

# QSCU OHS&R MANAGEMENT SYSTEM

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## KEY OHS&R DEFINITIONS

This section defines terms used throughout the QSCU OHS&R Management System.

**Abrasive Wheel** - is a cylinder, disc, cone or similar device made from, or covered with abrasive material which is rotated by power for use in grinding or cutting operations.

**Activity** - a functional department, manufacturing plant, warehouse, distribution operation, laboratory, office or retail site.

**Authorised Person** - a person authorised to issue Clearance Certificates.

**Authority** - the power or right to command or give the ultimate decision (freedom to act).

**Biological Hazards** - a biological hazard consists of a microorganism, animal or plant or their products, which may present a hazard to the health or well being of exposed persons. The nature of the hazard may include infection, allergy or other manifestations of toxicity.

**Brownfield Site** - self contained area within an operating site, identified for the purposes of specifying special arrangements for construction or other project work.

**Capture Extraction** - local exhaust ventilation (LEV) which relies on the extracted air velocity to capture and remove contaminants.

**Ceiling Limit** - see Peak Limitation below

**Community** - the site's immediate neighbours, residents along transport corridors, individuals and representatives of organisations with direct interest in the site's activities. This may include representatives of local organisations, environmental pressure groups, Local Councillors, statutory authorities, government departments, police and other emergency services, media, teachers at local schools and others as appropriate.

**Community Complaint** - adverse comment on the operations or products of the company communicated to the company by members of the public or statutory authorities.

**Confined Space** - means any vat, tank, pit, pipe, duct, flue, oven, chimney, silo, reaction vessel, container, receptacle, underground sewer, shaft, well, trench, tunnel or similar enclosed or partially enclosed space which;

- (a) is, or is intended to be, or is likely to be, entered by any person;
- (b) is not intended or designed primarily as a place of work;
- (c) is intended to be at normal atmospheric pressure while any person is in the space;
- (d) has a limited or restricted means for entry or exit that could make it physically difficult for a person to enter or exit the space; and
- (e) could foreseeably contain:

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- (i) an atmosphere that has a harmful level of any contaminant; or
- (ii) an atmosphere that does not have a safe oxygen level; or
- (iii) any substance that could cause engulfment.

**Controlled Area** - an area in which exposures to ionizing radiation are likely to exceed the Maximum Permissible Dose for members of the public, or where the potential for contamination of surfaces, or contamination of the air by radioactive material, cannot be considered to be negligible.

**Critical Protective System** - a protection or control system which provides the ultimate (final level of) protection against an unacceptable safety, health or environmental hazard.

**Emergency** - Any hazardous or potentially hazardous situation presenting danger to personnel, property or the environment.

**Emergency Services** - shall be as defined by each Country, State, Territory or Commonwealth jurisdiction, with the intention of including all organisations with functional jurisdiction over emergency response.

**Employee Representative** - includes an employee member of a health and safety committee where established in the workplace, or person elected to represent a group of employees on health and safety matters.

**Ergonomics** - the study and design of the relationship between work and worker. Ergonomics aims to suit work to the worker and make greatest use of human capabilities without exceeding human limitations.

**Excavation/Break-in** - any operation which disturbs ground, walls, floors or ceilings which conceal services or provide structural support; it includes such operations as spiking, driving of poles, piles and pipes, drilling, chasing and excavations.

**Explosive Powered Tool** - is a tool whereby a fastener may be driven into or through a substance by means of an explosive charge. (Also known as powder-actuated fastening tool).

**Exposed Equipment** - electrical equipment having a degree of protection of less than IP3X in accordance with AS1939, ie equipment which does not provide protection against contact of tools, wires or other conducting objects larger than 2.5 mm diameter with live parts.

**Extra Low Voltage** - voltage not exceeding 50 volts a.c. or 120 volts ripple free d.c. between conductors or between conductors and earth.

**Fall Protection** - equipment or material, or a combination of equipment and material, that is designed for the purpose of preventing a fall or to arrest the fall of a person. Examples of fall protection include:

- passive fall prevention devices that after initial installation do not require any ongoing adjustment, alteration or operation by any person to ensure the integrity of the device to perform its function eg. scaffold or temporary work platform, roof safety mesh or guardrailing

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- fall injury prevention systems that are designed to arrest the fall of a person eg. industrial safety net, catch platform, safety harness system

**Facility** - any place which employees regularly attend to work which is under the direct control of a single company management team.

**Forklift Trucks (FLT)** - powered vehicles equipped with pallet forks, including Reach Trucks, Counterbalanced Trucks, Straddle Trucks, Order Picking Trucks and industrial tractors equipped with forks, excluding units designed for pedestrian operation and manually operated pallet trucks (refer to AS 2359.7 for additional guidance on terminology).

**Greenfield Site** - self contained area which is not part of an operating site, identified for the purposes of specifying special arrangements for construction or other project work.

**Grinding Machine** - is a power driven machine which uses an Abrasive Wheel, including cut-off wheels.

**Half-Life** - the time taken for the activity of a Radioactive Substance to fall by decay to one half its original value.

