and safety leadership: using the platform in the model Work Health and Safety Act</a> <i>Barry Sherriff, Norton Rose (March 2011)</i></p>
Musculoskeletal Disorder	<p>A musculoskeletal disorder means an injury to, or a disease of, the musculoskeletal system, whether occurring suddenly or over time. It does not include an injury caused by crushing, entrapment (such as fractures and dislocations) or cutting resulting from the mechanical operation of plant.</p> <p>MSDs may include conditions such as:</p> <ul style="list-style-type: none"> <li>• sprains and strains of muscles, ligaments and tendons,</li> <li>• back injuries, including damage to the muscles, tendons, ligaments, spinal discs, nerves, joints and bones,</li> <li>• joint and bone injuries or degeneration, including injuries to the shoulder, elbow, wrist, hip, knee, ankle, hands and feet</li> <li>• nerve injuries or compression (e.g. carpal tunnel syndrome)</li> <li>• muscular and vascular disorders as a result of hand-arm vibration</li> <li>• soft tissue hernias</li> <li>• chronic pain.</li> </ul>	<p>WorkCover NSW <a href="#">Hazardous Manual Tasks Code of Practice</a></p>

# N

Word/Phrase	Definition	Source
Near hit/miss	<p>A dangerous incident that occurs in a workplace where a person is exposed to a serious risk from immediate or imminent exposure to a hazard (See: Dangerous Incident).</p> <p>For most hazards such as plant or a structural collapse a person will need to be in the immediate vicinity to be exposed to a serious risk to their health or safety.</p>	<p>Safe Work Australia, <a href="#">Incident Notification Fact Sheet</a>, page 4.</p>
Non Disturbance Notice	<p>A notice issued for the site of an incident where an inspector considers that it should remain undisturbed in order to facilitate investigation of an incident.</p>	<p>Safe Work Australia, <a href="#">Incident Notification Fact Sheet</a>, page 7.</p>
Notifiable Incident	<p>A notifiable incident is one resulting in the death of a person, a serious injury or illness of a person, or a near miss event/dangerous incident, that is required to be notified under the WHS legislation covering notifiable incidents in the jurisdiction in which the project is being undertaken. (See also: Dangerous Incident)</p> <p>In <b>Victoria</b>, a notifiable incident also includes:</p> <ul style="list-style-type: none"> <li>• the theft of explosives</li> <li>• injuries caused by explosives</li> <li>• any release of dangerous goods</li> <li>• incidents involving high risk equipment or plant as listed in the <i>Equipment (Public Safety) Regulations 2007</i>.</li> </ul>	<p>Office of the Federal Safety Commissioner, <a href="#">Guide for Completing the OFSC Incident Report</a>, page 3.</p>

## O

Word/Phrase	Definition	Source
Occupational Disease	See: Workplace Disease	

## P

Word/Phrase	Definition	Source
Personal Protective Equipment	<p>Anything used or worn by a person to minimise risk to the person's health or safety and includes a wide range of clothing and safety equipment. PPE includes boots, face masks, hard hats, ear plugs, respirators, gloves, safety harnesses, high visibility clothing or other.</p> <div style="text-align: center;">  </div>	<p>Safe Work Australia  <a href="http://www.safeworkaustralia.gov.au/sites/swa/model-whs-laws/faqs/pages/faq-ppe#faq">http://www.safeworkaustralia.gov.au/sites/swa/model-whs-laws/faqs/pages/faq-ppe#faq</a></p>
Plant	<p>Plant includes any machinery, equipment, appliance, container, implement and tool, and includes any component or anything fitted or connected to any of those things.</p> <p>Plant includes items as diverse as lifts, cranes, computers, machinery, conveyors, forklifts, vehicles, power tools and amusement devices.</p>	<p>Safe Work Australia,  <a href="#">Managing the Risks of Plant in the Workplace Code Of Practice</a>, 2012, page 5.</p>

Principal Contractor	<p>A principal contractor is a person that commissions a construction project unless that person appoints a person with management or control of the construction project and authorises that person to manage or control the construction project to the extent necessary to discharge the duties outlines in relevant work health and safety or occupational health and safety legislation.</p> <p>In Western Australia Occupational Safety &amp; Health Legislation, the Main Contractor is the equivalent.</p>	<p>Safe Work Australia,  <a href="#">Construction Work Code of Practice</a>  2012.</p>
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**Q**

