

16.2.1 WHS DEFINITIONS

The following provides definitions for terms used in WHS documentation.

Term	Definition
Accident	Non-serious occurrence or event without serious injury or property damage; this includes injuries not requiring medical attention or a notification to WorkCover NSW
Area of Control	The area over which a person has control.
Audit	A systematic examination of systems, policies and procedures to determine if the activities comply with all relevant legislation and Diocesan objectives.
Construction Project:	Construction or Structural Work with a cost over \$250,000.
Construction Work:	Includes any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure. Such as: <ul style="list-style-type: none"> • any installation and testing carried out in connection with an activity referred to in the above definition • the removal from the workplace of any product or waste resulting from demolition • the prefabrication or testing of elements, at a place specifically established for the construction work, for use in construction work • the assembly of prefabricated elements to form a structure or the disassembly of prefabricated elements forming part of a structure • the installation, testing or maintenance of an essential service in relation to any structure • any work connected with an excavation • any work connected with any preparatory work or site preparation (including landscaping as part of site preparation) carried out in connection with an activity referred to in the above definition, and • an activity referred to in the above definition that is carried out on, under or near water, including work on buoys and obstructions to navigation
Contractor:	A person, group or organisation that performs or manages any work at a Diocesan work site while under a contractual agreement.
Competence	The ability of an individual to do a job/task properly, (the presence of skills, tickets or previous experience does not automatically ensure competence.)
Competent person:	A person who has acquired through training, qualification or experience the knowledge and skills to carry out the task, (in many cases the minimum requirement for any given task is prescribed in the regulations and guidance materials.)
Dangerous Incident	Means an incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety, emanating from an immediate or imminent exposure to:

	<ul style="list-style-type: none"> • An uncontrolled escape, spillage or leakage of a substance • An uncontrolled implosion, explosion or fire • An uncontrolled escape of gas or steam • An uncontrolled escape of a pressurised substance • An electric shock • The fall or release from a height of any plant, substance or thing • The collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations • The collapse or partial collapse of a structure • The collapse or failure of an excavation or of any shoring supporting an excavation • The inrush of water, mud or gas in workings, in an underground excavation or tunnel • The interruption of the main system of ventilation in an underground excavation or tunnel
Fit For Purpose:	Fit for purpose in relation to WHS is ensuring that an item is used as it was manufactured or intended to be used. i.e. a ladder that is for domestic use is not allowed to be used for work under WHS legislation, (with regard to products and their uses we need to ensure that we use things as they were designed.)
General Work:	Any work that does not include construction, structural or high risk work. Such as: <ul style="list-style-type: none"> • Consultancies • Business machine maintenance or supply (i.e. paper, water cooler, photocopier)
General High Risk Work:	Any work that may involve the following, but is construction work, such as: <ul style="list-style-type: none"> • work carried out on or near energised electrical installations or services • work carried out that may involve fall hazards • work involving mobile plant and equipment • work involving disturbance to materials containing asbestos • work involving hazardous chemicals
Hazard:	Means a situation or thing that has the potential to harm a person. Hazards at work may include: noisy machinery, a moving forklift, chemicals, electricity, working at heights, a repetitive job, bullying and violence at the workplace.
Hazardous Manual Tasks (Manual Handling)	Hazardous manual tasks can put stress on the body and cause serious injury. These tasks involve lifting, lowering, carrying, pushing, pulling, holding or restraining. They may also include: <ul style="list-style-type: none"> • Sustained or awkward postures • Repetitive or sustained force • High or sudden force • Repetitive movement • Exposure to vibration.
Incident:	Individual occurrence or event, including dangerous incident, serious injury or illness, a notifiable incident or any other incident that requires a doctor to be seen.

Notifiable Incident	Refers to the death of a person, serious injury, illness or dangerous incident
Other Duty Holders:	Persons Conducting a Business or Undertaking (PCBU) other than the Diocese who have a concurrent duty with the Diocese under Part 2 of the WHS Act (NSW) 2011.
Officer(s):	<p>Person(s) identified by the Diocese, as per Section 9 of the Commonwealth Corporations Act 2001 shown below.</p> <p><i>"officer"</i> of an entity that is neither an individual nor a corporation means:</p> <p>(a) a partner in the partnership if the entity is a partnership; or</p> <p>(b) an office holder of the unincorporated association if the entity is an unincorporated association; or</p> <p>(c) a person:</p> <p>(i) who makes, or participates in making, decisions that affect the whole, or a substantial part, of the business of the entity; or</p> <p>(ii) who has the capacity to affect significantly the entity's financial standing.</p>
Parishioner	A person who is a member of the Parish but who does not undertake "work" or a worker who is not undertaking tasks at that time rather just attending as a member of the parish. A parishioner would be familiar with cultures, processes and beliefs of the Parish.
Person Conducting a Business or Undertaking (PCBU):	<p>Business or undertaking conducted by person(s) as per Section 5 of the WHS Act (NSW) 2011 as shown below.</p> <p>Meaning of "person conducting a business or undertaking"</p> <p>(1) For the purposes of this Act, a person conducts a business or undertaking:</p> <p>(a) whether the person conducts the business or undertaking alone or with others, and</p> <p>(b) whether or not the business or undertaking is conducted for profit or gain.</p> <p>(2) A business or undertaking conducted by a person includes a business or undertaking conducted by a partnership or an unincorporated association.</p> <p>(3) If a business or undertaking is conducted by a partnership (other than an incorporated partnership), a reference in this Act to a person conducting the business or undertaking is to be read as a reference to each partner in the partnership.</p> <p>(4) A person does not conduct a business or undertaking to the extent that the person is engaged solely as a worker in, or as an officer of, that business or undertaking.</p> <p>(5) An elected member of a local authority does not in that capacity conduct a business or undertaking.</p> <p>(6) The regulations may specify the circumstances in which a person may</p>