**Hazard** - a physical situation with potential to cause harm to people the environment or property. As so defined, hazards can be associated with physical, chemical or biological effects in manufacturing, storage, transport or other operations.

**Heat Cramp** - there are painful muscle cramps of the limbs and/or abdomen, muscle twitching, tingly or pins and needles in the hands and feet. The patient may experience tiredness and nausea. The symptoms may be due to a salt imbalance.

**Heat Discomfort** - feeling of flushed skin and increased sweating; this is not an illness.

**Head Exhaustion** - heat exhaustion may take many days to develop and be characterised by a progressive decline in work performance, lack of appetite, headache, cold clammy, pale skin, rapid weak pulse, nausea and vomiting. The patient may collapse.

**Heat Rash** - often referred as "Prickly Heat". Skin rash caused by excess sweating or the skin being wet with sweat. The rash usually disappears with acclimatisation or removal from the heat.

**Heat Stress** - the general term which describes a variety of symptoms produced when the human body is exposed to a combination of heat and work which interferes with the body's ability to dissipate the heat energy.

**Heat Stroke** - this is a serious medical condition. The patient has a temperature in excess of 40°C, sweating often stops, the skin is hot, pulse rate is rapid, there may be dizziness, weakness, headache, nausea and visual disturbances. The patient may be aggressive and irrational and convulsing. Medical attention must be sought.

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**Hierarchy of Controls** - the hierarchy of controls refers to the systematic strategy used to control exposures. The controls are ranked in order of the effectiveness and desirability.

- elimination of the substance or hazard;
- substitution of the process or chemical to one less hazardous;
- modify the process to eliminate the hazard;
- segregation in time or distance of the personnel from the hazard;
- containment of the agent;
- engineering controls such as local exhaust ventilation;
- administrative controls such as improved housekeeping, safe working practices - job rotation, exclusion of personnel;
- Personal Protective Equipment (PPE). This is the least desirable control strategy and should only be used as a last resort.

**High Voltage** - any voltage in excess of 1000 volts a.c. or 1500 volts d.c. between conductors or between conductors and earth.

**High Voltage Electrical Distribution System** - an interconnected system comprising sources of supply, transformers, main High Voltage switchboards, distribution boards, busbars, cables, earthing, and associated protection, isolation, and switching equipment.

**High Voltage Equipment** - equipment which is required to operate at High Voltage. Such equipment shall not include the secondary wiring of instrument transformers which may on occasions operate at High Voltage. for eg oscilloscope and igniters.

**High Pressure Water Wash (HPWW) Equipment** - all components including suction and delivery systems using water jets at:

- pressures greater than 140 bar (2000 psi) or:
- lower pressures where there is foreseeable risk of injury. (As a guideline, this is where the product of pressure x flow exceeds 5600 bar litres/minute).

**In the Vicinity of Live Equipment** - being in a room, restricted area or close to equipment where contact can be made by intention or accident with exposed live conductors.

**Incident** - an event which causes or could have caused injury, illness, damage to plant, material, or the environment, or public alarm and other OHS&R events which have the potential for learning or require corrective action.

**International Secondment** - an assignment to work in another country for an extended period of six months to three years. The assignment may be carried out on behalf of the employee's company or the host company or country.

**International Business Traveller** - an employee travelling outside their country of residence solely for business purposes. Where authorised by an appropriate senior manager, a contractor may be deemed to be a company International Business Traveller.

**Lifting Equipment** - all forms of Lifting Appliance and Lifting Gear.

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**Lifting Appliance** - a machine or component which can raise, lower or suspend a load. Lifting Appliances include cranes, elevators/lifts for personnel and materials, forklift trucks, stacker trucks, mobile working platforms, pulley blocks, runway beams with trolleys, davits and conveyors.

**Lifting Gear** - components such as shackles, slings, hooks, chains and spreader beams used to connect Lifting Appliances to one another or to connect Lifting Appliances to loads.

**Limits of Approach** - the minimum distances from exposed live High Voltage (HV) parts (conductors or electrical equipment), within which approach of people, vehicles, mobile plant, elevating work platforms and other equipment (excepting HV operating equipment) needs to be controlled.

**Local Exhaust Ventilation (LEV)** - extraction ventilation designed to remove contaminants at their point of release.

**Lost Time Injury** - a non fatal Occupational Injury or Occupational Illness which results in the person being unable to work on a scheduled shift (other than the shift on which the injury occurred) because of the injury or illness.

**Low Voltage** - any voltage in excess of Extra Low Voltage, but not exceeding 1000 volts a.c. or 1500 volts d.c. between conductors or between conductors and earth.

**Manual Handling** - an activity requiring the use of force exerted by a person to lift, push, pull, carry or otherwise move or restrain any object.

**Microorganism** - a microorganism is any microscopic entity which is capable of replication, including bacteria, mycoplasma, fungi, parasites and viruses.

**Motor Vehicle Incident** - an incident which:

- occurs when travelling in, or involves a company owned, leased or rented vehicle, whether work related or otherwise,
- involves an employee travelling in a non-company vehicle on company business.

