

Work Health and Safety Definitions Register

The purpose of this Work Health and Safety (WHS) Definitions register is to provide consistent definitions for WHS terminology used across ECU work health and safety policies, guidelines and procedures. There may be circumstances where the WHS terminology differs from everyday language to align with language used in WHS legislation, standards and codes of practice.

The WHS Definitions register will be maintained by the People and Culture, Work Health and Safety team.

The terms defined with the [University Glossary](#) should also be utilised in addition to this register.

| Term: | Definition: | Date last Updated: |
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| Actual consequence | The actual consequence of an incident on workplace safety, project, the environment, reputation and image, business interruption/quality of service or financial and legal. The Actual Consequence is classified as Near Miss, Minor, Moderate, Substantial, Major or Catastrophic. | 22 December 2021 |
| Accountability | Having the obligation to ensure the correct and thorough implementation of the task. | 22 December 2021 |
| Approved Arrangement | Previously Quarantine Approved Premises and Compliance Agreements, are voluntary arrangements entered into with the Department of Agriculture and Water Resources. These arrangements allow operators to manage biosecurity risks in accordance with departmental requirements, using their own premises, facilities, equipment and people, and without constant supervision by the department and with occasional compliance monitoring or auditing. | 22 December 2021 |
| Awareness Training | Training used to distribute information that provides an individual with awareness of the basic concepts of a policy, program, process or system. Understanding may be assessed but there is no requirement to for it to be assessed. | 22 December 2021 |
| Building | A building owned by or under the control of the University by virtue of the lease or any other arrangement. This also includes points of entry and exit, external air conditioning ducts and vents. | 22 December 2021 |
| Campus Access Induction | All contractors, sub-contractors and their employees are required to have completed the University's Campus Access Induction prior to commencing work on any University site. The induction aims to ensure all individuals working on ECU sites are | 19 October 2022 |

| Term: | Definition: | Date last Updated: |
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| | aware of safety policies, procedures and documentation as set out by ECU. | |
| Competent Person | A person who has been assessed and deemed to be qualified to perform a duty based on training, knowledge, skill and relevant experience. | 22 December 2021 |
| Compliance Commitment | A requirement that ECU chooses to comply with. | 22 December 2021 |
| Compliance Obligation | The compliance requirements or compliance commitments of the University | 22 December 2021 |
| Compliance Requirement | A requirement that ECU must comply with including but not limited to legislation, licences, permits and agreements with external parties. | 22 December 2021 |
| Consequence | The impact of an event expressed qualitatively and/or quantitatively, being a loss, harm, disadvantage or gain. | 22 December 2021 |
| Construction | Any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, and refurbishment, demolition, decommissioning or dismantling of a structure. Further details of what is considered construction work are outlined in the <i>WorkSafe WA, Code of Practice: Construction Work</i> . | 5 August 2022 |
| Contractor Induction System | A system to enable the University to efficiently manage external Contractors who come on site to perform various duties; the system informs contractors and consultants of ECU's requirements in terms of their conduct onsite and conformance to relevant policies prior to their arrival. It also records details of Contractors' insurance coverage which is a requirement before access is permitted. | 31 January 2023 |
| Contract Manager or Contract Owner | A University staff member who is responsible for managing a Contract during its term. | 31 January 2023 |
| Control Measure / Control(s) | An action taken to eliminate or minimise health and safety risks so far as is reasonably practicable. A hierarchy of control measures is set out in the WHS Regulations to assist duty holders to select the highest control measures reasonably practicable. | 22 December 2021 |
| Critical Risk | Those WHS Risks where the absence or loss of Critical Controls may lead to single or multiple fatalities. Determination of whether a hazard poses | 31 January 2023 |

