



Australian Government  
Department of Defence  
Defence People Group

## Defence People Policy, SafetyMan

SafetyMan refers to *Defence Instruction – Administrative policy*

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# DEFENCE SAFETY MANUAL (SAFETYMAN)

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Department of Defence  
CANBERRA ACT 2600

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Date issued: SafetyMan has been issued by the Deputy Secretary Defence People on 21 August 2019.

Purpose: SafetyMan provides policy and guidance to support Defence meet its responsibility for the health and safety of its workers. It also provides the corporate framework that supports Defence to meet its legislative obligations under the [Work Health and Safety Act 2011](#) and [Work Health and Safety Regulations 2011](#).

Scope and applicability: SafetyMan is an administrative policy framework document (framework document) that applies to all Defence workers.

The terms of a relevant contract may extend the application of SafetyMan policy to a contractor, consultant or outsourced service provider.

The Secretary and the Chief of the Defence Force require Defence workers to comply with provisions in SafetyMan unless the particular circumstances warrant departure from the provisions.

Some provisions in SafetyMan may support Defence workers to comply with obligations that exist in:

- a. applicable laws
- b. the *Defence Enterprise Agreement*
- c. directives and determinations issued under the [Public Service Act 1999](#) or the [Defence Act 1903](#) or the *Defence Enterprise Agreement*  
or
- d. Defence Instructions.

Defence workers must not depart from the provisions in SafetyMan in a way that would result in any breach of those obligations.

When considering a possible departure from SafetyMan the Secretary and the Chief of the Defence Force require Defence workers to:

- a. consider whether the proposed departure would be inconsistent with:
  - (i) applicable laws
  - (ii) the *Defence Enterprise Agreement*
  - (iii) directives and determinations issued under the [Public Service Act 1999](#) or the [Defence Act 1903](#) or the *Defence Enterprise Agreement*  
or
  - (iv) Defence Instructions.

If yes, the departure is not permitted;

- b. consider whether a proposed departure is reasonable and justified in the circumstances and will produce a better outcome for Defence

- c. consult their supervisor, wherever practicable, about a proposed departure – a properly informed decision also involves consulting the policy owner
- d. be responsible and accountable for the consequences of departing from, or not adhering to, the content of SafetyMan including where such departure or non-adherence results in a breach of applicable laws or leads to adverse outcomes for Defence.

Defence workers may be subject to performance management, administrative action or, in some circumstances, disciplinary action where their decision to depart from provisions in SafetyMan involves serious errors of judgement.

Failure to adhere to administrative policy may result in a breach of legislation or other legal requirement and sanctions under that legislation may apply.

Defence workers who award or manage contracts should consider whether there is a specific and documented reason to include in the terms of a contract the requirement to comply with the provisions of SafetyMan and, if so, include such terms.

Structure: [Preliminaries](#)  
[Governance and Due Diligence](#)  
[Hazardous Chemicals](#)  
[Asbestos](#)  
[Work Environment](#)  
[Noise](#)  
[Personal Protective Equipment](#)  
[Risk Identification and Management](#)  
[Confined Spaces](#)

Management: SafetyMan policy is reviewed in 18-24 month intervals as specified on each policy document.

Availability: The latest version of SafetyMan is only available from [People Connect](#). Its currency cannot be guaranteed if sourced from other locations. It is available for public release.

Policy domain: People domain.

Accountable officer: Deputy Secretary Defence People.

Policy owner: First Assistant Secretary People Services.

Policy contact: Assistant Secretary Work Health and Safety.

Cancellation: Defence Work Health and Safety Manual.

Definitions: Definitions that apply to SafetyMan are in the [Glossary of Work Health and Safety Terms](#).

Related Documents: A list of documents relating to SafetyMan are available from [People Connect](#).



## Defence People Policy, SafetyMan

### SafetyMan Table of Contents

1. The SafetyMan table of contents (ToC) is included in the single-PDF *Net SafetyMan* only – the internet version.
2. The SafetyMan number is separate from the policy name – it is an indexing system. For example, the numbering pattern for the Work Environment section begins:
  - SM 05.00.00 Work Environment – section 5 of SafetyMan
  - SM 05.01.00 Construction Work Policy and Guidance – first policy in section 5
  - SM 05.01.01 Construction Work Procedure 01 – Construction Induction Training Card – first Construction Work procedure
  - SM 05.02.00 Electrical Safety Policy – second policy in section 5.
3. There is also a bookmarked ToC – show the Navigation Pane (F4). The bookmarked ToC uses abbreviated policy names – based on the file name.

