

# Topic 1

# Glossary

## Contents

Glossary of Terms .....	2
Acronyms and Abbreviations.....	13
List of Legislation .....	15
List of Australian Standards .....	18
List of Websites .....	19

# Glossary of Terms

The table gives explanations of terms commonly used in the Construction Industry. Each of the listed terms has been referred to, at least once, in the 10 topics in the Construction Industry Supervisory Learning Resource.

TERM	EXPLANATION
10% Training Policy (Qld)	A policy that requires 10% of all labour hours employed on Queensland government projects over \$250 000 (building) or \$500 000 (civil) to be apprentices, trainees or cadets. This labour may account for up to 25% of the total hours spent on construction.
Active listening	Active listening involves the listener making an effort to fully understand the meaning of a message— i.e. both its content and feeling.
Adjustment	(Referring to a works program) The process of making changes to a works program that involve day-to-day operational matters only.
Aggression	A pattern of behaviour by a person that focuses on 'winning at all costs', while ignoring the rights of others. Aggressive behaviour often leads to conflict with other people.
Amendment	(Referring to a works program) The process of making changes to a works program that involve the terms and conditions of the contract. These changes, in turn, may have 'flow-on' effects on day-to-day operational matters.  (Referring to legislation).The process of making changes to the provisions in an Act by majority vote of the parliament
Angle of repose	The angle to the horizontal at which a pile of material will tend to rest, provided that it can move freely.
Arc	A curved portion of the Circumference of a circle; also known as a segment.
Assertiveness	Behaviour that acknowledges the rights of an individual, while at the same time accepting and respecting the rights of other people.
Authoritarian leadership	A style of leadership in which the supervisor or manager makes the decisions for the group and demands compliance from his or her subordinates.
Bank volume	The volume of a material, such as soil, earth or rock, as it lies in its natural state.
Bar chart	A diagram, drawn either by hand or by using computer software, representing the activities that make up a construction project, so as to show how long each activity will take, the order in which activities will be completed and the relationships between activities.
Batter	The slope of the side of a cutting, measured as an angle or a fraction, after the side has been shaped during construction.
Borrow pit	An excavation from which material is taken to a nearby job.
Bounce	The return of an e-mail message to the sender, either because the address was incorrect, or there was a configuration problem at the receiver's end.

TERM	EXPLANATION
Capillary water	Water present in soil pores that can be accessed by plant roots.
Career anchor	A special ability, preferred type of work or personal drive to which a person ties his or her career.
Career life-cycle	The stages, often including exploration, establishment, mid-career and late career, that many people complete during the course of their working lives.
Carry factor	(Referring to the bucket of a loader) A number by which the Rated capacity of a bucket is multiplied to obtain the amount of loose material that is actually carried in the bucket on each machine cycle.
Central angle	The angle formed between two radii at the centre of a circle.
Chain	A unit of length in the Imperial system of weights and measures used in Australia before 1976; equal to 66 feet or 100 links or 1/80 <sup>th</sup> of one mile in the former system; metric equivalent is 20.117 m.
Chord	A straight line within a circle, being that part of a Secant that does not extend outside the Circumference.
Circumference	The outer boundary of a circle, consisting of all points that are the same distance from the centre.
Class 1 Pest	An animal or plant species not currently present or established in Queensland that has the potential to cause adverse environmental social or economic impact.
Class 2 or 3 Pest	An animal or plant species currently established in Queensland that is causing or could cause adverse environmental social or economic impact.
Clerk of works	See <i>Inspector</i>
Coaching	A method of self-development in which a trained, experienced person helps a person who aspires to leadership in the company by offering one-on-one (or small-group) training, advice, encouragement and support.
Code	Sounds, symbols or actions used to transmit meaning between sender and receiver.
Coefficient of traction	A number used to describe the effects that the underfoot conditions are having on the gripping action of wheels or tracks of a machine against the surface of the ground.
Combined efficiency factor	A number, obtained by multiplying together the Task efficiency factor and the Operator efficiency factor; used to describe the overall efficiency of a machine.
Communication barrier	Anything that blocks, distorts or interrupts a message and its meaning.
Compacted volume	The volume of a material after it has been placed in a fill and compacted.
Consequences	(Referring to safety). The outcome or result of an incident or accident
Consumables	Materials that are incorporated into the work (e.g. cement) and become part of the finished product.

