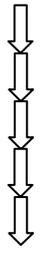


<b>Alcohol</b>	A liquor or brew in fermented drinks that is the intoxicating agent.
<b>Blue Collar</b>	Blue-collar is manual labour and may be skilled or unskilled, and may involve manufacturing, mining, building and construction trades, mechanical work, maintenance, repair and operations maintenance or technical installations.
<b>Bullying</b>	<p>Bullying is repeated or unreasonable behaviour directed towards a worker or associate that creates risk to health and safety. Violence refers to any incident where a worker is physically attacked or threatened.</p> <p>Examples of bullying behaviour in the workplace include: excluding someone from workplace activity, giving someone the majority of unpleasant tasks, verbal abuse, humiliating someone through sarcasm, insults and/or intimidation.</p>
<b>Consultation</b>	WHS consultation is a process by which Workers are provided with a reasonable and genuine opportunity to share ideas and participate in the decision-making process about health and safety matters, which may affect them.
<b>On-hire worker</b>	A person contracted by the company to provide work to clients.
<b>Worker</b>	Permanent employees and contractors.
<b>Dangerous Event</b>	<p>A dangerous event is an event caused by specified high risk plant (machinery) or an event at the workplace caused by a workplace activity, if the event involves or could have involved exposure of persons to risks to their health and safety because of:</p> <ul style="list-style-type: none"> <li>➤ Collapse, overturning, failure or malfunction of, or damage to, an item of specified high risk plant;</li> <li>➤ Collapse or failure of an excavation or of any shoring supporting an excavation;</li> <li>➤ Damage to any load bearing member of, or the failure of any brake, steering device or other control device of, a crane, hoist, conveyor, lift or escalator;</li> <li>➤ Implosion, explosion or fire;</li> <li>➤ Escape, spillage or leakage of any hazardous material or dangerous goods;</li> <li>➤ Fall or release from a height of any plant, substance or object;</li> <li>➤ Damage to a boiler, pressure vessel or refrigeration plant; or</li> <li>➤ Uncontrolled explosion, fire or escape of gas or steam.</li> </ul> <p><b>Dangerous Events are to be reported to the relevant State Authority.</b></p>
<b>Drug</b>	A drug is any substance that can be used to modify a chemical process or processes in the body, for example to treat an illness, relieve a symptom, enhance a performance or ability, or to alter states of mind.
<b>Hazard</b>	A source or situation with a potential for harm in terms of injury or illness, damage to property, damage to the environment, or a combination of the above.
<b>Hazardous Manual Handling</b>	<p>Any manual handling task that has <b>any</b> of the following characteristics:</p> <ul style="list-style-type: none"> <li>➤ Repetitious or sustained force;</li> <li>➤ Repetitious or awkward postures;</li> <li>➤ Repetitious or sustained movement;</li> <li>➤ Application of high level force;</li> <li>➤ Sustained vibration;</li> <li>➤ The handling of people.</li> <li>➤ The handling of unstable or unbalanced loads that are difficult to grip or hold.</li> </ul>
<b>Hazardous Substances (HS)</b>	Are defined as chemicals that have the potential to cause adverse health effects following exposure. These health effects may be short term or long term effects.