SafetyMan no	Policy name
SM 01.00.00	Front Matter (Defence DRNet only)
SM 01.01.00	Preliminaries (Defence DRNet only)
SM 01.01.01	SafetyMan Authority Statement
SM 01.02.00	Interim Draft Policies (Defence DRNet only)
SM 01.03.00	SafetyMan Table of Contents (Internet only)
SM 01.04.00	SafetyMan Glossary
SM 02.00.00	Governance and Due Diligence
SM 02.01.00	17-element WHS Management System
SM 02.02.00	Audit Policy
SM 02.03.00	Base WHS Management System Accountabilities Policy
SM 02.04.00	Contractor Safety Management Policy and Guidance
SM 02.04.01	Contractor Safety Management Procedure 01 - Verification
SM 02.05.00	WHS Management and Consultative Arrangements Policy and Guidance
SM 02.05.01	WHS Management and Consultative Arrangements Procedure 01 - Work Groups
SM 02.05.02	WHS Management and Consultative Arrangements Procedure 02 - Health and Safety Representative Elections
SM 02.05.03	WHS Management and Consultative Arrangements Procedure 03 - Health and Safety Representative Functions
SM 02.05.04	WHS Management and Consultative Arrangements Procedure 04 - Health and Safety Representative Training



<b>SafetyMan no</b>	<b>Policy name</b>
SM 02.05.05	WHS Management and Consultative Arrangements Procedure 05 - Health and Safety Committees
SM 02.05.06	WHS Management and Consultative Arrangements Procedure 06 - WHS Issue Resolution
SM 02.05.07	WHS Management and Consultative Arrangements Procedure 07 - Unsafe Work
SM 02.06.00	Defence WHS Policy
SM 02.07.00	Due Diligence Policy
SM 02.08.00	Emergency Preparedness and Management Policy
SM 02.09.00	First Aid Policy and Guidance
SM 02.09.01	First Aid Procedure 01 - First Aid Resource Requirements
SM 02.09.02	First Aid Procedure 02 - Automated External Defibrillators
SM 02.10.00	Introduction to WHS in Defence
SM 02.11.00	Occupational Health Policy and Guidance
SM 02.11.01	Occupational Health Procedure 01 - Occupational Hygiene Professionalisation Framework
SM 02.12.00	Sentinel Usage Policy Guidance
SM 02.13.00	WHS in the Capability Life Cycle Policy
SM 02.14.00	WHS Education, Awareness and Skilling Policy
SM 02.15.00	WHS Incident Reporting Policy and Guidance
SM 02.15.01	WHS Incident Reporting Procedure 01 - Sentinel Reporting
SM 02.16.00	WHS Roles, Responsibilities and Accountabilities Policy
SM 02.17.00	Work Health and Safety Incident Investigation Policy and Guidance
SM 02.17.01	WHS Incident Investigation Procedure 01 - Levels of Investigation
SM 02.17.02	WHS Incident Investigation Procedure 02 - Incident Investigation Templates
SM 02.17.03	WHS Incident Investigation Procedure 03 - WHS Investigation Plan Template
SM 02.17.04	WHS Incident Investigation Procedure 04 - Letter of Appointment Template
SM 02.17.05	WHS Incident Investigation Procedure 05 - Terms of Reference Template
SM 02.17.06	WHS Incident Investigation Procedure 06 - WHS Investigation Report Template
SM 02.18.00	WHS Assurance Policy
SM 03.00.00	Hazardous Chemicals
SM 03.01.00	Hazardous Chemicals Management Policy and Guidance
SM 03.01.01	Hazardous Chemicals Management Procedure 01 - Glossary of Terms for Hazardous Chemicals
SM 03.01.02	Hazardous Chemicals Management Procedure 02 - Hazardous Chemicals Classification

<b>SafetyMan no</b>	<b>Policy name</b>
SM 03.01.03	Hazardous Chemicals Management Procedure 03 - Prohibited Carcinogens, Restricted Carcinogens and Restricted Hazardous Chemicals
SM 03.01.04	Hazardous Chemicals Management Procedure 04 - Exempt and Consumer Products
SM 03.01.05	Hazardous Chemicals Management Procedure 05 - Therapeutic Goods and Scheduled Poisons
SM 03.01.06	Hazardous Chemicals Management Procedure 06 - Hazardous Chemicals Risk Management
SM 03.01.07	Hazardous Chemicals Management Procedure 07 - Hazardous Chemicals Risk Assessment
SM 03.01.08	Hazardous Chemicals Management Procedure 08 - Acquiring Local Supplies of Hazardous Chemicals
SM 03.01.09	Hazardous Chemicals Management Procedure 09 - Receipt of Hazardous Chemicals into Units
SM 03.01.10	Hazardous Chemicals Management Procedure 10 - Registers for Hazardous Chemicals
SM 03.01.11	Hazardous Chemicals Management Procedure 11 - Safety Data Sheets
SM 03.01.12	Hazardous Chemicals Management Procedure 12 - Health Monitoring for Hazardous Chemicals
SM 03.01.13	Hazardous Chemicals Management Procedure 13 - Monitoring for Airborne Contaminants
SM 03.01.14	Hazardous Chemicals Management Procedure 14 - Record Keeping for Hazardous Chemicals
SM 03.01.15	Hazardous Chemicals Management Procedure 15 - Battery Safety
SM 03.01.16	Hazardous Chemicals Management Procedure 16 - Managing Risks Associated with Compressed and Liquefied Gases
SM 03.01.17	Hazardous Chemicals Management Procedure 17 - Storage of Hazardous Chemicals
SM 03.01.18	Hazardous Chemicals Management Procedure 18 - Storage of Minor Quantities of Hazardous Chemicals
SM 03.01.19	Hazardous Chemicals Management Procedure 19 - Cabinets and Cages for Storage of Hazardous Chemicals
SM 03.01.20	Hazardous Chemicals Management Procedure 20 - Containers for Decanted Hazardous Chemicals
SM 03.01.21	Hazardous Chemicals Management Procedure 21 - Ventilation for Hazardous Chemicals
SM 03.01.22	Hazardous Chemicals Management Procedure 22 - Safety Signs for Hazardous Chemicals
SM 03.01.23	Hazardous Chemicals Management Procedure 23 - Placarding of Storage Facilities for Hazardous Chemicals