| Term: | Definition: | Date last Updated: |
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| | a Critical Risk is considers inherent risk with no controls in place. | |
| Critical Controls | Controls that must be in place to prevent a fatality or significant injury. The absence or failure of a Critical Control will significantly increase the risk, despite the existence of other controls. | 31 January 2023 |
| Current Controls | Controls that are in place at the time of risk assessment. This is referred to as existing controls in Riskware. | |
| Current Risk | The risk as it currently exists considering the effectiveness of the existing controls. In Riskware, this is referred to as 'Current Rating'. | 22 December 2021 |
| Dangerous Incident | <p>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 —</p> <ul style="list-style-type: none"> (a) an uncontrolled escape, spillage or leakage of a substance; or (b) an uncontrolled implosion, explosion or fire; or (c) an uncontrolled escape of gas or steam; or (d) an uncontrolled escape of a pressurised substance; or (e) electric shock; or (f) the fall or release from a height of any plant, substance or thing; or (g) 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; or (h) the collapse or partial collapse of a structure; or (i) the collapse or failure of an excavation or of any shoring supporting an excavation; or (j) the inrush of water, mud or gas in workings, in an underground excavation or tunnel; or (k) the interruption of the main system of ventilation in an underground excavation or tunnel; or (l) any other event prescribed by the regulations, but does not include an incident of a prescribed kind. | 22 December 2021 |

| Term: | Definition: | Date last Updated: |
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| Document | Information and its supporting medium, used for both live or work in progress instructions and may be changed and updated over time. The medium may be paper, magnetic, electronic or optical computer disc, photographic or a combination thereof. | 15 March 2023 |
| Document Approver | Person ultimately accountable for ensuring the content is complete, current, accurate and fit for purpose. This person is also accountable for ensuring documents conform to the stated work practices and guidance notes and for the implementation of the document and processes it describes. | 15 March 2023 |
| Document Owner | Person owning the information contained in a document, ensuring it is current and relevant. This person is also responsible for availability of the document and its release into the business. | 15 March 2023 |
| Duty Holder | A duty holder refers to any person who owes a work health and safety duty under the WHS Act including a person conducting a business or undertaking (PCBU), designer, manufacturer, importer, supplier, installer of products or plant used at work (upstream duty holders), an officer and workers. More than one person can concurrently have the same duty in which case the duty is shared. Duties cannot be transferred. | 22 December 2021 |
| Due Diligence | The Work Health and Safety Act 2020 (WA) imposes a specific duty on officers of corporations and unincorporated bodies, to exercise due diligence to ensure that it meets its work health and safety obligations. The duty requires officers to be proactive in ensuring that the corporation, unincorporated body complies with its duty. The specific requirements are detailed in s27(5) of the Work Health and Safety Act 2020 (WA). | 22 December 2021 |
| ECU Officer | The University Executive member accountable for the School, Centre(s) and/or Teaching Areas under their line management. Refer also to the definition of an Officer. | 10 May 2022 |
| ECU Risk Acceptance Criteria | Criteria providing guidance on the acceptability of risk, action to be taken, review periods and level of delegation required to accept the risk based upon the current risk rating. | 22 December 2021 |

| Term: | Definition: | Date last Updated: |
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| Electrical Incident | Any incident involving electricity, including electric shock, irrespective of the severity. | 22 December 2021 |
| Electrical Work | As defined by the WHS (General) Regulations 2022, electrical work means (a) work (i) on electrical machines or instruments; or (ii) on an electrical installation; or (iii) on electrical appliances or equipment, to which electricity is supplied or intended to be supplied at a nominal pressure exceeding 50 volts alternating current or 120 volts ripple free direct current; and (b) work comprising an assessment of an electrical installation to ensure that the installation and any work done on the installation | 5 April 2023 |
| Emergency Control Organisation | The responders to emergencies, which includes all Wardens, Physical Resource Response Team Members and additional staff as required (as defined in the Emergency Management Plan). | 22 December 2021 |
| Environmental Noise | Environmental noise is an accumulation of unwanted noise pollution that occurs outside. | 22 December 2021 |
| Ergonomic Hazard | A factor in a work environment that can cause harm to the musculoskeletal system. | 19 October 2022 |
| Exposure Standard (Airborne Contaminants) | The airborne concentration of a particular substance or mixture that must not be exceeded as outlined in the Workplace exposure standard for airborne contaminants . There are three types of exposure standard: a. 8-hour time-weighted average (TWA) b. short term exposure limit (STEL). c. peak limitation | 22 December 2021 |
| Exposure Standard (Noise) | A maximum airborne concentration of a toxic substance to which a worker can be exposed over a period without suffering any harmful consequences. | 22 December 2021 |
| External Training Provider | A person or organisation providing training services to the University and that has been certified as holding the prescribed scope of registration, qualifications, training and experience to deliver University HS and specialist training. | 22 December 2021 |
| Hazard | Situations or things that have the potential to harm a person, also referred to as 'Risk Factor' in Riskware. | 22 December 2021 |

