

Glossary

contractors	workers who work under contract including subcontractors and those who work for contractors and subcontractors.	mental health	a state of wellbeing in which every individual copes with the normal stresses of life, works productively and fruitfully, and contributes to their community.
designer	designs products including plant, substances and structures.	near miss	an occurrence that might have led to an injury or illness, danger to someone's health, and/or damage to property or the environment.
elimination	the complete removal of an item, activity or behaviour. It is the highest option on the hierarchy of controls.	notifiable incident	includes the death of a person, a serious injury or illness of a person, or a potentially dangerous incident.
emergency plan	a set of instructions that outlines what to do in an emergency.	personal protective equipment (PPE)	equipment used to protect someone from hazards in the workplace, such as helmets, boots, gloves, goggles, aprons and sunscreen.
employee assistance program	a program offered by a qualified counsellor, which helps workers with personal problems or work-related problems that may impact their job performance, health and wellbeing.	plant	any machinery, equipment or tools used at work.
harm	includes injuries and illnesses caused by a single exposure or event, or multiple or long-term exposure. Includes physical and psychological harm.	return to work coordinator	the person responsible for supporting workers as they recover at work.
hazard	something, including a person's behaviour, that has the potential to cause death, injury or illness.	return to work program	the formal policy that outlines general procedures for handling work-related injuries or illnesses. It represents an employer's commitment to the health, safety and recovery of workers following an incident. All employers must have one.
hazardous chemicals	solids, liquids or gases that can harm a person's health.	risk	the possibility that death, injury or illness might occur when a person is exposed to a hazard. It refers to the likelihood and potential severity of harm arising from exposure to hazards.
health and safety committee	facilitates consultation on health and safety issues for the whole workplace or for parts of the workplace.	risk assessment	evaluating the probability and consequence of injury or illness arising
health and safety representative	a worker who has been elected by a work group to represent them on health and safety issues.	risk control	eliminating or minimising health and safety risks so far as is reasonably practicable.
health and safety system	a method of working that eliminates or reduces the risk of injury.	risk management	involves hazard identification, risk assessment and risk control.
high risk work licence	required for certain types of work, such as operating cranes and forklifts.	safe work method statement	a document that details the way a work task or process is to be completed. Outlines the hazards involved and includes a step-by-step guide on how to do the job safely.
illness	a disease, or period of sickness, that affects the body or mind.		
importers	someone who brings goods or services into the country for sale.		
injury reporting system	policies and procedures that ensure incidents are reported.		
inspector	a person appointed under the <i>Work Health and Safety Act 2011</i> to monitor and enforce compliance with NSW WHS laws. They can enter any premises they have reason to believe is a place of work.		

safety data sheet	a document prepared by the manufacturer, importer or supplier of a dangerous good, hazardous substance or other chemicals. Describes its properties and uses, including details about substance identity, chemical and physical properties, first aid treatment, and precautions for storage, use and safe handling.
SIRA	State Insurance Regulatory Authority NSW, the government organisation responsible for the regulatory functions for workers compensation insurance, motor accidents compulsory third party (CTP) insurance, and home building compensation.
stress	an illness caused by mental strain.
training	instruction on how to do a job safely.
volunteer	a person who acts on a voluntary basis, regardless of whether they receive out-of-pocket expenses.
WHS	work health and safety.
worker	an individual who carries out work as an employee, labour hire company worker, apprentice, trainee, outworker, person undertaking a work trial or work experience, or a volunteer.
workers compensation policy	an insurance policy which provides an employer coverage in the event one or more of their workers suffer a work-related injury or illness.
workplace bullying	repeated and unreasonable behaviour directed towards a worker or group of workers that creates a risk to health and safety.
workplace	a place where work is carried out for a business or undertaking such as a factory, vehicle, aircraft or farm.