TERM	EXPLANATION
Contract	An agreement between two parties, the principal and the contractor, that for a specified and agreed price the contractor will, under certain conditions, carry out work for the principal
Contract documents	Written records that may include some or all of the following— conditions of contract, drawings, specifications, bills of quantities or schedules of rates
Compacted volume	The volume of a material after it has been placed in a fill and compacted.
Conflict management skills	A similar process to problem solving, where conflict is resolved by following a series of stages (see also <i>Problem solving</i> ).
Contract	A form of job organisation in which there is an agreement between two parties about the work to be done, the price of the work and the conditions and specifications under which the work will be performed.
Contractor	The person who offers to undertake work at an agreed price acceptable to the principal, in accordance with the conditions of contract
Contractor's quality representative	The person appointed by the contractor to administer the project's quality plan (abbreviation: CQR)
Contractor's representative	The person appointed by the contractor to manage the works and represent the company on site
Criteria	(Plural form) See <i>Criterion</i>
Criterion	(Singular form) A principle, standard or test by which a thing is judged, assessed or identified.
Critical path	On a Bar chart, the pathway of activities through the project that has no slack time. Alternatively, the longest pathway of interconnected activities through a network chart.
Cross-organisational committee	A group of people within an organisation who have the responsibility of monitoring, co-ordinating, or advising on some aspect of the organisation's activities that is common to a number of divisions.
Cycle time	The time taken by a machine to complete one round trip.
Day labour	A form of job organisation in which the principal's organisation manages the entire works.
Decode	The process of changing the content of a message from the sounds, symbols or actions the sender used to transmit it into a form the receiver can understand.
Delegation	The allocation of tasks to a subordinate; also, in a more restricted sense, the formal system of allocating authority within an organisation.
Democratic leadership	A style of leadership in which the supervisor or manager encourages group members to determine their own goals and methods for goal attainment and problem solving; members of the group are involved in the decision-making process.
Derogatory labelling	A statement, made about a person of another culture or group, made with the intention of delivering a 'put down' to the person.

TERM	EXPLANATION
Development plan	A written document that describes a person's needs for training and skills, the relationships of those needs to the organisation's needs, and methods that will be used to assist the person to gain the required knowledge and skills.
Diameter	The distance along a straight line, from one side of a circle to a point on the opposite side, that passes through the centre of the circle. The diameter is the Chord that passes through the centre of a circle; equal to twice the Radius.
Dissatisfiers	See <i>Hygiene factors</i> .
Downtime	Time period during which machinery is unavailable for service (e.g. during maintenance, breakdowns, etc).
Drawbar pull	The force available at the point of attachment of a tracked vehicle; it may be used either to pull a towed unit or to push material ahead of the machine blade.
Dumping time	(Referring to a truck cycle) Time taken for a truck to turn, back and dump the load.
Effective control	The process of checking to find out what has been achieved and comparing this with what should have been achieved. Deficiencies are identified and corrected by this process.
Efficiency	The ratio between inputs and outputs.
E-mail	A form of messaging using words, pictures or symbols that is transmitted electronically to the receiver.
Embankment	A fill whose top is higher than the adjoining surface.
Encode	The process of putting ideas into a message in the form of words or symbols, so that they can be transmitted to a receiver.
Engineer	See <i>Superintendent</i>
Entity	An organisation that is subject to or seeking public attention and is attempting to establish relationships.
Environmental Management Plan	See <i>Project environment plan</i>
Environmental policy	A statement that outlines the company's commitment to manage the environment during all phases of construction.
Equipment	Materials that are used to carry out the work, but do not form part of the finished product.
Establishment	(Referring to careers). A stage in a person's career life-cycle in which the person has learnt about the job, gained acceptance of workmates and assesses whether the career choice has been successful or not.
Exploration	(Referring to careers). A stage in a person's career life-cycle in which the person tries to decide his or her preferred type of work and undergoes training in preparation for such a choice.