| Term: | Definition: | Date last Updated: |
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| Hazard Risk Assessment (HRA) | A formal tool used to identify hazards; assess, control and review risks for an activity/project. | 22 December 2021 |
| Hazard Risk Register (HRR) | A formal register or log of hazard risk assessments applicable to a School or Professional Service | 22 December 2021 |
| Health and Safety Legal Register | A register listing the WHS legal compliance requirements which are relevant for the University. | 22 December 2021 |
| Health and Safety Representative | A health and safety representative elected under Part 5 Division 3 of the Work Health and Safety Act (WA) | 22 March 2022 |
| Hierarchy of Control | The hierarchy of risk control shows ways of controlling risks, ranked from the highest level of protection and reliability to the lowest. The aim is to eliminate the risk, which is the most effective control. If this is not reasonably practicable, the risk must be minimised by working through the other alternatives in the hierarchy. | 22 December 2021 |
| HR Information System (HRIM) | The secure Payroll/HR database used by the University (currently Ascender Pay). | 22 December 2021 |
| Immunisation | As defined by the Australian Immunisation Handbook, the process of inducing immunity to an infectious agent by giving a vaccine. | 22 December 2021 |
| Incident | An occurrence resulting in: a) physical and/ or psychological harm b) damage to assets or the environment; or c) a near miss. | 22 December 2021 |
| Industrial Manslaughter | A person commits a crime (industrial manslaughter) if (a) the person has a health and safety duty as a person conducting a business or undertaking; and (b) the person engages in conduct that causes the death of an individual; and (c) the conduct constitutes a failure to comply with the person's health and safety duty; and (d) the person engages in the conduct — (i) knowing that the conduct is likely to cause the death of, or serious harm to, an individual; and (ii) in disregard of that likelihood. | 22 December 2021 |
| Infectious Disease, also known as communicable disease. | A disease caused by infectious agents that can be passed from one person or animal to another. Transmission can occur directly (through contact | 22 December 2021 |

| Term: | Definition: | Date last Updated: |
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| | with bodily discharge), indirectly (for example, by sharing a drinking glass) or by means of vectors (such as mosquitoes). They are caused by bacteria, viruses, parasites or fungi or their toxic products. Examples of these communicable diseases include coronavirus, malaria, influenza and chickenpox | |
| Injury Management | The management of an injured or ill worker to successfully maintain or achieve a timely, safe and sustainable return to work. | 1 August 2022 |
| Inspection | A workplace inspection is an event in which the workplace is inspected to identify potential hazards. | 22 December 2021 |
| Isolated Worker | An employee who is alone in any place as part of their work. | 22 December 2021 |
| Job Safety Analysis (JSA) | A tool used to identify hazards and implement controls before starting a job or task. It focuses on the relationship between the worker, the task, tools and the work environment. | 22 December 2021 |
| Lead Measures | Measurable factors that indicate future development or direction of performance. e.g. Percentage of employee training completed versus expected | 22 December 2021 |
| Lag Measures | Measures that indicate facts about past incidents e.g. Past incident statistics such as Lost Time Injury rates | 22 December 2021 |
| Likelihood | The most realistic or credible chance that a particular event will occur, resulting in the 'consequence', expressed as a qualitative or quantitative description of probability or frequency. | 22 December 2021 |
| Local Work Health and Safety Committee | Local Work Health and Safety Committees operate in a proactive capacity to assist the School or Professional Service in the management and control of potential and reported work health and safety matters. | 22 December 2021 |
| Manager / Supervisor | A person with line management responsibility for any employee including all full time, part time and casual staff. A person responsible for controlling activities areas, Workers or Students. | 22 December 2021 |
| Marine Incident | Marine incidents requiring reporting to the Australian Marine Safety Authority are those that involve: <ul style="list-style-type: none"> (i) the death of a person; or (ii) serious injury to a person; or (iii) the loss of a vessel; or (iv) the loss of a person from the vessel; or | 22 December 2021 |

