

## Appendix A: Glossary

TERM	DEFINITION
<b>Competent person</b>	A competent person is someone who has the appropriate skills, training, knowledge, and experience to perform the task or role.
<b>Control measure</b>	A way of eliminating or minimising risks to health and safety.
<b>CoPTTM</b>	Code of Practice for Temporary Traffic Management. Requirements for managing traffic while undertaking work on public roads. Administered by Waka Kotahi NZ Transport Agency
<b>Dynamic work site</b>	A work site where the layout may change from time to time.
<b>Exclusion zone</b>	An area set aside for a specific activity, where only authorised workers can operate, for example a forklift operating zone.
<b>Fatigue</b>	A physiological state where someone is unable to mentally and physically function as they usually would. This is caused by four main factors: <ul style="list-style-type: none"> <li>- missing out on sleep</li> <li>- being awake for too long</li> <li>- working and sleeping in the wrong parts of the body clock cycle</li> <li>- workload (mental and physical).</li> </ul>
<b>Hazard</b>	A potential source of harm. It could include an object, situation or behaviour.
<b>HSWA</b>	Health and Safety at Work Act 2015. The key work health and safety legislation in New Zealand. HSWA applies to all work and workplaces unless specifically excluded. You can find the full text of the Act on the New Zealand Legislation website: <a href="http://www.legislation.govt.nz">www.legislation.govt.nz</a>
<b>Interlocked gate</b>	A gate that uses technology to remain locked until it is safe for a pedestrian to cross (when there are no approaching vehicles detected).
<b>Mobile plant</b>	Mobile plant is plant that is powered or self-propelled, such as vehicles and equipment. Examples include bulldozers, mobile cranes, forklifts, elevating work platforms and tractors.
<b>OPS</b>	Operator Protective Structure. A structure attached to, or part of, mobile plant. Designed to protect the operator from being harmed. There are many specific types of OPS, for example: <ul style="list-style-type: none"> <li>- roll over protective structure (ROPS)</li> <li>- falling object protective structure (FOPS)</li> <li>- crush protection device (CPD)</li> <li>- side impact protection system (SIPS)</li> <li>- tip over protective structure (TOPS).</li> </ul>
<b>Overlapping duties</b>	When a PCBU shares duties with other PCBUs. When two or more PCBUs are working together at the same location or through a contracting chain, they must work together to fulfil their duties of care and manage risks. Where those duties overlap, the PCBUs must consult, cooperate and coordinate with each other to meet their health and safety responsibilities to workers and others.
<b>PCBU</b>	Person conducting a business or undertaking. In most cases a PCBU will be a business entity, such as a company. However, an individual carrying out business as a sole trader or self-employed person is also a PCBU. A PCBU does not include workers or officers of a PCBU, volunteer associations with no employees, or home occupiers that employ or engage a tradesperson to carry out residential work. See <a href="#">section 17 or HSWA</a>
<b>Pedestrian</b>	A person travelling on foot (not on or inside a vehicle).
<b>Personal proximity warning device</b>	A system where site vehicles are fitted with a device and pedestrians wear a device that can detect when the two are within a specified distance of each other. The system can send a warning to the driver and/or the pedestrian that they are in close proximity to each other.

<b>TERM</b>	<b>DEFINITION</b>
<b>PPE</b>	<p>Personal protective equipment.</p> <p>Anything used or worn by a person (including clothing) to minimise risks to the person's health and safety.</p> <p>This may include - but is not limited to:</p> <ul style="list-style-type: none"> <li>- respiratory protective equipment</li> <li>- protective helmets</li> <li>- protective eyewear</li> <li>- protective boots</li> <li>- protective gloves</li> <li>- hearing protection</li> <li>- high-vis clothing</li> <li>- sunhats</li> <li>- sunscreen and lip protection</li> <li>- safety harness systems.</li> </ul>
<b>Primary duty of care</b>	<p>A PCBU must ensure, so far as is reasonably practicable, the health and safety of workers, and that other persons are not put at risk by its work. This is called the 'primary duty of care'.</p>
<b>Reasonably practicable</b>	<p>What is or was reasonably able to be done to ensure health and safety taking into account and weighing up relevant matters including:</p> <ul style="list-style-type: none"> <li>- the likelihood of the risk concerned occurring or workers being exposed to the hazard</li> <li>- the degree of harm that might result</li> <li>- what the person concerned knows, or ought reasonably to know, about: <ul style="list-style-type: none"> <li>- the hazard or risk</li> <li>- ways of eliminating or minimising the risk</li> <li>- the availability and suitability of ways to eliminate or minimise the risk</li> </ul> </li> <li>- 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.</li> </ul> <p>For more information see our fact sheet <i>Reasonably practicable</i> on our website: <a href="http://worksafe.govt.nz">worksafe.govt.nz</a></p>
<b>Risk</b>	<p>Risks arise from people being exposed to a hazard (a source of harm).</p>
<b>Signaller/signalling</b>	<p>Another term used to describe spotter/spotting.</p>
<b>Spotter/spotting</b>	<p>Person who helps drivers/operators when manoeuvring vehicles or mobile plant at a work site. Often used when visibility is limited or there are other hazards present.</p>
<b>Static work site</b>	<p>A work site where the layout generally stays the same.</p>
<b>TMP</b>	<p>Traffic management plan.</p> <p>A plan that documents how managing traffic risks are being managed at a work site.</p>
<b>Vehicle proximity warning device</b>	<p>Technology used on a vehicle to warn the driver of the vehicles proximity to other vehicles, objects, or pedestrians.</p>
<b>Worker</b>	<p>An individual who carries out work in any capacity for a PCBU. A worker may be:</p> <ul style="list-style-type: none"> <li>- an employee</li> <li>- a contractor or sub-contractor</li> <li>- an employee of a contractor or sub-contractor</li> <li>- an employee of a labour hire company</li> <li>- an outworker (including a homeworker)</li> <li>- an apprentice or a trainee, a person gaining work experience or on a work trial</li> <li>- a volunteer worker.</li> </ul> <p>Workers can be at any level (for example, managers are workers too).</p> <p>PCBU is also a worker if the PCBU is an individual who carries out work in that business or undertaking.</p>
<b>Work site induction</b>	<p>Information, training and instruction provided to workers and visitors to a work site. Inductions should include basic health and safety requirements (including highlighting the key risks on site) and what to do in an emergency.</p>