**Natural Ventilation** - natural air movement which is reliant on environmental factors only.

**Near Miss** - means any sudden event which, but for mitigation effects, actions or systems, could have escalated to a major incident.

**Occupational Exposure (OEL's)** - means an airborne concentration of a particular substance in the worker's breathing zones, which according to current knowledge, should not cause adverse health effects nor undue discomfort to nearly all workers breathing zone, which according to current knowledge, should not cause adverse health effects nor undue discomfort to nearly all workers. These may be published by Worksafe Australia. These may be in the form of TWA, STEL, Ceiling or Peak limitations. OEL's are not intended to be fine lines between safe and not safe. Some exposed personnel may experience adverse health effects at or below the hygiene standard. OEL's are usually defined for 8 hr, 40 hr week exposure patterns.

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**Occupational Hygiene** - the applied science concerned with the Recognition, Evaluation and Control of physical, chemical and biological agents which may adversely affect the health or well-being of persons at work or in the workplace. The main objective of occupational hygiene is the protection of health of persons in the workplace. The discipline should be applied not only to existing workplaces but also to the design of new installations to ensure efficient and effective working without detriment to health.

**Occupational Illness** - any diagnosed abnormal condition or disorder, other than one resulting from an Occupational Injury, caused by exposure to environmental factors associated with employment. An Occupational Illness does not arise from a single incident or instantaneous event.

**Occupational Injury** - any injury which results from a work accident or a single instantaneous exposure in the work environment and all work related back cases irrespective of the cause or speed of onset.

**Permit to Work** - a form used to authorise performance of non routine work (e.g. contract construction / maintenance activities), to document transfer of control of the affected parts of a facility and to describe agreed controls for performance of the work.

**Photosensitivity** - an abnormally high reactivity in the skin or eyes to UVR. It may be induced by ingestion, inhalation or skin contact with certain substances known as photosensitisers (Company Occupational Physician shall assist in identification of these substances).

**Physical Security** - protection of people and assets from the risk of deliberate harm, damage or loss.

**Plant** – means any machinery, equipment and or appliance.

**PPM** - parts of vapour or gas per million parts of contaminated air by volume.

**Radioactive Substance** - a substance which consists of or contains any radioactive chemical elements, whether natural or artificial, above the activity given in the relevant State Regulations.

**Recipient** - a person who receives a properly raised and signed Clearance Certificate, authorising that person or group of people supervised to carry out maintenance or construction work.

**Responsibility** - a duty or trust for achievement of specified outcomes.

**Risk** - the likelihood of the occurrence of a specified level of harm to people, the environment or property.

**Safe Working Load** - the maximum specified load which may be raised, lowered or suspended by Lifting Equipment under specified service conditions.

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**Scaffolding** - Structure, staging, platform, framework, run, ramp, gangway, swinging stage or Bosun's chair set up or used for or in connection with the carrying out of construction work.

- Building maintenance unit attached to a building and used for cleaning or other maintenance.
- Form-work set up or used in connection with the carrying out of construction work and includes the supporting structure, gear and machinery (if any) used in connection with the scaffolding.

**Scaffolder** - A suitably qualified person engaged in the work of erecting, maintaining, altering or demolishing scaffolding which is so placed that a person or object falling therefrom could fall a distance of 3 metres or more.

**Selected Duties** - a temporary modification of the employees work tasks. Selected duties shall:

- not aggravate the illness or injury or delay healing;
- be useful to the company;
- be satisfying to the employee and compatible with the tasks of the working group;
- be subject to regular review.

**Stressors** - any physical factor which may cause ill health, disease or discomfort; eg noise, heat, vibration, non-ionising radiation.

**Temporary Accommodation** - portable buildings or huts which are not intended as permanent buildings (e.g. temporary workshops, store areas, offices etc).

**TWA** - is the time weighted average concentration of a material in the air.

**UVR - (Ultraviolet Radiation)** is a component of the electromagnetic radiation spectrum emitted by the sun. UVR intensity is affected by a number of factors, time of day, cloud cover, season, altitude, proximity to equator, extent of shade and/or reflection, stratospheric ozone concentration.

**UVR Health Effects** - effects which can include skin damage (sunburn, skin thickening, skin cancer), eye diseases (pterygium, keratopathy, photoretinopathy).

**Work in the Vicinity of High Voltage Equipment** - work being carried out which does not breach the Limits of Approach to High Voltage equipment (for the persons, equipment and plant in use), but is of such a nature that:

- inadvertent or accidental contact may be made with adjacent live equipment; or
- it restricts the movement of the work party or equipment to a controlled area.
- the equipment not been isolated and earthed.

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**Working Load Limit** - the maximum load which the Lifting Equipment is designed to raise, lower or suspend under ideal conditions (the Safe Working Load will usually be the same as the Working Load Limit but may be less).

**Workplace Substances** - any materials present in the workplace. They may be solids, liquids or gases, being raw materials, finished products, by-products, catalysts, aids to manufacture, consumable chemicals, cleaning fluids etc.

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