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| | (v) significant damage to a vessel | |
| Master (with regards to vessels) | The person who has command or charge of a vessel | 22 December 2021 |
| Maximum Reasonable Outcome | The maximum reasonable outcome for an incident, based on its consequence potential and likelihood applying the ECU Risk Assessment Matrix. The Maximum Reasonable Outcome is classified as Low, Moderate, Substantial, High or Extreme. | 22 December 2021 |
| Mental Health First Aid | The help offered to someone developing a mental health problem, experiencing a worsening of an existing mental health illness or experiencing a mental health crisis. The first aid is given until appropriate professional help is received or the crisis resolves. | 15 February 2023 |
| Near Miss | An incident that has actually happened and in which no actual injuries, illnesses, environment or asset damage has occurred. | 22 December 2021 |
| Noise Assessment | An assessment that identifies workers at risk of hearing loss, the source of hazardous noises, and existing and possible control measures, as outlined in the Managing Noise at Workplaces 2002 Code of Practice. | 22 December 2021 |
| Normal Work Duties | A worker's full duties and responsibilities that are inherent to the role that they are employed to perform. | 19 October 2022 |
| Notifiable Incident | A notifiable incident means — (a) the death of a person; or (b) a serious injury or illness of a person; or (c) a dangerous incident. | 22 December 2021 |
| Nuisance Noise | Nuisance noise is noise that does not necessarily cause hearing loss but may have a psychological effect and impact on performance. | 22 December 2021 |
| Office | A space where an organisation's workers perform administrative type work. | 19 October 2022 |
| Office-Based Work | Administrative work that can be conducted in a traditional office, on-site location, vehicle or home environment. This can include communicating, computing, organising, planning, scheduling or staffing. | 19 October 2022 |
| Officer | An officer within the meaning of section 9 of the Corporations Act 2001 (Cth) other than each partner | 22 December 2021 |

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| Refer to s4A. of the WHS Act 2020 (WA) | within a partnership. An officer is a person who makes, or participates in making, decisions that affect the whole, or a substantial part, of the organisation's activities. Each partner within a partnership is not an officer but a PCBU in their own right. Under the WHS Act, an officer must exercise due diligence to ensure compliance by the PCBU with its health and safety obligations. | |
| Permit | An official document giving someone authorisation to undertake an activity. | 19 October 2022 |
| Permit Approver | A competent ECU person who has been given authorisation to approve Permits i.e. subject matter experts in Confined Space, Hot Work, Excavation & Penetration, Isolation, Work at Heights, High Voltage and Cranes and Lifting. | 19 October 2022 |
| Permit Holder | The person holding the Permit who is undertaking the work (contract supervisor for contracts or ECU Supervisor for internal workers). | 19 October 2022 |
| Permit Issuer | ECU Responsible Officer who issues the permit. | 19 October 2022 |
| Permit Requestor | ECU employee or Contractor requesting work to be conducted. | 19 October 2022 |
| Person Conducting a Business or Undertaking (PCBU) | The Work Health and Safety Act 2020 (WA) places the primary duty of care on the PCBU. The term PCBU is an umbrella concept used to capture all types of working arrangements or structures. A PCBU can be a: company; unincorporated body or association; sole trader or self-employed person. Individuals who are in a partnership that is conducting a business will individually and collectively be a PCBU. | 22 December 2021 |
| Person in Control of the Workplace | Any person in a management role for the work area or activities being performed. This may include Managers and Supervisors, Associate Deans, Deans, Directors or members of University Executive operating within their span of control. | 5 August 2022 |
| Plan-Do-Check-Act (PDCA) | A continual improvement cycle consisting of the following steps: Plan: determine and assess WHS risk, establish the objectives and processes necessary to deliver results in accordance with the WHS Policy Do: Implement the processes Check: monitor and measure processes against WHS Policy and objectives | 22 December 2021 |