Word/Phrase	Definition	Source
Qualified Medical Practitioner	<p>A person with a medical degree. The following would normally be considered medical treatment:</p> <ul style="list-style-type: none"> <li>• Treatment of partial or full thickness burns</li> <li>• Insertion of sutures</li> <li>• Removal of foreign bodies embedded in eye</li> <li>• Removal of foreign bodies from a wound if the procedure is complicated by the depth of embedment, size or location</li> <li>• Surgical debridement</li> <li>• Admission to a hospital or equivalent for treatment or observation</li> <li>• Application of antiseptics during second or subsequent visits to medical personnel</li> <li>• Any work injury that results in a loss of consciousness</li> <li>• Treatment of infection</li> <li>• Use of prescription medications (except a single dose administered on the first visit for minor injury or discomfort)</li> <li>• Treatment (diagnosis and evaluation) by a Psychiatrist for mental illness or stress as a result of a workplace occurrence.</li> </ul>	<p>Office of the Federal Safety Commissioner,  <a href="#">Guide for Completing the OFSC Incident Report</a>,  page 2.</p>

# R

Word/Phrase	Definition	Source
Reasonably Practicable	<p>Reasonably Practicable means that which is, or was at a particular time, reasonably able to be done to ensure health and safety, taking into account and weighing up all relevant matters including:</p> <ul style="list-style-type: none"> <li>(a) the likelihood of the hazard or the risk concerned occurring,</li> <li>(b) the degree of harm that might result from the hazard or the risk,</li> <li>(c) what the person concerned knows, or ought reasonably to know, about the hazard or risk, and ways of eliminating or minimising the risk,</li> <li>(d) the availability and suitability of ways to eliminate or minimise the risk, and</li> <li>(e) after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.</li> </ul>	<p>Safe Work Australia, <a href="#">Interpretive Guideline- Model Work Health and Safety Act</a> <a href="#">The Meaning of 'Reasonably Practicable'</a>, page 1.</p>
Residual Risk	<p>The risks that remain after implementing the hierarchy of control. (See above: Hierarchy of Control)</p> <p>The hierarchy of control seeks to manage risk so far as reasonably practicable. Once all reasonably practicable control measures have been implemented, any remaining risk is the residual risk.</p>	<p>Australian Safety and Compensation Council, <a href="#">Guidance on the Principles of Safe Design for Work</a>, 2006, page 17.</p>
Restricted Work Injuries (RWIs)	<p>A Restricted Work Injury (RWI) is a work-related injury which results in the employee/contractor being unable to perform one or more of their routine functions for a full working day, from the day after the injury occurred. An RWI should be certified by advice from a suitably qualified health care provider.</p>	<p>International Council on Mining and Minerals, <a href="#">Health and Safety: Performance Indicator Definitions</a>, page 9.</p>
Risk	<p>Risk is the possibility that harm (death, injury or illness) might occur when exposed to a hazard. It is a combination of both the likelihood and severity of an injury from</p>	<p>Safe Work Australia, <a href="#">How to Manage Work Health</a></p>

	<p>exposure to a hazard. (See above: Hazard)</p> <p>E.g. The <i>hazard</i> is manually lifting a 40 kg bag- the <i>risk</i> is a combination of the likelihood that a person might suffer a back strain and the potential severity of the injury.</p>	<p><a href="#">and Safety Risks</a>, page 4.</p>
Risk Acceptance	<p>The acceptance of residual risk after the determination and application of reasonably practical controls.</p>	<p><a href="#">Risk Acceptance</a>  Trimpop, Rüdiger M., Zimolong, Bernhard M. in 59. <i>Safety Policy and Leadership</i>, Saari, Jorma, Editor, <i>Encyclopedia of Occupational Health and Safety</i>, Jeanne Mager Stellman, Editor-in-Chief. International Labor Organization, Geneva. © 2011.</p>
Risk Controls	<p>A risk control is a measure that is modifying risk.</p> <p>Controls include any process, policy, device, practice or other actions which modify risk. Controls may not always exert the intended or assumed modifying effect.</p>	<p><b>ISO Guide 73-2009</b>  Risk Management-  Vocabulary,  Page 10.</p>
Risk Register	<p>A documented register which tracks how risk controls are being established for each identified hazard and related risk on a work site.</p>	<p>WorkCover NSW, <a href="#">Safe Design of Buildings and Structures</a>, 2009, page 15.</p>



