

## Appendix A: Glossary

TERM	DEFINITION
<b>Administrative control</b> (from the GRWM Regulations)	(a) means a control measure that is a method of work, process, or procedure designed to minimise risk; but (b) does not include— (i) an engineering control; or (ii) the wearing or use of personal protective equipment.
<b>Control measure</b> (from the GRWM Regulations)	In relation to a risk to health and safety, means a measure to eliminate or minimise the risk.
<b>Engineering control</b> (from the GRWM Regulations)	(a) means a control measure that is physical in nature; and (b) includes a mechanical device or process.
<b>Exposure monitoring</b> (from the GRWM Regulations)	(a) means the measurement and evaluation of exposure to a health hazard experienced by a person; and (b) includes— (i) monitoring of the conditions at the workplace; and (ii) biological monitoring of people.
<b>Hazardous substance</b>	Is a chemical or mixture of chemicals that has one or more of the following properties: <ul style="list-style-type: none"> <li>– an explosive nature, including fireworks</li> <li>– flammability, for example, petrol, turps, LPG, diesel</li> <li>– ability to oxidise, accelerate a fire, for example hydrogen peroxide</li> <li>– corrosiveness, for example, caustic drain cleaner</li> <li>– acute or chronic toxicity to humans, for example, arsenic.</li> </ul>
<b>Health and safety committee (HSC)</b>	Supports the ongoing improvement of health and safety at work. An HSC enables PCBU representatives, workers and other HSC members to meet regularly and work cooperatively to ensure workers' health and safety.
<b>Health and safety representative (HSR)</b>	Is a worker elected by the members of their work group to represent them in health and safety matters, in accordance with subpart 2 of Part 3 of HSWA. Throughout these guidelines, the term HSR means an elected representative who meets the requirements of HSWA and WEPR Regulations. It does not apply to people who are referred to as HSRs under other arrangements, but who are not elected under HSWA.
<b>Health monitoring</b> (from the GRWM Regulations)	In relation to an individual, means monitoring of the individual to identify any changes in his or her health status because of exposure to certain health hazards.
<b>Person conducting a business or undertaking (PCBU)</b> (from section 17 of HSWA)	In this Act, unless the context otherwise requires, a person conducting a business or undertaking or PCBU— (a) means a person conducting a business or undertaking— (i) whether the person conducts a business or undertaking alone or with others; and (ii) whether or not the business or undertaking is conducted for profit or gain; but (b) does not include— (i) a person to the extent that the person is employed or engaged solely as a worker in, or as an officer of, the business or undertaking; (ii) a volunteer association; (iii) an occupier of a home to the extent that the occupier employs or engages another person solely to do residential work; (iv) a statutory officer to the extent that the officer is a worker in, or an officer of, the business or undertaking; (v) a person, or class of persons, that is declared by regulations not to be a PCBU for the purposes of this Act or any provision of this Act. (2) In this section, volunteer association means a group of volunteers (whether incorporated or unincorporated) working together for 1 or more community purposes where none of the volunteers, whether alone or jointly with any other volunteers, employs any person to carry out work for the volunteer association.
<b>Personal protective equipment (PPE)</b> (from section 16 of HSWA)	(a) means anything used or worn by a person (including clothing) to minimise risks to the person's health and safety; and (b) includes air-supplied respiratory equipment.

TERM	DEFINITION
<b>Plant</b> (from section 16 of HSWA)	Includes— (a) any machinery, vehicle, vessel, aircraft, equipment (including personal protective equipment), appliance, container, implement, or tool; and (b) any component of any of those things; and (c) anything fitted or connected to any of those things.
<b>Prescribed exposure standard</b> (from GRWM Regulations)	Means a workplace exposure standard or a biological exposure index that has the purpose of protecting persons in a workplace from harm to health and that is prescribed in— (a) regulations; or (b) a safe work instrument; or (c) a control under section 77 or 77A, or an exposure limit under section 77B, of the Hazardous Substances and New Organisms Act 1996; or (d) a group standard approval issued under section 96B of the Hazardous Substances and New Organisms Act 1996.
<b>Structure</b> (from section 16 of HSWA)	(a) means anything that is constructed, whether fixed, moveable, temporary, or permanent; and (b) includes— (i) buildings, masts, towers, frameworks, pipelines, quarries, bridges, and underground works (including shafts or tunnels); and (ii) any component of a structure; and (iii) part of a structure.
<b>Substances hazardous to health</b> (from the GRWM Regulations)	(a) means a substance, or product containing a substance, that is known or suspected to cause harm to health; and (b) includes— (i) a substance classified as having toxic or corrosive properties under the Hazardous Substances and New Organisms Act 1996: (ii) a substance for which a prescribed exposure standard exists: (iii) a substance specified in a safe work instrument as requiring health monitoring.
<b>Union</b>	Is an organisation that supports its membership by advocating on their behalf. The Employment Relations Act 2000 (ERA) sets out rules about employment relations between employers and employees, and gives employees the freedom to join unions and bargain collectively without discrimination. Workers can choose whether or not to join a union.  A union is entitled to represent members' employment interests, including health and safety matters. Unions can access a workplace to deal with matters concerning the health and safety of union members. Union representatives must seek permission beforehand, which an employer cannot unreasonably withhold.
<b>Worker</b> (from section 19 of HSWA)	(1) In this Act, unless the context otherwise requires, a worker means an individual who carries out work in any capacity for a PCBU, including work as— (a) an employee; or (b) a contractor or subcontractor; or (c) an employee of a contractor or subcontractor; or (d) an employee of a labour hire company who has been assigned to work in the business or undertaking; or (e) an outworker (including a homeworker); or (f) an apprentice or a trainee; or (g) a person gaining work experience or undertaking a work trial; or (h) a volunteer worker; or (i) a person of a prescribed class. (2) For the purposes of subsection (1),— (a) a constable is—(i) a worker; and (ii) at work throughout the time when the constable is on duty or is lawfully performing the functions of a constable, but not otherwise: (b) a member of the Armed Forces is— (i) a worker; and (ii) at work throughout the time when the member is on duty or is lawfully performing the functions of a member of the Armed Forces, but not otherwise: (c) a PCBU is also a worker if the PCBU is an individual who carries out work in that business or undertaking.
	(3) In this Act, a volunteer worker— (a) means a volunteer who carries out work in any capacity for a PCBU— (i) with the knowledge or consent of the PCBU; and (ii) on an ongoing and regular basis; and (iii) that is an integral part of the business or undertaking; but (b) does not include a volunteer undertaking any of the following voluntary work activities: (i) participating in a fund-raising activity: (ii) assisting with sports or recreation for an educational institute, sports club, or recreation club: (iii) assisting with activities for an educational institute outside the premises of the educational institution: (iv) providing care for another person in the volunteer's home.

TERM	DEFINITION
<p><b>Workplace</b> (from section 20 of HSWA)</p>	<p>(1) In this Act, unless the context otherwise requires, a workplace—</p> <ul style="list-style-type: none"> <li>(a) means a place where work is being carried out, or is customarily carried out, for a business or undertaking; and</li> <li>(b) includes any place where a worker goes, or is likely to be, while at work.</li> </ul> <p>(2) In this section, place includes—</p> <ul style="list-style-type: none"> <li>(a) a vehicle, vessel, aircraft, ship, or other mobile structure; and (b) any waters and any installation on land, on the bed of any waters, or floating on any waters.</li> </ul>