SafetyMan no	Policy name
SM 03.01.24	Hazardous Chemicals Management Procedure 24 - Notification of Schedule 11 Hazardous Chemicals Manifest Quantities, Abandoned Storage Tanks and Pipelines
SM 03.01.25	Hazardous Chemicals Management Procedure 25 - Labelling of Pipelines and Pipework
SM 03.01.26	Hazardous Chemicals Management Procedure 26 - Labelling of Hazardous Chemicals
SM 03.01.27	Hazardous Chemicals Management Procedure 27 - Transport of Hazardous Chemicals and Dangerous Goods
SM 03.01.28	Hazardous Chemicals Management Procedure 28 - Emergency Planning and Response for Hazardous Chemicals
SM 03.01.29	Hazardous Chemicals Management Procedure 29 - Managing Hazardous Chemical Spills
SM 03.01.30	Hazardous Chemicals Management Procedure 30 - Contractor Management
SM 03.01.31	Hazardous Chemicals Management Procedure 31 - Assurance for Hazardous Chemicals (Obsolete, revoked)
SM 03.01.32	Hazardous Chemicals Management Procedure 32 - Unit Hazardous Chemicals Register Assurance
SM 03.01.33	Hazardous Chemicals Management Procedure 33 - Disposal and Decontamination of Hazardous Chemicals and Waste
SM 03.01.34	Hazardous Chemicals Management Procedure 34 - Provision of Information, Training and Instruction
SM 03.01.35	Hazardous Chemicals Management Procedure 35 - Handover and Takeover of Hazardous Chemicals Responsibilities
SM 04.00.00	Asbestos
SM 04.01.00	Asbestos Management Policy and Guidance
SM 04.01.01	Asbestos Management Procedure 01 - Hazard and Risk Identification for Asbestos
SM 04.01.02	Asbestos Management Procedure 02 - Risk Management of Asbestos in Workplaces
SM 04.01.03	Asbestos Management Procedure 03 - Unexpected Finds of Asbestos
SM 04.01.04	Asbestos Management Procedure 04 - Asbestos Contract and Contractor Control
SM 04.01.05	Asbestos Management Procedure 05 - Removal of Asbestos from the Workplace
SM 04.01.06	Asbestos Management Procedure 06 - Asbestos Record Keeping, Labelling and Signage
SM 04.01.07	Asbestos Management Procedure 07 - Asbestos Incident Management
SM 04.02.00	Asbestos Management Policy Guidance - Asbestos Exception
SM 04.03.00	Asbestos Management Policy Guidance - Roles and Responsibilities



<b>SafetyMan no</b>	<b>Policy name</b>
SM 05.00.00	Work Environment
SM 05.01.00	Construction Work Policy and Guidance
SM 05.01.01	Construction Work Procedure 01 - Construction Induction Training Card
SM 05.02.00	Electrical Safety Policy
SM 05.03.00	Fatigue Management Policy
SM 05.04.00	Hazardous Manual Tasks Policy
SM 05.05.00	High Risk Work Licencing Policy
SM 05.06.00	Lead Exposure Management Policy and Guidance
SM 05.06.01	Lead Exposure Management Procedure 01 - Lead in Indoor Firing Ranges
SM 05.07.00	Management of Plant Policy
SM 05.07.01	Management of Plant - Procedure 01 Workshop Tools
SM 05.08.00	Managing Personnel Exposure to Excessive Heat or Cold Policy and Guidance
SM 05.08.01	Managing Personnel Exposure to Excessive Heat or Cold Procedure 01 - Managing ADF Cadet Exposure to Excessive Heat
SM 05.08.02	Managing Personnel Exposure to Excessive Heat or Cold Procedure 02 - Managing Exposure to Excessive Heat using the Wet Bulb Globe Temperature and Civilian Work/Rest Table
SM 05.09.00	Slips, Trips and Falls Policy
SM 05.10.00	Remote or Isolated Work Policy
SM 05.11.00	Psychosocial Risk Management Policy
SM 06.00.00	Noise
SM 06.01.00	Noise Management Policy and Guidance
SM 06.01.01	Noise Management Procedure 01 - Noise and Hearing Management Requirements
SM 06.01.02	Noise Management Procedure 02 - Introducing Noise Sources into Defence
SM 06.01.03	Noise Management Procedure 03 - Noise Information and Labelling
SM 06.01.04	Noise Management Procedure 04 - Noise Identification, Assessment and Monitoring
SM 06.01.05	Noise Management Procedure 05 - Audiometric Testing
SM 06.01.06	Noise Management Procedure 06 - Noise Management Plans
SM 06.01.07	Noise Management Procedure 07 - Education, Training and Instruction
SM 07.00.00	Personal Protective Equipment
SM 07.01.00	Personal Protective Equipment Policy
SM 07.01.01	Personal Protective Equipment Procedure 01 - Personal Protective Equipment Maintenance Sheet

