

Term	Definition
Acclimatisation	The physiological adaptation to changes in climate or environment, such as light, temperature, or altitude
ACM	Asbestos-containing material
ADG Code	The <b><i>Australian Code for the Transport of Dangerous Goods by Road &amp; Rail (ADG Code)</i></b> sets out the requirements for transporting dangerous goods by road or rail.
Administrative Control	Reduce or eliminate exposure of individuals to a hazard, or the environment from an environmental aspect, by adherence to procedures or instructions. Documentation should emphasise all the steps to be taken and the controls to be used in carrying out the task both safely and with minimum impact to the environment.
Assistance	Rescue, medical assistance and/or the attendance of emergency service workers.
Atmospheric monitoring	A procedure whereby air is sampled within the breathing zone of a person to evaluate the person's exposure to airborne contaminants
Audiometric test	The measurement of a person's air conduction hearing threshold levels by means of an electro-acoustic instrument (audiometer), equipped with earphones, that provides pure tones of specified discrete frequencies at known hearing levels
Carcinogen	A carcinogen is an agent with the capacity to cause cancer in humans.
Carcinogens licence	<ul style="list-style-type: none"> <li>▪ A licence to use a Schedule 5A carcinogenic substance at a laboratory; or</li> <li>▪ A licence to use a Schedule 5B carcinogenic substance at a laboratory; or</li> <li>▪ A licence to use a Schedule 5B carcinogenic substance at a workplace other than a laboratory</li> </ul>
Change	The introduction, purchase, or trial of a new item of plant, hazardous substance, process, equipment, facility, service provider or material; a modification made whether temporary or permanent, to an existing unit of plant, or process from its current design or state. Normal repairs or other activities to restore same functionality are <b>not</b> considered as change.
Change Initiator	The person responsible for introducing a proposed change.
Chemical	A chemical is defined as any element, chemical compound, or mixture of elements and/or compounds.
Chemical name	The scientific or technical name of a substance
Competence	Level of skill, suitability and ability possessed by a person to do their job or complete a task
Competency	A skill or ability, one of several that may be required to do a job or complete a task
Confined space	<p>A space in any vat, tank, pit, pipe, duct, flue, oven, chimney, silo, reaction vessel, container, receptacle, underground sewer or well, or any shaft, trench, or tunnel or other similar enclosed or partially enclosed structure, if the space—</p> <ol style="list-style-type: none"> <li>(a) is, or is intended to be, or is likely to be, entered by any person; and</li> <li>(b) has a limited or restricted means for entry or exit that makes it physically difficult for a person to enter or exit the space; and</li> <li>(c) is, or is intended to be, at normal atmospheric pressure while any person is in the space; and</li> <li>(d) contains, or is intended to contain, or is likely to contain—               <ol style="list-style-type: none"> <li>(i) an atmosphere that has a harmful level of any contaminant; or</li> <li>(ii) an atmosphere that does not have a safe oxygen level; or</li> </ol> </li> </ol>

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	(iii) any stored substance, other than liquids, that could cause engulfment; or (iv) and is not a shaft, trench or tunnel that is a mine or is part of the workings of a mine.
Consequence	The most probable result of interaction with the hazard
Container (in the context of hazardous substances)	Anything in or by which a hazardous substance is, or has been, wholly or partly covered, enclosed, or packed, including anything necessary for the container to perform its function as a container, but does not include the fuel tank of a vehicle or a bulk container.
Contingent worker	A contingent worker is a worker who is not directly employed by the University but is contracted via a supplier to perform a role at the University for a defined period of time. They are not paid through the University Payroll and do not typically follow employee HR business processes such as applying for leave or performance management.
Confidential Incident	A sensitive workplace incident which may be uncomfortable or inappropriate for a person to report directly to their manager (e.g., harassment, bullying, discrimination)
Contractor	A person or firm that undertakes a contract to provide materials or labour to perform a service or do a job. Also known as a “third party”
Control Measure	An action taken to eliminate or minimise health and safety risks so far as is reasonably practicable
Current Risk	The level of risk with existing controls
Cytotoxic Drugs	Cytotoxic drugs are therapeutic agents intended for, but not limited to, the treatment of cancer. These drugs are known to be highly toxic to cells, mainly through their action on cell reproduction. Many have proved to be carcinogens, mutagens, or teratogens.
Damage	Destruction, loss, or harm such as an injury to a person or to property or reputation resulting from an action or event.
Dangerous Goods	Dangerous goods are substances and articles classified based on immediate physical or chemical effects such as fire, explosion, corrosion, oxidation, spontaneous combustion and poisoning that can harm property, the environment or people. Dangerous goods may be solids, liquids, gas, pure substances, or mixtures. Dangerous goods are listed in the <b>Australian Dangerous Goods Code (ADG Code)</b> . A dangerous good can also be a Hazardous Chemical and/or a drug, poison, or controlled substance.
Decibel	Decibel (dB), unit for expressing the ratio between two physical quantities, usually amounts of acoustic or electric power, or for measuring the relative loudness of sounds.
Document	Health Safety & Wellbeing Process or Guidance Material
Drugs, Poisons and Controlled Substances	A poison is a substance that causes injury, illness, or death, especially by chemical means. Drugs, poisons, and controlled substances are defined and controlled in the <b>Poisons Standard (Jan 2016)</b> under the <b>Drugs, Poisons and Controlled Substances Act 1981 (VIC)</b> . The defined substances that are controlled include prescription medicines, pharmacy-only medicines, drugs of addiction; and many household, industrial and agricultural chemicals.
Dry bulb temperature	The true thermodynamic temperature, the temperature measured by a regular thermometer exposed to the air but shielded from radiation and moisture
Duty holder	Any person who owes a work health and safety duty under the OHS Act including a person conducting a business or undertaking, a designer, manufacturer, importer, supplier, installer of products or plant used at work (upstream duty holder), officer or a worker.

