

Topic 6

Glossary

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Glossary of Terms

Term	Definition
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.
Borrow pit	An excavation from which material is taken to a nearby job.
Capillary Water	Water present in soil pores that can be accessed by plant roots.
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.
Conflict Management Skills	A similar process to problem solving, where conflict is resolved by following a series of stages (see also problem solving).
Consumables	Materials that are incorporated into the work (e.g. cement) and become part of the finished product.
Dissatisfiers	See Hygiene Factors.
Downtime	Time period during which machinery is unavailable for service (e.g. during maintenance, breakdowns, etc).
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.
Embankment	A fill whose top is higher than the adjoining surface.
Environmental Management Plan	See project environment plan.
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.
Field Capacity	The maximum amount of capillary water than can be held in a particular type of soil.
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.
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.

Term	Definition
Material Safety Data Sheet	Lists the hazards of using chemical compounds, procedures for their safe use and details on how to clean up spills or contamination.
Motivation Factors (Satisfiers)	Factors that the supervisor can manipulate to improve worker motivation.
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.
Pusher	A bulldozer that pushes a scraper to help it pick up a load.
Rolling Resistance	Resistance encountered by a wheeled vehicle as it moves over the ground.
Rostered Day Off (RDO)	A provision under government awards allowing employees to take one day off work over a specified period.
Satisfiers	See motivational factors.
Spoil	A mixture of rock and soil from excavations.
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.
Stockpile	Material dug and piled for future use.
Subcontractor	A third party employed under an agreement with the principal contractor to complete part of the work for a project.
Topsoil	The upper soil layer containing organic material, moisture and nutrients that can be used by plants.
Transpiration	The loss of water from leaf surfaces (plants).
Waste	Digging, hauling, and dumping of valueless material to get it out of the way; or the valueless material itself.

Acronyms

Acronym/abbreviation	Meaning
AS	Australian standard
CAR	Corrective action request
CER	Contractor's Environmental Representative
CQR	Contractor's Quality Representative
DBYD	Dial Before You Dig
dBA	Decibels (A scale)
EMP	Environmental Management Plan
EPA	Environmental Protection Agency
ESCP	Erosion and Sedimentation Control Plan
LPG	Liquefied petroleum gas
MRD	Main Roads Department
MRS	Main Roads (Department) specifications
MSDS	Material Safety Data Sheet
NATA	National Association of Testing Authorities (Australia)
PE	Polyethylene (piping)
PPE	Personal Protective Equipment
PPV	Peak particle velocity
PVC	Polyvinyl Chloride (type of plastic)
RCP	Reinforced Concrete Pipe
RDO	Rostered Day Off

List of Legislation

Acts (Queensland)

Cultural Record (Landscapes Queensland and Queensland Estate) Act 1987

Environmental Protection Act 1994

Environmental Protection Act 1999

Industrial Relations Act 1999

Land Protection (Pests and Stock Route Management) Act 2002

Local Government Act 1993

Queensland Heritage Act 1992

Queensland Industrial Relations Act 1999

Regulations

Land Protection (Pest and Stock Route Management) Regulation 2003

Other

Australian Water Quality Guidelines for Fresh and Marine Waters (ANZECC, 1992)

Environmental Protection (Noise) Policy 1997

Environmental Protection (Water) Policy 1997

General Conditions of Contract AS 2124 Clause 35

Indigenous Employment Policy (1999) (Federal)

Main Roads Erosion and Sediment Control Manual (Nov. 1997)

Manual of Uniform Traffic Control Devices

Noise Policy (Environmental Protection Agency, Queensland)

Soil Erosion and Sediment Control – Engineering Guidelines for Queensland Construction sites (A4.1 – A4.3)

Work Place Health and Safety Advisory Standard (First Aid) 2000

Work Place Health and Safety Regulations 1997 (Part 21 Section 216 to Section 222)

List of Websites

The following websites are recommended:

www.dialbeforeyoudig.com.au

www.mainroads.com.au

www.nrm.qld.gov.au

www.standards.com.au

www.standards.org.au

www.legislation.com.au

www.qgm.qld.gov.au/training10/what.htm

www.whs.qld.gov.au/advisory/index.htm

Bibliography

The following literature is recommended:

- Dwyer, J. (1997). *The Business Communication Handbook*. (4th edn). Prentice-Hall: Sydney.
- Queensland. Department of Main Roads (1999). *Standard Specification Roads*. (series of documents, accessible from website).
- Queensland. Department of Main Roads (various dates). *Standard Drawings Roads*.
- Queensland. Department of Main Roads (2003). *Manual of Uniform Traffic Control Devices (Queensland)*.