<b>SafetyMan no</b>	<b>Policy name</b>
SM 07.01.02	Personal Protective Equipment Procedure 02 - Personal Protective Equipment Selection Checklist
SM 07.01.03	Personal Protective Equipment Procedure 03 - Use of Personal Protective Equipment
SM 07.02.00	Welding and Allied Processes Policy
SM 08.00.00	Risk Identification and Management
SM 08.01.00	WHS Risk Management Policy
SM 08.01.01	WHS Risk Management Procedure 01 - Defence WHS Risk Management Process
SM 08.01.02	WHS Risk Management Procedure 02 - Risk Identification - Hazard Types
SM 08.01.03	WHS Risk Management Procedure 03 - Hierarchy of Controls
SM 08.01.04	WHS Risk Management Procedure 04 - WHS Risk Matrix
SM 09.00.00	Confined Spaces
SM 09.01.00	Working in Confined Spaces Policy and Guidance
SM 09.01.01	Working in Confined Spaces Procedure 01 - Isolation and De-energisation
SM 09.01.02	Working in Confined Spaces Procedure 02 - Safety of the Atmosphere
SM 09.01.03	Working in Confined Spaces Procedure 03 - Personal Protective Equipment
SM 09.01.04	Working in Confined Spaces Procedure 04 - Use of Electrical Devices
SM 09.01.05	Working in Confined Spaces Procedure 05 - Selection of Personnel



## Defence People Policy, SafetyMan

### SafetyMan Glossary

1. This glossary lists *key terms* used in SafetyMan.
2. For the meanings of universal terms or words, refer to the Australian Defence Glossary or the Macquarie Dictionary.

**Table 1: SafetyMan glossary**

Term	Definition
Accountable officer	Is a member of the Enterprise Business Committee, appointed by, and accountable to, the Secretary and the CDF for policies residing in their policy domain and the framework documents that explain those policies.
Administrative policy	Is a term used to refer collectively to a class of documents that expresses the Defence senior leadership's approach to organising and managing the organisation. It consists of principles and rules that mandate requirements of, or provisions for, members of the organisation (what must be done) and procedures to assist in their implementation (how it should be done). Administrative policy is contained in different document types according to the intended purpose.
Assurance	Is the process by which governance frameworks are reviewed to ensure hazards and risks are managed and processes implemented, and contribute to continual improvement.
Assurance activities	Are undertaken to review the management and control of risks. From a work health and safety perspective, assurance activities can include workplace inspections, audits and data analysis.
Assurance framework	Is the collective term for the assurance policy, guidelines, artefacts and activities implemented to manage and report on safety assurance across Defence.
Audiometric testing	Is the testing and measurement of the hearing threshold levels of each ear on a person by means of pure tone.



Term	Definition
Audit	<p>A systematic, independent, and documented process for obtaining <i>objective evidence</i>, and evaluating it objectively to determine the extent to which the <i>audit criteria</i> are fulfilled (ISO 19011:2018, 3.1).</p> <p><b>Audit criteria.</b> Set of requirements used as a reference against which objective evidence is compared (ISO 19011:2018, 3.7).</p> <p><b>Objective evidence.</b> Data supporting the existence or verity of something (ISO 19011:2018, 3.8).</p> <p>Notes</p> <ol style="list-style-type: none"> <li>1. Objective evidence can be obtained through observation, measurement, test or by other means.</li> <li>2. Objective evidence for the purpose of the audit generally consists of records, statements of fact, or other information which are relevant to the audit criteria and verifiable.</li> </ol>
Australian Defence Glossary (ADG)	The Australian Defence Glossary is the authorised source of Defence operational and business (management) terminology (terms, definitions and abbreviations). It supports and promotes accuracy and consistency in the meaning of words for authors and readers of Defence documents.
Australian Public Service employee	A person employed under the <i>Public Service Act 1999</i> .
Automated external defibrillator (AED)	The Automated External Defibrillator is a portable device that checks the heart rhythm and can send an electronic shock to the heart to try to restore a normal rhythm. Automated External Defibrillators are used to treat sudden cardiac arrest.
Bench level instruction  (Or standard operating procedure)	<p>These are safe operating procedures for specific tasks. These may also be loosely referred to as a:</p> <ul style="list-style-type: none"> <li>❖ standard operating procedure (SOP)</li> <li>❖ safe work procedure</li> <li>❖ job safety analysis (JSA)</li> <li>❖ safe work operating instruction, or</li> <li>❖ safe work method statement (SWMS).</li> </ul>
Closed-loop	Is the process whereby all persons involved in an event including the initiator, are made aware of the outcome of any investigations, corrective actions recommended and implemented and/or process changes made.