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| | Act: take action to continually improve the WHS performance. | |
| Plant | Machinery, equipment, appliances, containers, implements and tools and any components or anything fitted or connected to those things. Plant includes items as diverse as lifts, cranes, computers, machinery, conveyors, forklifts, vehicles, power tools, quad bikes, mobile plant and amusement devices. Further details related to the Principal Contractor are outlined in the <i>WorkSafe WA, Code of Practice: Managing the risks of plant in the workplace.</i> | 5 August 2022 |
| PPE | Personal Protective Equipment | 22 December 2021 |
| Prescribed Workplace | A workplace where a noise assessment has established that workers in the work areas may be exposed to noise above the occupational exposure limits and that this is typical of their work environment. | 22 December 2021 |
| Principal Contractor | The Person Conducting a Business or Undertaking (PCBU) who commissions a construction project is the principal contractor for that project, unless they engage another PCBU to be the principal contractor for the duration of the project. The PCBU who commissions the construction project must authorise the nominated principal contractor to have management or control of the workplace and discharge their duties as the principal contractor. Further details related to the Principal Contractor are outlined in the <i>WorkSafe WA, Code of Practice: Construction Work.</i> | 5 August 2022 |
| Project Manager | A person at ECU overseeing the coordination of construction work. | 9 August 2022 |
| QFM | The system used by Digital and Campus Services to record and track maintenance request. | 10 May 2022 |
| RCDs | Residual-current devices. | 22 December 2021 |
| Reasonable Accommodation/Adjustment | A change that must be made to remove or reduce a disadvantage related to an employee's disability when doing their job. | 19 October 2022 |
| Reasonable Care | Whilst the Work Health and Safety Act 2020 (WA) does not define what is meant by 'reasonable care', it is intended to consider what a 'reasonable person' in the same situation would do. | 22 December 2021 |

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| Reasonably Practicable | <p>Reasonably practicable, in relation to a duty to ensure health and safety, 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 including —</p> <p>(a) the likelihood of the hazard or the risk concerned occurring; and</p> <p>(b) the degree of harm that might result from the hazard or the risk; and</p> <p>(c) what the person concerned knows, or ought reasonably to know, about —</p> <p style="padding-left: 40px;">(i) the hazard or the risk; and</p> <p style="padding-left: 40px;">(ii) ways of eliminating or minimising the risk; and</p> <p>(d) the availability and suitability of ways to eliminate or minimise the risk; and</p> <p>(e) after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.</p> | 22 December 2021 |
| Remote | A place that is a long way from the infrastructure required in an emergency. | 22 December 2021 |
| Residual Risk | The risk remaining after implementation of proposed risk control(s). In Riskware, this is referred to as the 'Residual Rating'. | 22 December 2021 |
| Responsible Officer (Contractor / Consultant) | A University worker nominated as responsible for managing tenants or contractors and consultants working in the relevant School, Teaching Area or Services Centre. | 22 December 2021 |
| Risk | The possibility that harm (death, injury, illness, or damage) might occur when exposed to a hazard. | 22 December 2021 |
| Risk Approver | Person with the appropriate ECU staff delegation level to accept the level of risk in accordance with ECU's risk acceptance criteria. | 22 December 2021 |
| Risk Assessment | The overall process of identifying, analysing and evaluating risk. It provides an understanding of the risks, their causes, consequences, likelihood and impact. | 22 December 2021 |

