

Appendix 1: Glossary

TERM	DEFINITION
Blind spot	An area around a vehicle or mobile plant that is partly or completely concealed from the driver or operator's vision, even with the help of mirrors.
Control measure	A way of eliminating or minimising risks to health and safety.
Dynamic site	A work site where the layout may change from time to time, for example: <ul style="list-style-type: none"> - farms - construction sites - forestry sites - trucking yards.
Exclusion zone	An area that is set aside or designated for a particular activity. Only authorised people should enter an exclusion zone.
Fatigue	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"> - missing out on sleep - being awake for too long - working and sleeping in the wrong parts of the body clock cycle - workload (mental and physical).
Hazard	A potential source of harm. It could include an object, situation or behaviour.
HSWA	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: www.legislation.govt.nz
Jack-knife tipping	Jack-knife tipping refers to the folding of a tipping truck and trailer so that it resembles the acute angle of a folding pocket knife. The tipping trailer is tipped first then jack-knifed so that the tail gate of the tipping truck is facing the pile and able to be tipped. Jack-knife tipping should only be done by drivers that are trained and experienced in the practice.
Mobile plant	Machines or equipment that are self-propelled. Examples include bulldozers, mobile cranes, forklifts, elevating work platforms, trucks, and tractors.
Operator protective structure (OPS)	A structure attached to, or part of, mobile plant that is designed to protect the operator from being harmed. For example: <ul style="list-style-type: none"> - falling object protective structure (FOPS) - roll over protective structure (ROPS) - cabin operator protective structure (COPS) - tip over protective structure (TOPS).
PCBU	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 section 17 or HSWA
PPE	Anything used or worn by a person (including clothing) to minimise risks to the person's health and safety. For example: <ul style="list-style-type: none"> - protective clothing such as helmets, eyewear, boots and gloves - high-visibility clothing - respiratory protective equipment - hearing protection - sunhats, sunscreen and lip protection.

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Reasonably practicable	<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"> - the likelihood of the risk concerned occurring or workers being exposed to the hazard - the degree of harm that might result - what the person concerned knows, or ought reasonably to know, about: <ul style="list-style-type: none"> - the hazard or risk - ways of eliminating or minimising the risk - the availability and suitability of ways to eliminate or minimise the risk - 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>See our fact sheet <i>Reasonably practicable</i> for more information: worksafe.govt.nz</p>
Risk	Risks arise from people being exposed to a hazard (a source of harm).
Signaller/signalling	Another term used to describe spotter/spotting.
Spotter/spotting	Person who assists drivers or operators when manoeuvring vehicles or mobile plant. Spotters use specific hand or torch/light signals. Often used when visibility is limited or there are other hazards present.
Static site	<p>A work site where the layout generally stays the same. For example:</p> <ul style="list-style-type: none"> - warehouse inwards/outwards good zones - factories - supermarket loading bays - postal/courier depots.
Worker	<p>An individual who carries out work in any capacity for a PCBU. A worker may be:</p> <ul style="list-style-type: none"> - an employee - a contractor or sub-contractor - an employee of a contractor or sub-contractor - an employee of a labour hire company - an outworker (including a homeworker) - an apprentice or a trainee, a person gaining work experience or on a work trial - a volunteer worker. <p>Workers can be at any level (for example, managers are workers too).</p> <p>A PCBU is also a worker if the PCBU is an individual who carries out work in that business or undertaking.</p>