Term	Definition
Code of practice (CoP)	<p>Code of Practice – How to Manage Work Health and Safety Risks provides guidance on identifying hazards in the workplace and how to control them.</p> <p>A Code of Practice has evidentiary status in the case of an alleged breach of the <i>Work Health and Safety Act 2011</i>. If it has not been used a court may take this as a breach of duty unless an equal or better control has been used.</p> <p>Other Code of Practice will be utilised for the control of specific hazard sources.</p>
Comcare communication protocols	Formal arrangements between Defence and Comcare to ensure incidents requiring investigation by the regulator are appropriately managed in the Defence context.
Commander	Is an ADF officer, who by virtue of a delegation or instrument of appointment exercises authority and holds responsibility for assigned Defence personnel and includes an Administrative Commanding Officer.
Consequence	The effect or result of an event.
Consultant	Refer to Defence Financial Delegations, Glossary of Terms for its definitions of contractor, consultant and outsourced service provider.
Contractor	Refer to Defence Financial Delegations, Glossary of Terms for its definitions of contractor, consultant and outsourced service provider.
Control measure	An action or activity put in place to minimise the likelihood of an event occurring, or the severity.
Decibel	A unit expressing the ratio between power, voltage, current or sound intensity and a reference value on a logarithmic scale for measuring the sound.
De-energised	A thing, tool and/or equipment separated from all sources of electrical supply, but not necessarily isolated, earthed, discharged or out of commission.
Defence	Is the Department of Defence.

Term	Definition
Defence civilian	<p>Is defined in section 3 of the <i>Defence Force Discipline Act 1982</i>, is a person (other than a Defence member) who:</p> <ul style="list-style-type: none"> <li>❖ with the authority of an authorised officer as defined in the DFDA, accompanies a part of the ADF that is outside Australia, or on operations against the enemy, and</li> <li>❖ has consented, in writing, to subject themselves to ADF discipline while so accompanying that part of the ADF.</li> </ul>
Defence locally engaged employee	Any person engaged overseas by contract or under section 74 of the <i>Public Service Act 1999</i> .
Defence member	<p>As defined in the <i>Defence Force Discipline Act 1982</i> is a person who is:</p> <ul style="list-style-type: none"> <li>❖ a member of the Permanent Navy, the Regular Army or the Permanent Air Force; or</li> <li>❖ a member of the Reserves who: <ul style="list-style-type: none"> <li>➤ is rendering continuous full-time service; or</li> <li>➤ is on duty or in uniform.</li> </ul> </li> </ul>
Defence personnel	Means all Australian Public Service employees in the Department of Defence, Defence locally engaged employees, Defence civilians, Defence members and the equivalents from other Defence organisations on exchange to Defence.
Defence-wide administrative policy framework document	Is a framework document that applies to Defence personnel in more than one Group or Service.
Determination	A decision, or outcome deemed correct based on the assessment of all available evidence.
Disease	Personnel losses, may be directly attributable to being in action, including sick or diseased, accidentally injured, and non-battle missing. An ailment suffered by an employee, or the aggravation of any such ailment, being an ailment or aggravation that was contributed to in a material degree by the employee's employment by the commonwealth or a licensed corporation.

Term	Definition
Distress	Can be brought on due to a psychologically distressing event which falls outside the range of usual human experience, and which has the potential to easily overcome a person's normal ability to cope with stress. This event encompasses negative feelings of anxiety, anger, depression or frustration that an individual may experience in response to pressures or demands that occur. A stimulating factor can be the work environment when the individual is subject to highly demanding situations and expectations that are out of keeping with their general needs, abilities, skills and coping strategies.
Downstream duty holder	The <i>Work Health and Safety Act 2011</i> imposes proactive consultation and communication duties on all workers. While upstream, duty holders have a range of specific duties. Downstream duty holders are required to know and understand the risks in their workplace which included proactively seeking information from the upstream agencies.
Electrical work	Connecting or disconnecting electricity supply wiring to electrical equipment and/or installing, removing, adding, testing, replacing, repairing, altering or maintaining electrical equipment or an electrical installation.
Energised (live)	A thing, power-tool or piece of equipment connected to a source of electrical supply or subject to hazardous induced or capability voltages.
Event (Or incident)	Includes any work health and safety issue which has harmed or could cause harm to workers. These include fatality, serious injury/illness, dangerous incident, near-miss, minor injury, and exposure. This is the perceived or actual outcome of a risk being realised.
External regulations	<p>External regulations are those contained in the <i>Work Health and Safety Act 2011</i> or the <i>Work Health and Safety Regulations 2011</i>, or other safety related legislation (eg radiation) and are statutory in nature.</p> <p>Statutory regulations are administered by a statutory regulatory body, eg <i>Work Health and Safety Act 2011</i> - Comcare, the <i>Australian Radiation Protection and Nuclear Safety Act 1994</i> - Australian Radiation Protection and Nuclear Safety Agency.</p>
Fail-safe	A state or condition where if any component or function of the plant fails, a system exists to prevent any increase in the risks, eg the use of secondary brakes.
Fatigue	A state of impairment that can induce physical and/or mental elements associated with lower alertness and reduced performance.