TERM	EXPLANATION
Extra visibility	The practice of placing emphasis on a difference such as sex, race or ethnic background, as a means of demeaning members of an identifiable group of people. People practising this form of discrimination usually place emphasis on obvious signs of difference (e.g. Islamic headscarves, Sikh turbans).
Feedback	In communication theory, the receiver's (verbal or non-verbal) response to the sender's message; can be used to confirm understanding or not.
Field Capacity	The maximum amount of capillary water than can be held in a particular type of soil
Fixed time	The part of a machine's cycle time that depends on some characteristic of the machine and cannot be readily changed.
Grade assistance	The force of gravity that assists a machine in moving downhill.
Grade resistance	The force of gravity that must be overcome before a machine can move uphill.
Groupthink	A type of behaviour common when a group is forced to work under pressure to make a major decision. There is usually failure to consider all possible alternatives, resulting in poor decisions.
Halo effect	A kind of error that may occur during subjective measurement of an employee's performance, in which the rating given to one aspect of job performance influences ratings on other aspects of performance.
Hauling time	(Referring to a truck cycle) The period of time between completion of loading and commencement of dumping.
Hazard	Anything with the potential to cause harm or injury
Heaped capacity	The additional volume of loose material a container (such as a truck body or scraper bowl) can carry above the Struck capacity.
Herzberg theory of motivation	A theory that attempts to describe the origins of motivation in employees, based on the differing effects of hygiene and motivational factors and the importance of drives and needs within the individual.
Hierarchy of needs	A list of human needs arranged in order from those that must be satisfied first (e.g. food, water, sleep) to those that are more abstract (e.g. justice, goodness, beauty, order and unity).
Hold point	An identified point in a construction process past which the contractor shall not proceed without a direction from the superintendent.
Hygiene factors (dissatisfiers)	Factors that may make employees feel satisfied or dissatisfied with their jobs. The supervisor can exercise some degree of control over these factors.
'I' Message	A method of making statements that promotes assertion and shows openness to others, and may include <u>two</u> , <u>three</u> or four parts ( <u>feeling + behaviour + effects + acceptable alternative</u> ).
Imposed labelling	The practice of using one single generic name for a number of different groups of people as a means of reinforcing the majority group's view. Imposed labelling has negative effects when the minority lacks the power to define themselves.

TERM	EXPLANATION
Interpersonal communication	Interaction between people in a verbal or non-verbal manner.
Intra-personal communication	The individual's internal 'conversations' that occur through the processes of thinking and feeling.
Inspector	The person on the resident engineer's staff who is concerned chiefly with workmanship, including quality control
Invisibility	The intended outcome when a person attempts, by labelling, naming or applying terms, to subsume members of one ethnic or cultural group into another group. Usually, the alternative grouping is inappropriate or inaccurate.
Jargon	Words, phrases or expressions that are peculiar to trade or profession.
Job rotation	The sharing of a job or set of responsibilities between a number of people, who take turns in performing the job for a defined period.
Killer phrases	Words or phrases that tend to discourage people from freely contributing ideas during a brainstorming session.
Kilograms pull	The figure obtained by dividing the machine's power in kilowatts by its speed in metres per second.
Knowledge network	A group of people within an organisation who have a common work interest (e.g. a discipline, field of knowledge, or type of technology), and who use computer networks to share information about the selected area.
Laissez-faire leadership	Laissez-faire leaders resist exerting their influence on the group and tend to act mainly as consultants to the employees, who are responsible for achieving the results.
Late career	The last stage in a person's career life-cycle, in which people decide whether or not they achieved the objectives they set themselves at the start of the career path, experience changes in their family obligations, and begin to think about retirement.
Leadership	A term capable of many definitions; the one adopted for the purposes of this training manual is "the process supervisors and managers of organisations use to influence people to work willingly towards group objectives".
Leniency error	A kind of error that may occur during subjective measurement of employee performance, in which the supervisor tends to assign high performance ratings to all or most employees, regardless of their actual job performance.
Likelihood	(Referring to safety) A measure of the chances that an incident or accident will occur.
Load factor	The percentage decrease in the density of a material from its natural state to the loose state.
Loading time	(Referring to a truck cycle) The period of time that starts when the loader begins loading the truck, and ends when the truck moves away from the loader.

