

Safety & Wellbeing Glossary of Terms

Critical Control – A control that is crucial in preventing a catastrophic/fatal event or mitigating the consequences of the event. The absence or failure of a critical control would significantly increase the risk despite the presence of other controls.

Fieldwork – Any authorised university work, teaching, or research undertaken by staff, students and/or authorised volunteers, off campus, in rural, remote, or isolated areas. Fieldwork is generally undertaken in areas that would be difficult to summon help and/or emergency assistance would be an hour or more away without a vehicle. This includes work on rivers, inland waterways, estuaries, the ocean, and work in off-road areas.

Hazard – is a situation, task or object that has the potential to cause injury or illness.

Hazard Register – a high level register of hazards staff, students, contractors, and/or visitors could potentially be exposed to at the University or from the work undertaken. A Hazard Register also includes a risk assessment of the hazard and a summary of the controls in place to eliminate or at very least reduce the risk of exposure so far as reasonably practicable. UniSA has a University Hazard Register, and each Unit has a Hazard Register specific to the work they undertake.

Hazardous Chemical – any substances, mixtures and articles used in the workplace that represent health and /or physicochemical hazards. Health hazards are posed by irritants, carcinogens or respiratory sensitisers (formerly known as 'hazardous substances'). Physicochemical hazards result from substances which are flammable, corrosive, oxidising or explosive ('dangerous substances').

Hazardous Manual Tasks – a task requiring a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal or thing involving one or more of the following:

- Repetitive or sustained force
- High or sudden force
- Repetitive movement
- Sustained or awkward posture or
- Exposure to vibration.

These put the body at risk of an injury.

Health Monitoring – monitoring a person to identify changes in the person's health status because of exposure to certain substances. Health monitoring must be supervised by a registered medical practitioner with experience in health monitoring.

Hierarchy of Controls – a system for controlling risks in the workplace. The hierarchy of control (HOC) is a step-by-step approach to eliminating or reducing risks, so far as reasonably practicable, if elimination is not possible. HOC ranks risk controls from the highest level of protection and reliability through to the lowest and least reliable protection. The aim should be to implement controls as high up the HOC as reasonably practicable. The HOC, in order of effectiveness, are:

- **Elimination** - removed the hazard. This is the most effective hazard control. For example, work from the ground instead of at height.
- **Substitution** - replace the hazard with a something that is not hazardous or is less hazardous. This is the second most effective control. To be an effective control, the alternative must not produce additional hazards.
- **Engineering controls** - engineering controls isolate people from hazards. For example adding safeguarding onto a piece of machinery creates a physical barrier from a person's body to the machines moving parts.
- **Administrative controls** - administrative controls change the way people work. For example adding warning signage, introducing procedure changes, or providing employee training
- **Personal protective equipment** - provide and require employees to wear protective equipment such as gloves, noise or eye protective, high visibility clothing, hard hats etc

Incident - An unplanned occurrence or event that causes or contributes to personal injury or damage to property.

Inherent Risk – the amount of risk that exists in the absence of controls. In other words, before any controls are implemented at all, the risk faced is the inherent risk.

Personal Protective Equipment (PPE) – anything worn by a person to minimize risk to the person's health and safety, including, but not limited to, laboratory coats, overalls, safety glasses, gloves, respirators and enclosed shoes.

Plant – is a category of hazard defined in the WHS Act, 2012 that includes any machinery, equipment, appliance, container, implement or tool, and any component, or anything fitted or connected to any of those things. This includes items as diverse as lifts, cranes, machinery, conveyors, forklifts, vehicles, power tools and amusement devices.

Reasonably practicable – The term 'reasonably practicable' means whatever is, or was at a particular time, reasonably able to be done in relation to ensuring health or safety. This considers and weighs up all relevant matters including:

- The likelihood of a hazard or risk occurring
- The degree of harm that might result from the hazard or risk
- What the person concerned knows, or ought reasonably to know, about the hazard or risk, and ways of eliminating or minimising the risk
- The availability and suitability of ways to eliminate or minimise the risk
- Whether the cost is grossly disproportionate to the risk.

Important aspects of the term reasonably practicable include:

- What could be done at the time
- The need to weigh up all relevant matters
- Cost, which may only be considered after all other aspects have been assessed
- Availability and suitability of ways of eliminating or minimising the risk

- The level of control a person conducting a business or undertaking has over the matter.

Risk - The likelihood and consequence of an injury or illness occurring.

Risk assessment – The process of evaluating the likelihood and consequences of injury or illness arising from exposure to an identified hazard or hazards.

Residual Risk – the risk that remains after controls have been implemented to eliminate or reduce the overall level of risk.

Risk rating – a quantitative process of calculating the level of risk, utilising a matrix, considering the likelihood of the risk arising and the severity of the outcome (the consequence).

Safe Operating Procedure (SOP) – a written document that provides step-by-step instructions on how to safely perform a task or activity in the workplace.

Safety Data Sheet (SDS) – a document containing information on the identity of a product and any hazardous ingredients, potential health effects, toxicological properties, physical hazards, safe use, handling and storage, emergency procedures, and disposal requirements specific to the chemical.

Safety and Wellbeing – term used within UniSA to describe its Work Health and Safety (WHS), Injury Management (IM) and Wellbeing management systems, processes, and function.

Workplace – A workplace includes any place where staff go or are likely to be for their work, such as an office, laboratory, workshop and/or field work locations. It includes construction sites, as well as vehicles, vessels, aircraft or other mobile structures on land or water.