Term	Definition
First aider	ADF member, Defence APS employee, ADF cadet, worker or contractor who has a current nationally recognised/accredited first aid competency delivered by a registered training organisation, eg statement of attainment certificate and up to date cardiopulmonary resuscitation and automated external defibrillation.
Framework documents	Administrative policy documents that are part of the administrative policy framework. They are: the Defence Instruction – Administrative policy, interim Defence Instructions, Defence accountable authority instructions, manuals, group/service-specific instructions.
Group-specific instruction	An instruction that applies only to Defence personnel working in the group of the issuing Group Head.
Hazard	A situation or a thing which has the potential to harm a person.
Hazard and safety hazards and risks	<p>In the Defence context this includes catastrophic events (eg the total loss of a platform and associated personnel) to a localised trauma to acute and chronic disease. Health and safety risks may be categorised as follows:</p> <p>Low-frequency – Systemic-Consequence – these hazards have the potential to cause multiple deaths and / or multiple severe injuries. In the Defence context this may, for example, be realised through loss of a platform, an F-111 de-seal/reseal type event or serious harm to third party persons or property through Defence related activities; and</p> <p>High-frequency – Localised-Consequence – these hazards have the potential to cause a full range of harm but are localised and typically affect a smaller number of individuals. Examples include falls from height, electrocution, crushing, entrapment, etc.</p>
Health and Safety Representative (HSR)	A person elected (or selected) pursuant to <i>Work Health and Safety Act 2011</i> , Part 5, Consultation, representation and participation, Division 3, Subdivision 4 – Election of health and safety representatives (Annex A) for the purposes of representing workers in a work group.
Health assessment	Independent advice from a relevant medical practitioner about an employee's fitness for duty and/or ability to undertake a rehabilitation program, taking into account all previous medical and other advice relating to the employee's condition.
High risk plant	Plant equipment and/or plant machinery that has the potential to cause death, serious injury or illness. This includes hand held power tools.

Term	Definition
High risk work	Work that requires a license to carry out the high risk work, such as scaffolding work, dogging and rigging work, crane and hoist operation reach stackers, working in confined spaces, forklift operations and but not limited to pressure equipment operation.
Impairment	The loss of or missing, or the inability to use and/or the damage or malfunction of any part of the body or any bodily system or function, or part of such system or function.
Inquiry	The investigation into a matter, seeking information by questioning/interrogation, to query the actions of individuals involved in a work health and safety event or incident.
Internal regulations	Internal regulations are those internal compliance requirements typically applied to systems and activities through which Defence may be exposed to systemic consequence hazards and risks and for which external regulation may not be appropriate or sufficient, eg include airworthiness, seaworthiness, and explosive ordinance.
Likelihood	The probability or chance of something or an event occurring.
Major hazard facility	The Work Health and Safety Regulations 2011, Schedule 15 – Hazardous chemicals at major hazard facilities (and other threshold quantity) (Annex B) are present or likely to be present in a quantity that exceeds their threshold quantity. This is determined by the regulator and is listed in the Work Health and Safety Regulations 2011, Chapter 9, Part 9.2 Determinations about Major Hazard Facilities (Annex C) to be storing chemicals above minor quantities.
Major hazard facility license	A license granted under Work Health and Safety Regulations 2011, Chapter 9, Part 9.7 - Licensing of Major Hazard Facilities (Annex D).
Management review	A formal process where senior management assess performance of the Work Health and Safety Management System in delivering the organisation's work health and safety policy, performance and objectives and targets. Reviews can be utilised to evaluate the status of process for implementation of changes to the Work Health and Safety Management System, the need for direct action resultant from event (incident), organisational learning, and/or to redress the inadequacy of a system or subsystem such as delays in introducing management information, incident or performance management systems.

Term	Definition
Manager	Means Defence personnel or contractors, who direct a range of human and physical resources and their associated financial responsibilities to achieve corporate objectives. A manager may be a first-level supervisor or performs the role of a first-level supervisor where they have immediate subordinates, as well as the role of a second-level supervisor where they have Defence personnel supervised by those subordinates.
Mental health	Mental health includes our emotional, psychological and social wellbeing. It effects how we think, feel and act. It also helps determine how we handle stress, relate to others and make choices.
Mental illness	A health problem that significantly affects how a person feels, thinks, behaves and interacts with other people. The term mental health problem and mental disorder have a similar meaning.
Notifiable event	Is defined by the regulator and is required under legislation to be reported to Comcare and/or Australian Radiation Protection and Nuclear Safety Agency. Notifiable events include fatality, serious injury or illness; dangerous incident and are detailed in <i>Work Health and Safety Act 2011</i> , Part 3 - Incident notification (Annex E).
Occupational health	Occupational health is an area of work in public health to promote and maintain highest degree of physical, mental and social wellbeing of workers in all occupations. Its objectives are: <ul style="list-style-type: none"> <li>❖ the maintenance and promotion of workers' health and working capacity</li> <li>❖ the improvement of working conditions and the working environment to become conducive to safety and health</li> <li>❖ the development of work organization and working cultures that should reflect essential value systems adopted by the undertaking concerned, and include effective managerial systems, personnel policy, principles for participation, and voluntary quality-related management practices to improve occupational safety and health.</li> </ul> Source: Occupational Health page, World Health Organization (WHO)
Occupational hygiene	Occupational hygiene is the discipline of anticipating, recognising, evaluating and controlling health hazards in the working environment with the objective of protecting worker health and wellbeing and safeguarding the community at large. <p>Source: Occupational Health page, World Health Organization (WHO)</p>