TERM	EXPLANATION
Loose volume	The volume of a material after it has been excavated from its natural or bank position and allowed to expand.
Machiavellian-ism	A pattern of behaviour in which people are cynical, seek to advance their own interests, maintain an emotional distance from others, and believe that they can manipulate others or lie to them if it will achieve their objectives.
Mailbot	Software that automatically provides a reply to incoming e-mail; for example, a pre-set message when a person is out of the office.
Material Safety Data Sheet	Lists the hazards of using chemical compounds, procedures for their safe use, first aid in the event of contact, and details on how to clean up spills or contamination.
Mentoring	A method of self-development in which a trained, experienced person helps a person who aspires to leadership in the company by offering advice, encouragement and an opportunity to talk over problems.
Mid-career	A stage in a person's career life-cycle in which the person is no longer thought of as a learner, must accept full responsibility for his or her actions, and is expected to be capable and to perform.
Milestone	A point within a project where progress is verified by the completion of an activity, or a point that marks the start of an activity.
Morale	The mental or emotional attitude of a person or group, which may be high or low, or anywhere in between.
Motivation	The willingness of an individual in an organisation to exert high levels of effort towards achieving team or organisational goals.
Motivational factors (satisfiers)	Factors related to the job that the supervisor can use indirectly as a means of improving worker motivation.
Network chart	A diagram that represents, in the form of a network of inter-related lines, similar information to that shown in a Bar chart.
Noise	(Referring to communication) An interruption or interference to the flow of information between sender and receiver.
Non-assertion	See <i>Submission</i>
Non-verbal communication	The transmission of messages, in an interpersonal setting, through the use of signs, symbols, gestures, facial expressions, appearance, etc.
Operator efficiency factor	The number of minutes per hour (expressed as a percentage) during which a machine is working at full efficiency.
Owner	The person who requires the works to be carried out on his or her behalf.
Paternalistic leadership	A style of leadership in which the supervisor or manager is directive in much the same way as an authoritarian leader, but adds an element of concern for the welfare of the subordinates and permits limited feedback from staff.



TERM	EXPLANATION
Personal authority	The kind of authority a person can exert over others in the workplace by communicating with and influencing them.
Positional authority	The kind of authority a person can exert within an organisation, as a result of occupying a position in the organisation.
Potable	(Referring to water) Suitable for human consumption.
Predecessor	A task shown on a critical path network that must be completed ahead of others.
Primary plant	Major equipment items that can continue working whether or not they receive material from other machines
Principal	The person (usually the owner) who stipulates the type of work and the standard of workmanship required, and nominates the contract conditions
Probability	See <i>Likelihood</i>
Project environmental plan	A plan that identifies likely environmental issues arising from construction and how they will be managed. The plan is divided into a number of sections.
Project manager	See <i>Contractor's representative</i>
Public	(Referring to public relations). A group of people who are, or may be, interested in an entity and with whom the entity attempts to establish relationships. A 'public' may be defined at any level, i.e. in a wide or a narrow sense.
Pusher	A bulldozer that pushes a scraper to help it pick up a load.
Quit stay	A pattern of behaviour in which a person has reached a low and unacceptable level of energy and commitment to the job.
Radius	The distance from the centre of a circle to its circumference; this distance is the same at all points on the circumference (Plural: <i>radii</i> ).
Rated capacity	(Referring to the bucket of a loader) A volume in cubic metres of loose material, specified by the manufacturer of a machine, that can be safely carried in the bucket.
Receiver	The person who receives the message from the sender and decodes it to understand the meaning.
Repeal	Referring to an Act of Parliament, to remove or delete an Act by majority vote of the parliament
Resident engineer	The person to whom the superintendent has delegated some of the powers under the contract, and who is responsible for the direct administration of the works being undertaken by the contractor
Returning time	(Referring to a truck cycle) The period of time that starts when the truck begins to move away from the dump, and ends when the truck returns to the loading site.
Rimpull	The force available between the tyre of a wheeled vehicle and the ground to propel the vehicle forward.