	<p>be taken not to be a person who conducts a business or undertaking for the purposes of this Act or any provision of this Act.</p> <p>(7) A volunteer association does not conduct a business or undertaking for the purposes of this Act.</p> <p>(8) In this section, <i>volunteer association</i> means a group of volunteers working together for one 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.</p>
Reasonably Practicable:	Means that which is, or was at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters stipulated under Section 18 of WHS Act (NSW) 2011.
Serious injury or illness of a person	<p>Means an injury or illness requiring the person to have:</p> <ul style="list-style-type: none"> • Immediate treatment as an in-patient in a hospital • Immediate treatment for: <ul style="list-style-type: none"> ➢ The amputation of any part of his or her body ➢ A serious head injury ➢ A serious eye injury ➢ A serious burn ➢ The separation of his or her skin from an underlying tissue ➢ A spinal injury ➢ The loss of a bodily function ➢ Serious lacerations ➢ Medical treatment within 48 hours of exposure to a substance.
Policy	A statement of agreed intent that clearly and unequivocally sets out organisations views with respect to a particular matter
Procedure	A step by step method for implementing an organisations policy or responsibility.
Risk:	Is the possibility that harm (death, injury or illness) might occur when exposed to a hazard.
Risk Assessment:	The analysis of an identified hazard to determine the likelihood and consequence of an incident occurring.
Risk Control:	Means 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.
Risk Management	The systematic application of management policies, processes and procedures with the aim of identifying, analysing, assessing, treating and monitoring risk.
Risk of Fall	A person conducting a business or undertaking at a workplace must manage risks to health and safety associated with a fall by a person from one level to another that is reasonably likely to cause injury to the person or any other person. Given the age and health of many of our visitors, parishioners and volunteers workers it is important to consider that one level to another means from standing to laying down.

<p>A Safe Work Method Statement (SWMS)</p>	<p>Is a document that:</p> <ul style="list-style-type: none"> • Lists the types of high risk construction work or other work being done • States the health and safety hazards and risks arising from that work • Describes how the risks will be controlled, and • Describes how the risk control measures will be put in place. <p>One SWMS can be prepared to cover a variety of tasks, if it takes into account the changing nature of the work environment. Alternatively, a separate SWMS can be prepared for each type of high risk work. When an SWMS is being used for a site where there are multiple hazards, the SWMS needs to deal with the specific hazards and risks on the site. For this reason, a generic SWMS is unlikely to meet the new requirements, unless it has first been reviewed in light of the hazards and risks on the specific site and amended as necessary. These are usually for higher level risks</p>
<p>Task Risk Assessment (TRA)</p>	<p>A task specific risk assessment, these are usually filled out immediately before the task begins and are done by the people involved in the task. This is also reviewed and changed as needed, and the TRA is a living document.</p>
<p>Verification of Competency</p>	<p>The process of verifying the ability of an individual to do a job/task properly, includes but is not limited to:</p> <ul style="list-style-type: none"> • Tickets, licenses and trades certificates • Experience • On the job assessment
<p>Visitor</p>	<p>A member of the public who is not a member of the parish, a worker or who would not have any knowledge of our procedures and processes. The duties of a visitor are to:</p> <ul style="list-style-type: none"> • comply with any reasonable work health and safety instructions at the workplace • take reasonable care to not put themselves or others at risk
<p>Worker(s):</p>	<p>The term “worker” relates to all employees including clergy, trainee’s, volunteer, out-worker , apprentices, work for the dole person, work experience student , contractor or sub-contractor, employee of contractor or sub-contractor, labour hire or any other person assigned to do work for a PCBU. Workers can be both paid and unpaid.</p> <p>A worker must, while at work:</p> <ul style="list-style-type: none"> • take reasonable care for their own health and safety • take reasonable care for the health and safety of others • comply with any reasonable instruction by the PCBU • cooperate with any reasonable policies and procedures of the PCBU
<p>Workplace -</p>	<p>A workplace is a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work. “Place” includes: a vehicle, vessel, aircraft or other mobile structure, and any waters and any installation on land, on the bed of any</p>

	<p>waters or floating on any waters.</p> <p>The workplace may be part of, or the whole of, a building or site in which work takes place. This may be a rectory, hall, church, diocesan office or the grounds thereof.</p>
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