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| Risk Description | A description of how the hazard / risk factor could potentially result in a consequence. | 22 December 2021 |
| Riskware | ECU's online risk management software solution used for recording enterprise and health and safety risk assessments and registers, incidents and hazards, Radiation Biosafety and Hazardous Substances applications, Workers compensation and injury management data, fieldtrip event and travel management and audits and inspections. | 22 December 2021 |
| Risk Management | A set of co-ordinated activities aimed at ensuring hazards and risks are eliminated or minimised so far as is reasonably practicable. | 22 December 2021 |
| Risk Owner (Logger) | Person responsible for completing the WHS risk assessment in Riskware. This person is responsible for ensuring controls are identified and allocated to a responsible person for implementation. | 22 December 2021 |
| Role | Refers to a position assigned to an individual. | 22 December 2021 |
| Scope of Work (SoW) | A document that defines the nature of work that the contractor is to complete and the expected outcomes of the work. | 22 December 2021 |
| SDS | Safety Data Sheet | 22 December 2021 |
| Senior Company Representative | In relation to Contractor Management, the Company Director, Company Secretary or Authorised Representative. | 31 January 2023 |
| Serious Injury or Illness | <p>A serious injury or illness of a person:</p> <p>(a) that requires the person to have immediate treatment as an in-patient in a hospital; or</p> <p>(b) that requires the person to have immediate treatment for —</p> <ul style="list-style-type: none"> (i) the amputation of any part of the person's body; or (ii) a serious head injury; or (iii) a serious eye injury; or (iv) a serious burn; or (v) the separation of the person's skin from an underlying tissue (such as degloving or scalping); or (vi) a spinal injury; or (vii) the loss of a bodily function; or (viii) serious lacerations; or | 22 December 2021 |

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| | <p>(c) that requires the person to have treatment by a medical practitioner within 48 hours of exposure to a substance; or</p> <p>(d) that occurs in a remote location and requires the person to be transferred urgently to a medical facility for treatment; or</p> <p>(e) that, in the opinion of a medical practitioner, is likely to prevent the person from being able to do the person's normal work for at least 10 days after the day on which the injury or illness occurs, and includes any other injury or illness prescribed by the regulations but does not include an illness or injury of a prescribed kind.</p> | |
| Significant Incident | An incident assessed as having either an Actual Consequence classified as Major or Catastrophic; or a Maximum Reasonable Outcome classified as Substantial, High or Extreme, using the ECU Risk Matrix. | 22 December 2021 |
| SMART principles | <p>A well-established tool commonly used to plan and achieve goals. To make goals clear and achievable each goal should be:</p> <ul style="list-style-type: none"> • S: Specific • M: Measurable • A: Achievable • R: Realistic • T: Timely | 22 December 2021 |
| Smoking | <p>The action or habit of intentionally inhaling and exhaling smoke or vapours.</p> <p>Includes the use of cigars, pipes, cigarettes, e-cigarettes / vapouriser pens or any other product that is being used to intentionally inhale and exhale smoke, vapours or other potentially harmful/toxic substances.</p> | 22 December 2021 |
| Structure | Anything that is constructed, whether fixed or moveable, temporary or permanent. Examples of a structure are provided in the <i>WorkSafe WA, Code of Practice: Construction Work</i> . | 5 August 2022 |
| Safe Work Method Statement (SWMS) | A Safe Work Method Statement is a safety planning document that outlines the high-risk construction work activities to be carried out at a workplace, the hazards that may arise from these activities, and the measures to put in place to control the risks. | 19 October 2022 |