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Elimination	Is a permanent solution and should be attempted in the first instance when applying the hierarchy of controls. The hazard or environmental aspect is eliminated altogether.
Environmental impact	The impact on the environment created by an industry, service, plan, or project
Engineering Control	Involve some structural change to the work environment or work process to place a barrier to, or interrupt the transmission path between, the employee or environment and the hazard or environmental aspect. This may include isolation or enclosure of hazards or environmental aspects, machine guards and manual handling devices.
Event	Occurrence or change of a particular set of circumstances
Executive Leaders	Leaders on RMIT council and in the highest positions of influence at RMIT, including Directors, Deputy Directors, COO, VP, VC and Deputy VCs.
Fatality	Death that occurs on RMIT premises or whilst carrying out RMIT work duties or participating in RMIT endorsed activities off-site.
Fatigue	Physical and/or mental exhaustion that can be triggered by stress, medication, overwork, or mental or physical illness or disease.
First Aid Injury (FAI)	A minor work injury requiring any one-time treatment, and one follow up visit for the purpose of review/clearance of minor injury, which do not ordinarily require medical care. It does not depend on whether the treatment is provided by a physician or another licensed health care professional.
Fitness for work	Ability to perform duties of the position or contract safely and productively and at the standard according to the position description or contract for services.
Flexible Work Arrangement	<p>Flexible working arrangements may include:</p> <ul style="list-style-type: none"> <li>• Flexible patterns of work (formal or informal)                             <ul style="list-style-type: none"> <li>&gt; Flexible start/finish times</li> <li>&gt; Part-time work</li> <li>&gt; Job sharing</li> <li>&gt; Compressed week</li> <li>&gt; Parental leave</li> </ul> </li> <li>• Flexible work location                             <ul style="list-style-type: none"> <li>&gt; Work from various campus locations</li> <li>&gt; Work from home</li> <li>&gt; Work virtually</li> <li>&gt; Work globally</li> </ul> </li> </ul>
Fume Cupboard / Fume hood	A ventilated enclosure in a laboratory or workshop, in which harmful, volatile substances can be used
GHS	Globally Harmonised System for Classification and Labelling of Chemicals, published by the United Nations.
Global Safety Model (GSM)	RMIT's Health Safety & Wellbeing Management System - a series of processes and guidance material designed to promote the systematic implementation of HSW within RMIT.
Harm	Death, injury, illness (including psychological illness) or disease that may be suffered by a person from a hazard or risk.
Hazard	A situation that has the potential to cause injury or illness, harm to health and/or danger to property or the environment.

