

# Key terms and concepts

Term	Definition
Accident	An unexpected occurrence causing physical harm or damage to someone or something.
Award	A legal document which sets out the rights, entitlements and obligations of employers and employees, including rates of pay, hours of work, penalty rates, casual and part-time work and grievance procedures.
Emergencies	Situations of sudden danger which require immediate action to ensure the safety of workers.
Enterprise agreement	A legal document setting out the rights, entitlements and obligations of employers and employees of one particular organisation.
Equipment	Necessary articles required to complete an activity.
Government	The ruling body of a country or a state whose main role is to make laws.
Hazard	Anything that has the potential to cause injury or illness.
Hazard symbols	Easily recognisable signs used to mark areas which present a safety
Legislation	Laws passed by the Federal or State Parliaments.
Occupational Health and Safety	The requirements for the health and safety of all workers and visitors in an organisation, usually determined by regulation.
Occupational Health and Safety Committee	A committee of people that monitors the occupational health and safety procedures implemented within a workplace and reports any unsafe or unhealthy working conditions to the employer.
Participative arrangements	Everyone (employer and employees) working together for a common goal in OH&S.
Risk	The likelihood of injury or illness if exposed to a hazard.
Safety audit	An official examination of safety issues.
Workplace procedures	Policies that employees of a certain workplace should follow.