Term	Definition
Occupational medicine	<p>Occupational medicine takes a preventative approach to health and safety in the workplace by looking at how a work environment can affect a person's health, and how a person's health can affect their work.</p> <p>Source: Australasian Faculty of Occupational and Environmental Medicine page, The Royal Australasian College of Physicians</p>
Officers	<p>The <i>Work Health and Safety Act 2011</i> defines an officer of the Commonwealth to be a person who makes, or participates in making, decisions that affect the whole, or a substantial part, of a business or undertaking of the Commonwealth is taken to be an officer of the Commonwealth for the purposes of the <i>Work Health and Safety Act 2011</i>. A Minister of a State or the Commonwealth is not in that capacity, an officer for the purposes of the <i>Work Health and Safety Act 2011</i>.</p>
Orders, instructions and publications (OIP)	<p>These are a primary mechanism for documenting and communicating hazards and controls across Defence. Orders, instructions and publications are sometimes referred to as standard operating procedures, bench level instructions and safe work method statements. They are a suit of advisory, informative, procedural, directing and mandating documents that support Defence policy.</p>
Outsourced service provider	<p>Refer to Defence Financial Delegations, Glossary of Terms for its definitions of contractor, consultant and outsourced service provider.</p>
Outworker	<p>Outworkers are contractors or employees who perform their work at home or at a place that wouldn't normally be thought of as a business premises.</p>
Performance monitoring	<p>Performance indicators and reporting regimes provide management with an indication of system performance in achieving targeted outcomes such as reduction in work place injury.</p> <p>Incident investigations and causal analyses is undertaken to identify root causes, implement hazard controls and corrective actions, monitor safety trends and inform system improvements that protect workers by preventing a reoccurrence.</p> <p>Boards of inquiry, Inspector General and Management Audit Branch reports, Regulators, the Australian National Audit Office and coronial inquiries are other sources of information that can be used to identify issues and inform improvements to the Work Health and Safety Management System.</p>

Term	Definition
Period of effect	Is the period of time a framework document remains extant. Framework documents that reach the end of their period of effect will be cancelled. Framework documents can be assigned a new period of effect by being reviewed.
Person conducting a business or undertaking (PCBU)	A person conducting a business or undertaking on behalf of the Commonwealth Government, eg the Crown, is a PCBU; and Defence is the responsible agency that discharges the obligations of the PCBU.
Plant	<p>Includes any machinery, equipment, appliance, container, implement and tool, and includes any component or anything fitted or connected to any of those things. Plant includes items as diverse as lifts, cranes, computers, machinery, conveyors, forklifts, vehicles, power tools and amusement devices.</p> <p>Plant that relies exclusively on manual power for its operation and is designed to be primarily supported by hand, for example a screw driver, is not covered by the Work Health and Safety Regulations 2011. The general duty of care under the <i>Work Health and Safety Act 2011</i> applies to this type of plant.</p> <p>Certain kinds of plant, such as forklifts, cranes and some pressure equipment, require a license from the work health and safety regulator to operate and some high-risk plant must also be registered with the work health and safety regulator.</p> <p>Refer to the Managing Risks of Plant in the Workplace Code of Practice.</p>
Policy domain	Means administrative policies that have been grouped together under one accountable officer due to their related content or business function.
Policy owner	A person appointed by an accountable officer to be responsible to that accountable officer for achieving effective policy outcomes for their particular business function and for effectively implementing policies and procedures contained in framework documents.
Provision	A condition or stipulation formally incorporated in a framework document.