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Hazardous substance	<p>Any substance, mixture or article that satisfies the criteria for a hazard class in the Globally Harmonised System of Classification and Labelling of Chemicals (GHS), but does not include a substance, mixture or article that satisfies the criteria solely for one of the following hazard classes:</p> <ul style="list-style-type: none"> <li>▪ acute toxicity – oral – Category 5</li> <li>▪ acute toxicity – dermal – Category 5</li> <li>▪ acute toxicity – inhalation – Category 5</li> <li>▪ skin corrosion/irritation – Category 3</li> <li>▪ serious eye damage/eye irritation – Category 2B</li> <li>▪ aspiration hazard – Category 2</li> <li>▪ flammable gas – Category 2</li> <li>▪ acute hazard to the aquatic environment – Category 1, 2 or 3</li> <li>▪ chronic hazard to the aquatic environment – Category 1, 2, 3 or 4, or</li> <li>▪ hazardous to the ozone layer</li> </ul> <p>Hazardous Chemicals can harm the health of people using them or anyone who may be exposed to them. Further information about Hazardous Chemicals can be found in the <a href="#">Hazardous Chemicals Information System</a>. A Hazardous Chemical can also be a dangerous good and/or a drug, poison, or controlled substance.</p>
Hazardous Manual Task	<p>A task that requires 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:</p> <ul style="list-style-type: none"> <li>▪ Repetitive or sustained force</li> <li>▪ High or sudden force</li> <li>▪ Repetitive movement</li> <li>▪ Sustained or awkward posture</li> <li>▪ Exposure to vibration</li> </ul>
HAZOP	<p>A hazard and operability study (HAZOP) is a structured and systematic examination of a complex planned or existing process or operation to identify and evaluate problems that may represent risks to personnel or equipment.</p>
Health surveillance	<p>The systematic monitoring of ‘at risk’ workers or students for any adverse effects of work on their health as it relates to their duties. It is delivered through medical assessment and biological monitoring (e.g., audiometric testing and spirometry (lung function testing)).</p>
Hierarchy of Control	<p>A systematic approach to managing safety by providing a structure to select the most effective control measures to eliminate or reduce the risk of hazards that have been identified. The most effective measure is at the top of the hierarchy and the least effective is at the bottom.</p>
High voltage	<p>Electrical energy at voltages high enough to inflict harm on living organisms. Equipment and conductors that carry high voltage warrant particular safety requirements and procedures. In certain industries, <i>high voltage</i> means voltage above a particular threshold.</p>
High Potential Incident (HiPo)	<p>An event with the realistic potential of serious/high consequence outcome i.e., fatality (staff, student, third party, member of public etc.) or serious disabling injury and/or substantial environmental impact. Includes events with regulatory intervention, potential material brand impact, business interruption for RMIT, Divisions or related entities.</p>
HSE Breach	<p>A breach of Health and Safety or Environmental Laws, regulations, or related regulatory instruments. Includes breach of RMIT HSW policies, processes, or guidance materials.</p>
HSW	<p>Health, Safety and Wellbeing</p>
HSW Risk Control Measure	<p>A work process, system of work or a thing that eliminates an HSW hazard or risk or, if this is not reasonably practicable, reduces the risk so far as reasonably practicable.</p>

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Hybrid Work Arrangements	A combination of working from home and working on campus.
Incident/accident	An occurrence that leads to or might lead to injury or illness of a person and or damage to property or the environment. Any occurrence that is contrary to the objectives of an organisation.
Inherent Risk	The level of risk before any controls
Journey Incident	An incident that occurs whilst the employee is travelling to or from work AND they have left or not reached their household boundary
JSA	Job Safety Analysis - a written procedure developed to review work steps and their associated hazards to put in place correct solutions to eliminate or minimise the risk of those hazards.
KPI	Key Performance Indicator – a measurable value that demonstrates how effectively we are achieving key objectives
Label	The written, printed, or graphical information elements concerning a hazardous chemical that is affixed to, printed on or attached to the container of a hazardous chemical.
Laboratory	A building, room, or designated area where a scheduled carcinogenic substance is used for scientific analysis or investigation, research or practical teaching.
Laminar Flow Cabinet	A laminar flow cabinet or laminar flow closet is a carefully enclosed bench designed to prevent contamination of semiconductor wafers, biological samples, or any particle sensitive materials. Air is drawn through a HEPA filter and blown in a very smooth, laminar flow towards the user. The cabinet is usually made of stainless steel with no gaps or joints where spores might collect.
Licensed High-risk Work	Work that requires a person to have a licence to perform that work, including, but not limited to: <ul style="list-style-type: none"> <li>▪ basic, intermediate, and advanced scaffolding</li> <li>▪ dogging</li> <li>▪ basic, intermediate, and advanced rigging</li> <li>▪ crane and hoist operation</li> <li>▪ reach stacker operation</li> <li>▪ forklift operation</li> <li>▪ pressure equipment operation</li> <li>▪ boom-type elevating platform operation.</li> </ul>
Likelihood	The probability that the consequence will occur once exposed to the hazard
Lost Time Injury (LTI)	A work-related injury or illness which results in an employee (including third parties and their employees or subcontractors) being absent from work for a full scheduled day/shift, subsequent to the day/shift during which an injury or illness occurred. This does not include the day/shift during which the event occurred. The period of absence is measured in days.
May	‘May’ indicates an optional course of action.
Must	‘Must’ indicates a requirement exists that must be complied with.
Medical Treatment Injury (MTI)	A serious work injury requiring prescribed medical treatment by a Registered Medical Provider, which is beyond the scope of normal first aid.
MPE	Maximum permissible exposure
Musculoskeletal Disorder (MSD)	An injury, illness or disease of the musculoskeletal system affecting the muscles, bones, tendons, ligaments, intervertebral discs, or nerves that arises in whole or in part from