<b>Hierarchy of Control</b>	<p>Elimination</p> <p>Substitution</p> <p>Isolation</p> <p>Engineering</p> <p>Administration</p> <p>Personal Protective Equipment</p> 
<b>Hazardous Substances / Dangerous Goods Register</b>	This is a list of chemical product names that usually contains quantities and the location where products are stored in the workplace. One register can be kept for both dangerous goods and hazardous substances.
<b>Immediate Risk</b>	Where there is a high degree of danger which is likely to cause injury or disease before the risk can be eliminated or adequately controlled.
<b>Incident</b>	An unplanned event which has the potential to cause serious injury, danger to health or damage to property. There is no actual injury or damage, also, known as a near miss.
<b>Induction</b>	Induction is training provided to new workers on the requirements of the company WHS arrangements. Induction is the initial training provided at commencement/before start or at start of work.
<b>Issue Resolution</b>	An "issue" exists where there is a difference of opinion between the employer and one or more worker(s) relating to safety and health in the workplace. It does not mean that there has to be an actual "dispute". Rather, the issue resolution procedures aim to ensure the matter is resolved before it becomes the subject of disputation.
<b>Licenses and Authorisations</b>	Legally issued authorisation to undertake a new or existing activity, as required by legislation. This authority will take the form of a licence, permit, consent, exemption or successful application issued by statutory authorities.
<b>Material Safety Data Sheet</b>	Are provided with each chemical by the supplier/manufacture. They provide information about the hazards (health effects) of the substance and how to use it safely. These are to be no more than 5 years old.
<b>Musculoskeletal Disorder</b>	An injury or illness of the muscles, tendons, ligaments, peripheral nerves, joints, cartilage (including intervertebral or discs), bones or supporting blood vessels in either the arms or legs, neck, back or trunk, that arises from manual handling in the workplace and occurs suddenly or over a prolonged period of time.
<b>Mobile work</b>	<p>Travel for the purposes of work to access locations other than company premises and excluding normal travel to work involving journeys to and from home.</p> <p>Includes travel to company premises that are not the normal place of work.</p>
<b>Near miss</b>	An Incident which could have caused personal injury, property or environmental damage.
<b>Notifiable Incidents</b>	<p>Incidents that result in death or serious injury.</p> <p>The Regulations also apply to certain incidents involving equipment which expose a person in the immediate vicinity to immediate risk (referred to as 'dangerous occurrences'). Those incidents are:</p> <ul style="list-style-type: none"> <li>➤ The collapse, overturning, failure or malfunction of, or damage to, certain items of plant (set out below); and</li> <li>➤ Implosion, explosion or fire.</li> </ul>

<b>Plant</b>	<p>Is defined as:</p> <ul style="list-style-type: none"> <li>➤ Equipment that cuts, drills, punches or grinds material;</li> <li>➤ Equipment that presses, forms, hammers, joins or moulds the material;</li> <li>➤ Pressure equipment;</li> <li>➤ Scaffolds;</li> <li>➤ Lifts and escalators;</li> <li>➤ Building maintenance units; and</li> <li>➤ Temporary access equipment (e.g. abseiling equipment, workboxes suspended by cranes).</li> </ul> <p>Plant does not include:</p> <ul style="list-style-type: none"> <li>➤ Hand held equipment (e.g. hand held electric drill); and</li> <li>➤ Plant which relies exclusively on manual power for its operation.</li> </ul>
<b>Remote work</b>	Remote work refers to circumstances where a person is isolated from infrastructure required during an emergency.
<b>Risk</b>	The combination of likelihood of occurrence and consequence of a specified hazardous event.
<b>Risk Assessment</b>	The overall process of estimating the level of risk of a particular activity or process.
<b>Risk Control</b>	Measures that eliminate or reduce as far as practicable the risk associated with identified hazards using the 'hierarchy of controls' where elimination of the hazard shall be the first to be considered.
<b>Risk Identification Register</b>	A list of hazards belonging to a particular site.
<b>Serious Accident</b>	<p>A serious accident is where there has been a fatality or where a person has sustained a serious injury or illness such as:</p> <ul style="list-style-type: none"> <li>➤ A person requiring medical treatment within 48 hours of exposure to a substance; or</li> <li>➤ A person requiring immediate treatment as an in-patient in a hospital; or</li> <li>➤ A person requiring immediate medical treatment for: <ul style="list-style-type: none"> <li>An amputation;</li> <li>Serious head injury;</li> <li>Serious eye injury;</li> <li>The separation of his or her skin from underlying tissue e.g. de-gloving;</li> <li>Electric shock;</li> <li>A spinal injury;</li> <li>The loss of a bodily function; or</li> <li>Serious lacerations.</li> </ul> </li> </ul> <p><b>Serious Accidents are to be reported WorkSafe Victoria.</b></p>
<b>Violence</b>	Examples of violent behaviour in the workplace include: striking, kicking, scratching, spitting, pushing, shoving, grabbing, tripping, and/or any form of indecent physical contact.
<b>White Collar</b>	White-collar is non-manual labour often in an office and may include work involving customer interaction, retail, sales, and the like.
<b>WHS</b>	Work Health & Safety
<b>Workplace</b>	Any place, whether or not in a building or structure, where Workers or contracted persons work.
<b>Work-related Injury</b>	Any physical or mental disease or injury contracted by a Worker in the course of the Worker's employment, whether at or away from the place of employment, and to which the employment was a significant contributing factor. It includes the recurrence, aggravation, acceleration, exacerbation or deterioration of any pre-existing injury or disease, where the Worker's employment was a significant contributing factor.