Term	Definition
Psychosocial hazards	<p>Psychosocial hazards are factors in the design or management of work that increase the risk of work-related stress and can lead to psychological or physical harm.</p> <p>Source: Psychosocial Hazards Contributing to Work-related Stress page, WorkSafe Victoria</p> <p>Workplace psychosocial hazards can include, but are not limited to:</p> <ul style="list-style-type: none"> <li>❖ role overload and underload</li> <li>❖ exposure to traumatic events</li> <li>❖ role conflict or lack of role clarity</li> <li>❖ low job control</li> <li>❖ workplace conflict</li> <li>❖ lack of support from supervisors, managers or co-workers</li> <li>❖ workplace violence, bullying and harassment</li> <li>❖ inadequate reward and recognition</li> <li>❖ hazardous physical working environments</li> <li>❖ remote or isolated work</li> <li>❖ sub-optimal procedural justice</li> <li>❖ poor organizational change.</li> </ul>
Rehabilitation	Defence is responsible agency that discharges the obligations of treatment or treatments designed to facilitate the process of recovery from injury, illness or disease to normal condition as possible.
Rehabilitation assessment	The assessment of an employee's capability of undertaking or continuing to undertake a rehabilitation program, as directed under section 36 of the <i>Safety, Rehabilitation and Compensation Act 1988</i> .
Rehabilitation authority	The Secretary of the Department of Defence for all APS employees and those delegated this function and these powers by the Secretary under section 41(A) of the <i>Safety, Rehabilitation and Compensation Act 1988</i> .
Rehabilitation case manager	A person that is responsible for facilitation of return to work programs, for injured or ill APS employees in the workplace. Defence has rehabilitation case managers located within Defence People Group to perform these functions.
Rehabilitation program	A program that consists of a structural series of activities and assistance, aimed to maintain or return an employee to suitable employment and/or maintain or improve an employee's activities of daily living, conducted under the <i>Safety, Rehabilitation and Compensation Act 1988</i> .

Term	Definition
Reportable event	Defence mandates that all work health and safety events as defined, for Defence workers including cadets, are reported using Sentinel.
Risk	A situation or a thing which has the potential to harm a person which requires regular or ongoing monitoring and/or control measures to avoid the realisation of an event.
Sentinel	The Work Health and Safety Management Information System, hosted on the Defence Protected Network, provides a single repository of event, audit, corrective action and risk management data enabling enterprise wide safety analysis.
Supervisor	Means Defence personnel or contractors who have direct or line supervisory responsibilities for Defence personnel.
Upstream duty holder	The <i>Work Health and Safety Act 2011</i> , Part 2, Division 2, Section 19 - Primary duty of care (Annex F) imposes a range of specific duties on designers, manufacturers, suppliers and importers of plant, substances and structures; and builders, erectors and installers of structures who owe both the primary duty of care and relevant "further" duties.
Upstream safety	Upstream safety is the identification of foreseeable hazards and risks; documented assumptions and decisions influenced by feedback on design, performance and usage information throughout the needs, requirements and acquisition phases of the Capability Life Cycle.
WHS awareness	Information provided on the roles and responsibilities of Defence workers in relation to WHS matter to enable them to perform their work in a manner that is safe and without risk to their health and safety, the health and safety of others and/or the environment.
WHS education	An accumulation of knowledge attained through the course of their duties and by those who require in depth understanding of work health and safety hazard and risk. This covers learning and instruction on safety theory provided by external institutions for safety professionals, and also encompasses generic instruction on work health and safety responsibilities.
WHS skilling	Competency training to address the range of individuals and corporate skill levels required to ensure all Defence workers can work in a safe and healthy manner, in relation to the work conducted.



Term	Definition
Workers	APS employees, ADF members, cadets, contractors and others specified by the <i>Work Health and Safety Act 2011</i> . Depending on the activities being undertaken, officers under the <i>Work Health and Safety Act 2011</i> can also be duty holders as workers.
Workplace	A workplace is any Defence owned or controlled location where work is carried out and includes any place where a worker goes, or is likely to be, while at work (e.g. performing work for and on behalf of the Defence undertaking). Workplaces include: a vehicle, vessel, aircraft or other mobile structure, any waters and any installation on land, on the bed of any waters or floating on any waters.
Workplace assessment	An assessment of the employee's workplace, undertaken by a suitably qualified person. The assessment would include the physical layout of the work area, functional and vocational requirement of duties.
Workplace rehabilitation provider	A Comcare approved and registered provider of rehabilitation services, under section 34 of the <i>Safety, Rehabilitation and Compensation Act 1998</i> .
Work-related stress	The adverse reaction to people to excessive pressure or other types of demands placed upon them within the workplace.

## References and related documents

[Australian Radiation Protection and Nuclear Safety Act 1998](#)

[Defence Force Discipline Act 1982](#)

[Public Service Act 1999](#)

[Safety, Rehabilitation and Compensation Act 1988](#)

[Work Health and Safety Act 2011](#)

[How to Manage Work Health and Safety Risks Code of Practice](#)

[Managing Risks of Plant in the Workplace Code of Practice](#)

ISO 19011:2018(En) Guidelines for Auditing Management Systems,  
[Table of Contents](#), International Organization for Standardization (ISO)

[Australian Defence Glossary](#) (ADG)

## References and related documents

[Defence Financial Delegations](#), Glossary of Terms

[Australasian Faculty of Occupational and Environmental Medicine](#) page,  
The Royal Australasian College of Physicians

[Australian Radiation Protection and Nuclear Safety Agency](#) (ARPANSA)  
home

[Comcare](#) home

[Occupational Health](#) page, World Health Organization (WHO)

[Occupational Hygiene](#) page, International Occupational Hygiene  
Association (IOHA)

[Psychosocial Hazards Contributing to Work-related Stress](#) page,  
WorkSafe Victoria

[Macquarie Dictionary](#)

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