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	manual handling in the workplace, whether occurring suddenly or over a prolonged period of time but does not include an injury, illness or disease that is caused by crushing, entrapment or cut resulting primarily from the mechanical operation of plant.
Near Miss	<p>A Near Miss (also known as a Near Hit or a Dangerous Occurrence) is an unplanned or unwelcome event, which has the potential to cause harm to the health and safety of a person, damage to property and/or environment. Such events could include:</p> <ul style="list-style-type: none"> <li>▪ The collapse, overturning, failure or malfunction of, or damage to, plant that is required to be licensed or registered</li> <li>▪ The collapse or failure of an excavation or of any shoring supporting an excavation</li> <li>▪ The collapse or partial collapse of a building or structure</li> <li>▪ An implosion, explosion, or fire</li> <li>▪ The escape, spillage or leakage of any substance including dangerous goods</li> <li>▪ The fall or release from a height of any plant, substance, or object.</li> </ul>
Notifiable hazard or incident	This is defined in the <b>HSW-PR10-WI01 - VIC Statutory Reporting Guideline</b>
Occupational Exposure Limits (Exposure standard),	Numerical values (e.g., parts per million for chemical fumes; dBA for noise levels, 0°C for temperature) which represent the exposure levels to which workers and students may be repeatedly exposed and are regarded as an "acceptable risk".
Occupational Illness	An abnormal health condition or disorder, other than one resulting directly from a work-related injury, caused, or mainly caused by work-related factors and may be diagnosed and recognised as part of national schemes. This includes both acute and chronic illnesses caused by inhalation, absorption, ingestion, or the repeated impact of agents, as well as psychosocial disorders.
Occupational noise	All sound in the work or learning environment, either wanted or unwanted. Prolonged exposure to excessive noise can result in irreversible damage to a person's hearing and a reduction in their quality of life
Operational Leader (Manager/ Supervisor)	<p>Any staff member of RMIT who:</p> <ul style="list-style-type: none"> <li>▪ Plans, organises, or supervises the activities of other staff, contractors, students or visitors on behalf of RMIT; or</li> <li>▪ Designs or organises the design, maintenance, or refurbishment of facilities on behalf of RMIT</li> <li>▪ A staff member, such as a Chief Investigator, who has accountability for the conduct or supervision of research.</li> </ul> <p>This includes all managers, senior accountants, senior administrators, course coordinators, team leaders, industry fellows, research fellows, teachers, senior educators and lecturers.</p>
PD	Position Description – A document which clearly, concisely and accurately documents the duties and responsibilities of a role/position.
Personal Protective Equipment (PPE)-	Relates only to hazards and their impact on personal safety risks. It is worn by people as a barrier between themselves and the hazard. The success of this control is dependent on the protective clothing and equipment being chosen correctly, as well as always fitted correctly and worn when required.
Plant	Encompasses all types/sizes of machinery and equipment, both fixed and mobile.
Probability	The likelihood that the consequence will occur once exposed to the hazard
Psychosocial Risk	Psychosocial risks are elements of the work environment that increase the risk of work-related stress.