# S

Word/Phrase	Definition	Source
Safe Work Instruction	An instruction given to a worker to ensure that they can competently perform their duties and tasks without risk to their health and safety or the health and safety of any other person, and to ensure that they have a thorough understanding of the potential major incidents, major incident hazards, operational procedures and control measures available.	Safe Work Australia <a href="#">Guide For Major Hazard Facilities: Information, Training and Instruction for Workers and Other Persons at the Facility</a> 2011, page 4.
Safe Work Method Statement	<p>A Safe Work Method Statement (SWMS) documents a process for identifying work tasks and controlling health and safety hazards and risks associated with those tasks.</p> <p>SWMS must be prepared for high risk construction work.</p> <p>Generally, A SWMS is a statement that:</p> <ul style="list-style-type: none"> <li>• identifies a work activity assessed as having a safety risk or risks,</li> <li>• states the safety risk or risks,</li> <li>• described the control measures that will be applied to the work activity,</li> <li>• describes how safety measures will be implemented, and</li> <li>• includes a description of the equipment used in the work, the qualifications of the personnel doing the work and the training required to do the work safely.</li> </ul>	<p>WorkSafe Victoria <a href="http://www.worksafe.vic.gov.au/safety-and-prevention/health-and-safety-topics/safe-work-method-statements">http://www.worksafe.vic.gov.au/safety-and-prevention/health-and-safety-topics/safe-work-method-statements</a></p> <p>Australian Safety and Compensation Council, <a href="#">National Code of Practice for the Prevention of Falls in General Construction</a>, 2008, page 78.</p>
Safe Work Procedure	Safe work procedures are a means of briefly documenting the risks associated with a work task incorporating the appropriate risk control measures into a sequence of steps for doing the task safely.	WorkCover NSW <a href="#">Advice Sheet 3: Safe Work Procedures</a> , page 1.
Safety	A state in which the risk of harm (to persons) or damage is limited to an acceptable level.	<b>AS/NZ 4801:2001</b> Occupational Health and

		Safety Management Systems: Specification with Guidance for use, page 5.
Safety Data Sheet	<p>A Safety Data Sheet (SDS), previously called a Material Safety Data Sheet (MSDS), is a document that provides information on the properties of hazardous chemicals and how they affect health and safety in the workplace.</p> <p>For example an SDS includes information on:</p> <ul style="list-style-type: none"> <li>• the identity of the chemical,</li> <li>• health and physicochemical hazards,</li> <li>• safe handling and storage procedures,</li> <li>• emergency procedures, and</li> <li>• disposal considerations.</li> </ul>	<p>Safe Work Australia, <a href="http://www.safeworkaustralia.gov.au/sites/swa/whs-information/hazardous-chemicals/sds/pages/sds">http://www.safeworkaustralia.gov.au/sites/swa/whs-information/hazardous-chemicals/sds/pages/sds</a></p>
Severity Rate	See Average Time Lost	
Significant Contributing Factor	<p>A significant contributing factor in a WHS context involves examining whether a workers' employment contributed to the occurrence of an injury in a way that is not insignificant, trivial or minimal</p> <p>In determining whether a worker's employment was a significant contributing factor to an injury, the following components must be taken into account:</p> <ul style="list-style-type: none"> <li>(a) the duration of the worker's current employment; and</li> <li>(b) the nature of the work performed; and</li> <li>(c) the particular tasks of the employment; and</li> <li>(d) the probable development of the injury occurring if that employment</li> <li>(e) had not taken place; and</li> <li>(f) the existence of any hereditary risks; and</li> <li>(g) the life-style of the worker; and</li> <li>(h) the activities of the worker outside the workplace.</li> </ul>	<p>WorkSafe Victoria, 2005 <a href="http://www1.worksafe.vic.gov.au/vwa/claimsmanual/Content/5EntitlementsWorkersAndInjuries/5%2002%2020%20Significant%20contributing.htm">http://www1.worksafe.vic.gov.au/vwa/claimsmanual/Content/5EntitlementsWorkersAndInjuries/5%2002%2020%20Significant%20contributing.htm</a></p> <p><a href="#">Accident Compensation Act (Vic) 1985</a>, section 1(B).</p>