TERM	EXPLANATION
Risk	A combination of the likelihood of an incident/accident occurring and the results it would have if it did occur
Risk assessment	Analysis of risks to determine the likelihood that they will result in an incident and the injuries or damage that would be caused if an incident occurs
Risk identification	The examination of the workplace or task to determine where and when incidents or accidents could occur
Risk management	The control of risks or hazards to prevent incidents or accidents occurring
Risk, unacceptable level of	A risk or hazard where there is the likelihood that an incident or accident will occur and that it will cause injury or damage
Rolling resistance	The resistance that must be overcome before a wheeled machine can start to move over level ground.
Rostered day off (RDO)	A provision under government awards allowing employees to take one day off work over a specified period.
Satisfiers	See <i>Motivational factors</i> .
Scope of works	The parts of a task, activity or project that a person at a given level in a construction organisation is responsible for and can clearly identify.
Secondary plant	Machines whose outputs depend on receiving material from primary plant or other machines
Secant	A straight line that crosses a circle at two points on the circumference and does not pass through the centre.
Secondment	The process of taking a person away from their normal work to allow him or her to work temporarily in another area or division of the company, as a means of increasing the person's knowledge or skills.
Sector	The part of a circle enclosed between an arc or segment and two radii.
Self-esteem	The values, beliefs and attitudes an individual has towards his or her self. The degree (either high or low) to which individuals like or dislike themselves as they currently are.
Self-monitoring	The ability of a person to change his or her behaviour to meet changing conditions.
Sender	The person who encodes an idea or feeling into words or signs for transmission to a receiver.
Simulation	The use of case studies, role-playing and group-interaction exercises as methods of teaching interpersonal and problem-solving skills.
Simulator	Complex equipment, usually computerised, that duplicates real-life conditions within a training environment as a means of instructing people to operate equipment, software or machine (e.g. passenger aeroplanes or trains on a railway).
Site engineer	The person who deals with all technical issues and undertakes duties as delegated by the resident engineer

TERM	EXPLANATION
Situational leadership	The practice of adopting different leadership styles (such as directing, coaching, supporting, or delegating) depending on the situation; for example, the levels of competence and commitment in the workforce may vary from time to time.
Slope	A number used to state how steep a piece of ground is. The number may be stated as an angle (e.g. 27°) or a ratio (e.g. 1 in 3) or a percentage (e.g. 33%). Where a ratio is used, it is the rise (vertical distance) divided by the run (horizontal distance); where a percentage is used, this amount is multiplied by 100.
Spam	Unsolicited e-mail sent to many people simultaneously; usually commercial, but may be damaging (e.g. viruses) or annoying (e.g. chain letters).
Spoil	A mixture of rock and soil from excavations
Spotting time	(Referring to a truck cycle) Time required to manoeuvre the truck into position for loading.
Stabilising agent	A mixture of organic and inorganic material sprayed onto suitable surfaces (e.g. embankments) to prevent erosion mechanically and biologically by allowing plants to establish on its surface.
Static plant	Machines such as crushers, Airtrac drills or compressors that cannot move under their own power, but must be moved or carried to and from the works site by other machines.
Stereotyping	Making statements about a person of another culture or group that tend to isolate or exaggerate certain factors and generalise them to all people in the group.
Stockpile	Material dug and piled for future use.
Strictness error	A kind of error that may occur during subjective measurement of employee performance, in which supervisors tend to give most employees moderate to low ratings.
Struck capacity	The volume of loose material a container can carry when filled exactly to level.
Subcontractor	A third party employed under an agreement with the principal contractor to complete part of the work for a project.
Submission	A pattern of behaviour in which a person is unable to assert or promote a point of view, even if it is perfectly acceptable to do so in the situation.
Successor	A task shown on a critical path network that cannot be commenced until other, specified tasks have been completed.
Superintendent	The person nominated in the contract who, both parties agree, should impartially ensure that both the principal and contractor properly perform their respective obligations under the contract. (The term is used in Australian Standard. 2124–1992 and is clearly defined in Clause 2, Interpretation).
Superintendent's representative	See <i>Resident engineer</i>