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Psychosocial Risk Management	Psychosocial risk management is the application of the risk management framework to psychosocial risks in the workplace
PTW	Permit-to-Work. A formal process that authorises work considered hazardous and/or high risk. Permits to work are written documents which authorise certain people to undertake specific work, at the stated times and dates. The permit to work system requires the intended work methods and risk control measures to be established, documented and agreed to prior to the high-risk activity commencing. The permit to work system also establishes communication and understanding between RMIT personnel and those who are undertaking the high-risk work.
Reasonably Practicable	<p>There are multiple factors for determining “what is (or was at a particular time) reasonably practicable in relation to ensuring health and safety”. The test involves a careful weighing up of each of the matters in the context of the circumstances and facts of the particular case:</p> <ul style="list-style-type: none"> <li>▪ the likelihood of the hazard or risk concerned eventuating</li> <li>▪ the degree of harm that would result if the hazard or risk eventuated</li> <li>▪ what the person concerned knows, or ought reasonably to know, about the hazard or risk and any ways of eliminated or reducing the hazard or risk</li> <li>▪ the availability and suitability of ways to eliminate or reduce the hazard or risk</li> <li>▪ the cost eliminating or reducing the hazard or risk</li> </ul>
Report Only	A minor work injury where treatment is either not sought or not required, but an injury report is received, for example: a fall or collision with a stationary object where minor bruising occurs, an odour, flickering light that results in a headache. The purpose of these reports is to capture all incident experiences and triage to determine any corrective action required.
Researcher	Any person who conducts research including but not limited to staff, HDR candidates, students, visiting researchers and honorary and adjunct appointees.
Residual Risk	The level of risk after treatment.
Risk	<p>A “risk” is the possibility that harm (death, injury or illness) might occur when exposed to a hazard in the work or learning environment.</p> <p>The level of risk will depend on factors such as how often the task is done, the number of people involved and how serious any injuries that result could be. It is a combination of the Likelihood and Consequence of a hazard being realised.</p>
Risk Control	Taking action to eliminate health and safety risks so far as is reasonably practicable, and if that is not possible, minimising the risks so far as is reasonably practicable. Eliminating a hazard will also eliminate any risks associated with that hazard in the work or learning environment
Risk Tolerance level	The level of risk acceptable for the organisation.
Risk Treatment	One or more appropriate options for dealing with risk.
Safeguards Material	Safeguards material includes uranium and thorium in any chemical form, including salts. Possession of these substances is regulated under the (Federal) <b><i>Nuclear Non-Proliferation (Safeguards) Act 1987</i></b> .
Scrubber	A scrubber (fume scrubber) is a device fitted to the fume cupboard exhaust duct designed to wash contaminants from the effluent fume, usually with water or aqueous solution.



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SDS	Safety Data Sheet (previously MSDS or Material Safety Data Sheet) - a document that provides information on the properties of hazardous chemicals under the GHS and how they affect health and safety in the workplace
Senior Leaders	This includes leaders within schools and department, and includes senior school managers, heads, deans and their deputies, program director, assistant directors, discipline heads, senior managers, professors and associate professors.
Serious injury	Serious injuries include, but are not limited to, incidents that result in a person requiring: <ul style="list-style-type: none"> <li>▪ Medical treatment within 48 hours of exposure to a substance</li> <li>▪ Immediate treatment as an in-patient in a hospital</li> <li>▪ Immediate medical treatment for amputation, serious head injury, serious eye injury, separation of skin from underlying tissue (for example de-gloving or scalping), electric shock, spinal injury, loss of bodily function or serious lacerations.</li> </ul>
Serious Potential	Potentially serious incidents are incidents with potential for injury or loss, regardless of whether injury or loss actually occurred, and they include near misses.
Should	'Should' indicates a recommended course of action.
SOP	Safe Operating Procedure or Standard Operating Procedure; also, sometimes called a SWP (Safe Work Procedure) - a step by step description of a process when deviation may cause a loss.
Substance	<ul style="list-style-type: none"> <li>▪ The physical matter, material or that of which an organ or body consists of.</li> <li>▪ A material, matter or that which has specific composition and specific properties.</li> </ul>
Substitution	Involves replacing the hazard or environmental aspect by one that presents a lower risk.
SWMS	Safe Work Method Statement – A form of safety statement used within the construction industry in Australia. It outlines all high-risk activities that will be carried out within a given workplace, as well as the associated hazards and the controls put in place to mitigate the risk to as low as reasonably practicable. These high-risk activities are formally referred to as high-risk construction work (HRCW).
Thermal discomfort	The discomfort experienced by most people when it is hot or cold.
Third Party	A person or firm that undertakes a contract to provide materials or labour to perform a service or do a job. Also known as a Contractor.
TNA	Training Needs Analysis - A review of learning and development needs within an organisation. It considers the knowledge, skill and behaviours that people need and how to develop them effectively
TWA	Time weighted average (TWA) is the average workplace exposure to any hazardous contaminant or agent using the baseline of an 8 hour per day or 40 hours per week work schedule. The TWA reflects the maximum average exposure to such hazardous contaminants to which workers may be exposed without experiencing significant adverse health effects over the standardized eight-hour work period.
Wash-down	The wash-down irrigates all concealed surfaces below the fume scrubber, such as the rear baffles and ducting above the work area.
Working alone (remote or isolated work)	Refers to situations where a person may be exposed to risks because: <ul style="list-style-type: none"> <li>▪ The area they are working in is remote from others or isolated from the assistance of others because of the nature, time or location of their work</li> </ul>



**Term**

**Definition**

- The work involves the operation or maintenance of hazardous plant, or the handling of a hazardous substance
  - The work is dangerous for a person to perform alone.
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