<p>Suitable Employment</p>	<p>Suitable employment is the same as or equivalent to the worker's pre-injury employment so far as reasonably practicable.</p> <p>It involves employment in work for which the worker is currently suited:</p> <ul style="list-style-type: none"> <li>(a) having regard to: <ul style="list-style-type: none"> <li>(i) the nature of the worker's incapacity and the details provided in medical information including, but not limited to, any certificate of capacity supplied by the worker (under section 44B), and</li> <li>(ii) the worker's age, education, skills and work experience, and</li> <li>(iii) any plan or document prepared as part of the return to work planning process, including an injury management plan under Chapter 3 of the 1998 Act, and</li> <li>(iv) any occupational rehabilitation services that are being, or have been, provided to or for the worker, and</li> <li>(v) such other matters as the WorkCover Guidelines may specify, and</li> </ul> </li> <li>(b) regardless of <ul style="list-style-type: none"> <li>(i) whether the work or employment is available, and</li> <li>(ii) whether the work or the employment is of a type or nature that is generally available in the employment market, and</li> <li>(iii) the nature of the worker's pre-injury employment, and</li> <li>(iv) the worker's place of residence"</li> </ul> </li> </ul>	<p>NSW WorkCover, <a href="#">Work Capacity Guidelines 2013</a>, page 8.</p>
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## T

Word/Phrase	Definition	Source
<p>Total Recordable Injury Frequency Rate (TRIFR)</p>	<p>TRIFR is defined as the combined number of Medical Treatment Injuries and Lost Time Injuries in the defined period divided by the number of productivity hours worked in the period and multiplied by one million.</p>	<p>International Council on Mining and Minerals, <a href="#">Health and Safety: Performance Indicator Definitions</a>, page 12.</p>

**Total Recordable Injury Frequency Rate (TRIFR)**

$$\text{TRIFR} = (\text{Fatalities} + \text{LTIs} + \text{RWIs} + \text{MTIs}) * 1,000,000 / \text{hours worked}$$

Image from: International Council on Mining and Minerals, [Health and Safety: Performance Indicator Definitions](#), page 12.

**V**

Word/Phrase	Definition	Source
Visitor(s)	A person other than a worker who enters a facility.	<a href="#">Model Work Health and Safety Regulations (2011)</a> , s571.

**W**

Word/Phrase	Definition	Source
Work at Heights	Work at any height above a surface where a person can fall.	WorkCover NSW, <a href="#">Utilities: Working At Heights Resource</a> , 2006, page 55.
Worker	A person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking, including work as – <ul style="list-style-type: none"> <li>(a) an employee; or</li> <li>(b) a contractor or subcontractor; or</li> <li>(c) an employee of a contractor or subcontractor; or</li> <li>(d) an employee of a labour hire company who has been assigned to work</li> </ul>	<a href="#">Work Health and Safety Act (QLD) 2011</a> , s 7.

	<p>in the person's business or undertaking; or</p> <p>(e) an outworker; or</p> <p>(f) an apprentice or trainee; or</p> <p>(g) a student gaining work experience; or</p> <p>(h) a volunteer.</p>	
Working Alone (Lone Worker)	<p>A person is alone at work when they are on their own, when they cannot be seen or heard by another person, and when the worker cannot expect a visit from another worker or member of the public for some time.</p> <p>Some examples of where a person may be working alone include:</p> <ul style="list-style-type: none"> <li>• a worker on a farm or station,</li> <li>• a person working for a local or state government agency,</li> <li>• an forest operations worker,</li> <li>• a geologist,</li> <li>• an worker at a depot or business where there are no other workers,</li> <li>• an office cleaner working outside normal working hours, and</li> <li>• a security officer.</li> </ul>	<p>Department of Commerce, Western Australia.</p> <p><a href="http://www.commerce.wa.gov.au/worksafe/content/safety_topics/Working_alone/Frequently_asked_questions.html#2">http://www.commerce.wa.gov.au/worksafe/content/safety_topics/Working_alone/Frequently_asked_questions.html#2</a>.</p>
Working Remote	<p>Working remotely occurs where the location, time and nature of the work results in isolation. This and may include:</p> <ul style="list-style-type: none"> <li>• work activities undertaken in an isolated area, on or off site, either during or outside normal working hours,</li> <li>• work activities undertaken at a location removed from an office environment where there are few people and where communications and travel are difficult. This may include land or sea activities within Australia or overseas.</li> </ul>	<p>Australian Government, ComCare</p> <p><a href="https://www.comcare.gov.au/preventing/hazards/psychosocial_hazards/remote_or_isolated_work">https://www.comcare.gov.au/preventing/hazards/psychosocial_hazards/remote_or_isolated_work</a></p>
Workplace	<p>A place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work.</p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• a vehicle, vessel, aircraft or other mobile structure; and</li> </ul>	<p><a href="#">Model Work Health and Safety Act (2011)</a>, section 8.</p>