TERM	EXPLANATION
Swell	The percentage increase in the volume of a material when it is removed from the natural state.
Tangent	A straight line that touches the Circumference of a circle at one point only, forming a right angle (90°) to the Radius of the circle.
Task efficiency factor	A number used to express losses of machine efficiency due to such influences as the nature of the task, local conditions on site, or the type of machine in use.
Theory X	A belief about the way people behave in the workplace, based on the assumption that they are mainly concerned about meeting basic needs, such as adequate pay and job security. A Theory X organisation is one in which the underlying beliefs about the desire of employees to work or achieve results without supervision are negative.
Theory Y	A belief about the way people behave in the workplace, based on the assumption that they are mainly concerned about meeting higher needs, such as challenge and self-development. A Theory X organisation is one in which the underlying beliefs about the desire of employees to work, accept responsibilities and achieve organisational results are positive.
Topsoil	The upper soil layer containing organic material, moisture and nutrients that can be used by plants.
Total resistance	The total amount of resistance that a wheeled machine must overcome before it can start to move in a given situation; it may be equal to: <ul style="list-style-type: none"> <li>• The sum of Rolling resistance and Grade resistance (for a machine travelling uphill)</li> <li>• Rolling resistance (for a machine travelling on level ground)</li> <li>• Rolling resistance minus Grade assistance (for a machine travelling downhill).</li> </ul>
Traction	The force available as a result of the gripping action of wheels or tracks of a machine against the surface of the ground.
Transpiration	The loss of water from leaf surfaces (plants).
Travel time	The time spent on the haul and return portions of a machine cycle.
Undercurrent	The hidden part of a message that can be sensed but not understood.
Verbal communication	The transmission of thoughts or feelings between two or more people in the form of spoken or written words.
Waiting time	(Referring to a truck cycle) The additional time required if the truck has to wait at the loading or dump site.
Waste	Digging, hauling, and dumping of valueless material to get it out of the way; or the valueless material itself.
Witness point	An identified point in a construction process at which an activity is observed.
Work breakdown structure	The process of subdividing the major activities of a construction project into smaller parts, until they reach the level of the individual operations.

TERM	EXPLANATION
Works program	A detailed, written record of work that must be carried out to complete a construction job.

## Acronyms and Abbreviations

The table gives the meanings of acronyms and abbreviations that have been referred to in the topics in the Construction Industry Supervisory Learning Resource.

Acronym/abbreviation	Meaning
ANTA	Australian National Training Authority
AS	Australian standard
Bcc	Blind copies (in paper-based correspondence)
BTW	(Referring to e-mail messages) by the way
CAL	Computer-assisted learning
CAR	Corrective action request
CBR	California bearing ratio
cc	(Referring to correspondence) Abbreviation to indicate that a copy of a document has been sent to a person other than the addressee; e.g. cc General Manager
CER	Contractor's environmental representative
CEO	Chief executive officer
Ch	Chainage
CML	Computer-managed learning
CPR	Cardio-pulmonary resuscitation
CQR	Contractor's quality representative
dBA	Decibel (unit of measurement of sound pressure, A scale)
DBYD	Dial before you dig
DNO	Do not operate
DRABC	Danger–Response–Airway–Breathing–Circulation (basic first aid procedure)
EAR	Expired air resuscitation
EMP	Environmental management plan
Enc.	Enclosure, to indicate that a document has been sent as an enclosure with a letter (in paper-based correspondence)
EPA	Environmental Protection Agency
ESCP	Erosion and sedimentation control plan
FYI	(Referring to correspondence) for your information

Acronym/abbreviation	Meaning
HR	Human resources
IMHO	(Referring to e-mail messages) in my humble/honest opinion
IR	Industrial relations
IT	Information technology
ITP	Inspection and test plan
kPa	kiloPascal (one Newton force per square centimeter; unit of pressure)
LEL	Lower explosive limit (related to Adopted National Exposure Standards for Atmospheric Contaminants in the Occupational Environment)
LOL	(Referring to e-mail messages) laughing out loud
LPG	Liquefied petroleum gas
Mb	megabyte
MDD	Maximum dry density
ML	Megalitre (one million litres)
MRD	Main Roads Department
MRS	Main Roads specification
MSDS	Material safety data sheet
nAch	A need or drive, felt by an individual in an organisation, to excel and to achieve in relation to a set of standards (need for achievement).
nAff	A need or drive, felt by an individual in an organisation, to be liked and accepted by others (need for affiliation)
NATA	National Association of Testing Authorities
nPow	A need or drive, felt by an individual in an organisation, to have an impact, be influential, and to control others (need for power).
NRN	(Referring to e-mail messages) no response needed
OHS	Occupational health and safety
PE	Polyethylene (piping)
PPE	Personal protective equipment
Pi ( $\pi$ )	A number describing the relationship between the diameter and the circumference of a circle; approximately equal to 3.14 159 265 358 979... or, for practical purposes, 3.1416.
PR	Public relations
PSC	Pre-stressed concrete
PPV	Peak particle velocity
PVC	Polyvinyl chloride (type of plastic)
RCBC	Reinforced concrete box culvert