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| Third-Party mandate | A requirement from a third party for Workers and Students to meet certain Vaccination requirements prior to conducting work, research or learning at the third party's owned or controlled facilities. This may be in addition to a law, government regulation or health directive. | 22 December 2021 |
| University Mental Health First Aid Officer | A University appointed person who has been formally accredited to administer mental health first aid in their workplace, by attending and passing an assessment in a Mental Health First Aid Course that has been delivered by a Mental Health First Aid instructor. | 15 February 2023 |
| University Work Health and Safety Committee (UWHSC) | A committee reporting to the Vice-Chancellor with the prime function to provide strategic guidance and recommendations regarding the management of health and safety risks at ECU. | 10 May 2022 |
| Vaccination | Defined by the Australian Immunisation Handbook as the administration of a vaccine. If vaccination is successful, it results in immunity. | 22 December 2021 |
| Vehicle | A motor vehicle, plane or boating vessel owned or leased by the University and used for University purposes. | 22 December 2021 |
| Visitor | A person who visits any ECU campuses or ECU owned or operated facilities and is not carrying out work, including visiting school students, members of the public and research participants. | 22 December 2021 |
| Volunteer | A person who acts on a voluntary basis regardless of whether they receive out of pocket expenses. | 22 December 2021 |
| WHS Self-assessment | A Self-Assessment conducted by ECU Category 2 and 3 Contractors to demonstrate that they have minimum WHS requirements in place. | 31 January 2023 |
| Worker | Means any person who carries out work for a Person Conducting a Business or Undertaking (PCBU as defined by the Work Health and Safety Act 2020 (WA) , noting that the University is a PCBU. It includes work as an employee, contractor, subcontractor, self-employed person, outworker, apprentice or trainee, work experience student, employee of a labour hire company placed with a 'host employer' and volunteers. This also includes researchers undertaking research on behalf of the University. | 25 May 2023 |

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| Worksite Safety Check | A defined process where work is observed while being conducted on site and assessed against a list of safety requirements and controls. | 31 January 2023 |
| Work Health and Safety Management System | A management system that specifies the requirements to enable an organisation to control its occupational health and safety risks, improve its health and safety performance through a continual improvement cycle, assure its conformity with the applicable WHS policy and standards. | 22 December 2021 |
| Work Health and Safety Documents | High value / high risk WHS documents, records and data, in any format, created or received by the University in the transaction of business that are essential to support WHS business activities, provide evidence of WHS business decisions and transactions and demonstrate compliance with internal, legislative and external certification requirements. WHS documents require a formal, authorised and auditable review and approval process prior to being published and having authority within the University. | 15 March 2023 |
| Work Health and Safety (WHS) Team | A team that provides advice on work health and safety. | 17 March 2022 |
| Workplace | A place where work is carried out for a business or undertaking, including any place where a worker goes, or is likely to be, while at work. This includes: <ul style="list-style-type: none"> a. A vehicle, vessel, aircraft or other mobile structure; and b. Any waters or installation on land, on the bed of any waters or floating on any waters. | 22 March 2022 |
| Works | The whole of the work to be executed in accordance with the contract, including variations arising out of the contract, which by way of the contract, is to be handed over to the University. | 19 October 2022 |
| Workstation | Generally consists of a desk, chair, computer hardware, drawers, filing cabinet, bookcase and other necessary equipment. | 19 October 2022 |

Revision History:

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| Register approved by: | Chief Safety Officer |
| Date first approved: | 5 January 2022 |
| Date last modified: | 25 May 2023 |
| Revision history: | <p>V 1.0, January 2022, initial release</p> <p>V 1.1, March 2022, update of some existing definitions and additional definitions added</p> <p>V 1.2, September 2022, additional definitions added</p> <p>V 1.3, October 2022, definitions for Contractor management added.</p> <p>V 1.4, March 2023, definitions for Document and Records, Mental Health First Aid and Critical risks and controls.</p> <p>V 1.5 May 2023, definition for Electrical Work added and Worker definition adjusted to align with WHS Policy.</p> |
| Next revision due: | 5 January 2025 |
| HPCM file reference: | HSMS/367 |