	<ul style="list-style-type: none"> <li>any waters and any installation on land, on the bed of any waters or floating on any waters.</li> </ul>	
Workplace Disease	<p>Acute, recurring or chronic health problems caused or aggravated by work conditions or practices. Examples include (but are not limited to):</p> <ul style="list-style-type: none"> <li>Contact Dermatitis,</li> <li>Hearing Loss,</li> <li>Asthma from exposure to workplace allergens; and</li> <li>Cancers caused by exposure to chemicals.</li> </ul>	<p>Safe Work Australia  <a href="http://www.safeworkaustralia.gov.au/sites/swa/research/occupational-disease/pages/occupational-disease">http://www.safeworkaustralia.gov.au/sites/swa/research/occupational-disease/pages/occupational-disease</a></p>

# Z

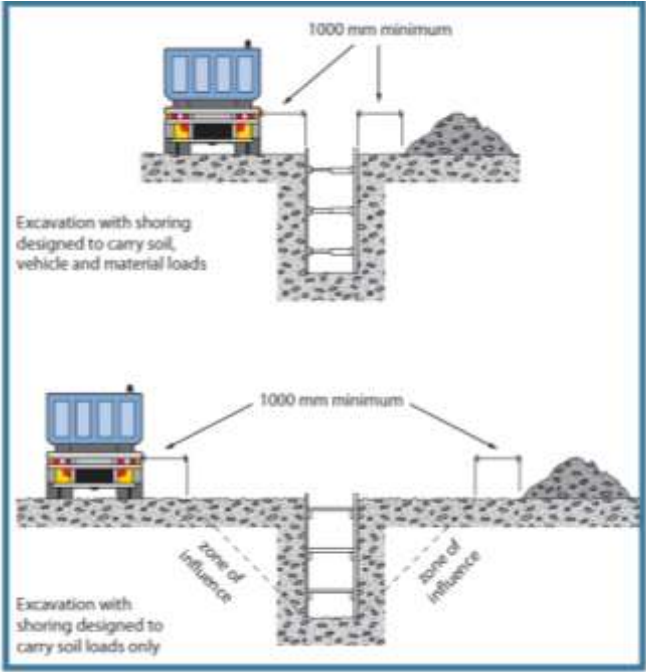
Word/Phrase	Definition	Source
Zone of Influence	<p>The volume of soil around an excavation affected by any external load (e.g. vehicles, plant, excavation material).</p> <p>The zone of influence will depend on the ground conditions and is an area in which there may be an influence in the excavation, including possible ground collapse.</p>  <p>The diagram consists of two cross-sectional views of an excavation. The top view shows a truck on the left and a pile of material on the right, both positioned above an excavation. A vertical dimension line indicates a '1000 mm minimum' clearance between the truck and the excavation edge. The excavation is supported by shoring. The bottom view shows a truck on the left and a pile of material on the right, both positioned above an excavation. A vertical dimension line indicates a '1000 mm minimum' clearance between the truck and the excavation edge. The excavation is supported by shoring. Dashed lines extend from the excavation walls outwards, labeled 'zone of influence'.</p>	Safe Work Australia, <a href="#">Excavation Work Code of Practice</a> , 2012, pages 14-15 and 43.

Image from: Safe Work Australia, [Excavation Work Code of Practice](#), 2012, page 15.



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