Acronym/abbreviation	Meaning
RCP	Reinforced concrete pipe
RDO	Rostered day off
REQ	(Referring to e-mail messages) request
ROTFL	(Referring to e-mail messages) (I am) rolling on the floor laughing (at what you just said)
SPF	Sunscreen protection factor, e.g. 15+, 30+
RFI	Request for information.
STEL	Short-term exposure limit (related to Adopted National Exposure Standards for Atmospheric Contaminants in the Occupational Environment)
TIA	(Referring to e-mail messages) thanks in advance [also written advTHANKSance]
TNA	Training needs analysis
TWA	Time-weighted average (related to Adopted National Exposure Standards for Atmospheric Contaminants in the Occupational Environment)
UV-A	Ultraviolet radiation, A band
UV-B	Ultraviolet radiation, B band
V	Volt (unit of electrical potential)

## List of Legislation

The table lists the main Acts, Regulations and other legislative instruments that are relevant to the construction industry.

### Acts of Parliaments

Jurisdiction	Title of Act
Queensland	<i>Acquisition of Land Act 1967</i>
	<i>Anti-Discrimination Act 1991</i>
	<i>Electricity Act 1994</i>
	<i>Environmental Protection Act 1994</i>
	<i>Explosives Act 1999</i>
	<i>Fisheries Act 1994</i>
	<i>Forestry Act 1959</i>
	<i>Petroleum and Gas (Production and Safety) Act 2004</i>
	<i>Health Act 1937</i>

	<i>Industrial Relations Act 1999</i>
	<i>Integrated Planning Act 1997</i>
	<i>Land Act 1994</i>
	<i>Land Protection (Pests and Stock Route Management) Act 2002</i>
	<i>Local Government Act 1993</i>
	<i>Native Title (Queensland) Act 1993</i>
	<i>Nature Conservation Act 1992</i>
	<i>Public Safety Preservation Act 1986</i>
	<i>Queensland Heritage Act 1992</i>
	<i>Radiation Safety Act 1999</i>
	<i>Subcontractors' Charges Act 1974</i>
	<i>Subcontractors' Charges Amendment Act 2002</i>
	<i>Transport Infrastructure Act 1994</i>
	<i>Transport Operations (Road Use Management) Act 1995</i>
	<i>Transport Planning and Co-ordination Act 1994</i>
	<i>Water Act 2000</i>
	<i>Workplace Health and Safety Act 1995</i>
Australia	<i>Environmental Protection and Biodiversity Conservation Act 1999</i>

## Regulations

<b>Jurisdiction</b>	<b>Title of Regulations</b>
Queensland	Contaminated Land Regulation 1991
	Land Protection (Pest and Stock Route Management) Regulation 2003
	Workplace Health and Safety (Miscellaneous) Regulation 1995
	Workplace Health and Safety Regulation 1997



## Other Regulatory Instruments

### Advisory Standards (Queensland)

- First Aid 2000
- Formwork 1999
- Hazardous Substances 2003
- Manual Handling— Building Industry 1999
- Manual Tasks 2000
- Noise 1999
- Personal Protective Equipment in Building and Construction 1999
- Plant 2000
- Supplement No1— Concrete Pumping
- Risk Management 2000
- Scaffolding 1999
- Steel Construction 1999
- Welding 1999

### Manuals

- Manual of Uniform Traffic Control Devices
- Main Roads (Queensland) Erosion and Sediment Control Manual (Nov. 1997)

### Other

- Australian Water Quality Guidelines for Fresh and Marine Waters (ANZECC, 1992)
- Civil Construction Operations Maintenance General Award (State)
- Environmental Protection (Noise) Policy 1997
- Environmental Protection (Water) Policy 1997
- Indigenous Employment Policy (1999) (Federal)
- Soil Erosion and Sediment Control— Engineering Guidelines for Queensland Construction Sites

## List of Australian Standards

The table lists of some of the construction industry's more commonly used Australian Standards.

AS/NZS 1067–2003	Sunglasses and fashion spectacles
AS 1181–1982	Method of measurement of civil engineering works and associated building works
AS 1289–various dates	Methods of testing soils for engineering purposes
AS/NZS 1337–1992	Eye protectors for industrial applications
AS 1379–1973	Ready-mix concrete, metric units
AS/NZS 1801–1997	Occupational protective helmets
AS 1851.1–1995	Maintenance of fire protection equipment— portable fire extinguishers and fire blankets
AS/NZS 1891.1–1995	Industrial fall-arrest systems and devices— safety belts and harnesses
AS/NZS 1892	Portable ladders
AS 2124-1992	General conditions of contract
AS 2125-1992	General conditions of tendering and form of tender
AS 2127-1992	Form of formal instrument of agreement
AS 2187.2–1993	Explosives: Storage, transport and use— Use of explosives
AS 2550.1–2002	Cranes, hoists and winches— Safe use— General requirements
AS/NZS 2865–2001	Safe working in a confined space
AS 2900–2002	Quantities and units
AS 2990–1987	Quality systems for engineering and construction projects (Superseded)
AS 3600–2001	Concrete structures
AS 3903–1987	Quality systems for final inspection and test (Superseded)
AS 3904–1994	Quality management and quality system elements
AS/NZS 4602–1999	High visibility safety garments
AS 4603–1999	Flashback arrestors— safety devices for use with fuel gases and oxygen or compressed air
AS/NZS ISO 9002–1998	Model for quality assurance in production, installation and servicing

## List of Websites

This page lists web-sites where legislation, standards, etc can be located. The following websites are recommended:

<a href="http://www.bom.gov.au">www.bom.gov.au</a>	Bureau of Meteorology (Australia)
<a href="http://www.dialbeforeyoudig.com.au">www.dialbeforeyoudig.com.au</a>	Association of Dial Before You Dig Services Limited (Australia)
<a href="http://www.dfat.gov.au">www.dfat.gov.au</a>	Department of Foreign Affairs and Trade (Australia)
<a href="http://www.dnr.qld.gov.au">www.dnr.qld.gov.au</a>	Department of Natural Resources and Mines (Qld)
<a href="http://www.epa.qld.gov.au">www.epa.qld.gov.au</a>	Environment Protection Agency (Queensland)
<a href="http://www.fire.qld.gov.au">www.fire.qld.gov.au</a>	Queensland Fire and Rescue Authority
<a href="http://www.legislation.qld.gov.au">www.legislation.qld.gov.au</a>	Office of the Parliamentary Counsel (Queensland)
<a href="http://www.mainroads.qld.gov.au">www.mainroads.qld.gov.au</a>	Department of Main Roads (Queensland)
<a href="http://www.nohse.gov.au">www.nohse.gov.au</a>	National Occupational Health and Safety Commission (Australia)
<a href="http://www.qgm.qld.gov.au">www.qgm.qld.gov.au</a>	Queensland Purchasing
<a href="http://www.qldcancer.com.au">www.qldcancer.com.au</a>	Queensland Cancer Fund
<a href="http://www.ruralfire.qld.gov.au">www.ruralfire.qld.gov.au</a>	Queensland Fire and Rescue Authority
<a href="http://www.standards.com.au">www.standards.com.au</a>	SAI Global [Australian standards (retail)]
<a href="http://www.standards.org.au">www.standards.org.au</a>	Standards Australia (organisation)
<a href="http://www.trainandemploy.qld.gov.au">www.trainandemploy.qld.gov.au</a>	Department of Employment and Training (Queensland)
<a href="http://www.whs.qld.gov.au">www.whs.qld.gov.au</a>	Division of Workplace Health and Safety Department of Industrial Relations (Queensland)
<a href="http://www.workcover.qld.gov.au">www.workcover.qld.gov.au</a>	WorkCover Queensland