

## TASMANIAN INDEPENDENT RETAILERS ISLAND FRESH PRODUCE

### *SHE 2.5 OHS Classifications*

#### Background

Clearly and consistently classifying our Occupational Health and Safety (OHS) records allows focused action to reduce our exposure to risks. OHS related classifications are applied to reports to code various aspects in a consistent fashion. OHS related procedures that utilise these classifications include:

- Incidents and Hazards
- Audit findings
- Risk assessments.

The OHS classifications have been added to our Incident and Hazard reporting hub and can be selected as you work through the templates. Should any incident or hazard prove difficult to classify, contact SHE specialist [mel.axford@igatas.com.au](mailto:mel.axford@igatas.com.au)

#### Activity

The activity is a task or process being undertaken e.g. the procurement of goods and/or services, travelling, using equipment, using chemicals and/or other hazardous items, travelling between sites or engaging with other people.

The complete list of activities can be found below.

Activity Classification		Definition	Includes
1	<b>Event or Function</b>	A planned public, private or social occasion involving a few or many people. This includes activities to set-up or pack down any materials and equipment directly associated with the event or function. A planned public or social occasion involving a few or many people.	<ul style="list-style-type: none"> <li>▪ Volunteering days</li> <li>▪ Conferences</li> </ul>
2	<b>Office based work</b>	Activities, processes and/or procedures undertaken in the provided office space.	<ul style="list-style-type: none"> <li>▪ Report writing &amp; data entry activities</li> <li>▪ Meetings</li> <li>▪ Work in open plan, cubicle and individual offices</li> </ul>
3	<b>Travelling between sites</b>	The use of any mode of travel to egress between work locations.	<ul style="list-style-type: none"> <li>▪ Travelling to other organisations or locations</li> <li>▪ Travelling interstate or overseas</li> <li>▪ Travelling by Road, Rail, Air, Sea, Walking</li> </ul>

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4	<b>Construction &amp; renovation works</b>	Construction is defined as any work performed in connection with the construction, alteration, conversion, fitting out, commissioning, renovation, refurbishment, decommissioning, or demolition of any building or structure, or any similar activity	<ul style="list-style-type: none"> <li>▪ New building works</li> <li>▪ Renovation and refurbishment of existing buildings</li> </ul>
5	<b>Equipment provision &amp; construction</b>	The installation and maintenance of equipment.	<ul style="list-style-type: none"> <li>▪ Trades services</li> <li>▪ Repair, replacement, and routine maintenance</li> <li>▪ Emergency works (e.g., burst pipe)</li> <li>▪ Equipment install and maintenance (except during construction works)</li> <li>▪ Grounds keeping</li> </ul>
6	<b>Using powered and non-powered equipment</b>	The use, cleaning & maintenance of any electrical and non-electrical equipment	<ul style="list-style-type: none"> <li>▪ Hand tools</li> <li>▪ Knife</li> <li>▪ EWP</li> <li>▪ Mast life</li> <li>▪ Pallet wrapper</li> <li>▪ Compactor</li> <li>▪ Lawn Mower</li> </ul>
7	<b>Using chemicals or other hazardous items</b>	The use of chemicals or other hazardous items	<ul style="list-style-type: none"> <li>▪ Cleaning banana room</li> <li>▪ Offices</li> <li>▪ Equipment/tools</li> <li>▪ By product/Waste disposal</li> </ul>
8	<b>Operating a Vehicle (on site)</b>	The use of the forklift, trucks to pick, store, move, carry, deliver goods	<ul style="list-style-type: none"> <li>▪ Storing pallets</li> <li>▪ Removing pallets from trailer</li> <li>▪ Stacking pallets</li> <li>▪ Unloading pallets</li> <li>▪ Driving</li> <li>▪ Delivery of good to truck</li> <li>▪ Carrying loads</li> </ul>
9	<b>Service provision</b>	Work undertaken by trained service providers to support TIR IFP activities	<ul style="list-style-type: none"> <li>▪ Security patrols</li> <li>▪ Cleaning services &amp; grounds maintenance</li> <li>▪ Workshops and manufacturing</li> <li>▪ Consultation work</li> <li>▪ Workplace inspections &amp; scheduled audits</li> </ul>

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10	<b>Member of the Public/Contractors on site</b>	Applies to any interaction with a member of the public or contractor coming on to our sites to conduct work or shop	<ul style="list-style-type: none"> <li>Dealing with difficult customers</li> <li>Members of the public taken ill on site</li> <li>Substandard Contractor Performance.</li> </ul>
11	<b>Picking &amp; packing activities in the warehouse</b>	Applies to operators of manual tasks and processes in the warehouse	<ul style="list-style-type: none"> <li>Lifting pushing, carrying preparing goods</li> </ul>
12	<b>Routine Work Breaks</b>	Activities undertaken between tasks.	<ul style="list-style-type: none"> <li>Purchasing and food and drinks</li> <li>Preparing food and drinks</li> <li>Eating and drinking</li> <li>Resting between task.</li> </ul>

### Agency of Injury

Agency of injury is the specific object, item, substance, material, or structure that was directly or principally involved in, or most closely associated with, the point at which things started to go wrong and which ultimately led to the most serious injury or disease.

For example, this can include a knife in the case of being cut, or fire and smoke in the case of smoke inhalation. The complete list of agencies can be found below

Agency Classification		Definition	Example
1	Fixed plant (e.g., cool rooms, boilers, lathes, lifts, gas mains)	Fixed plant refers to any powered machinery, equipment, appliance, implement or tool and any component or fitting or accessory of these, that is intended to be used only in the installed location.	<ul style="list-style-type: none"> <li>Lathes</li> <li>Garbage Compactors</li> <li>Furnaces &amp; Boilers</li> <li>Cold rooms</li> <li>Lifts</li> <li>Water mains and accessories</li> <li>Gas mains and accessories and sewerage systems.</li> </ul>
2	Transport and mobile plant (e.g., motor vehicles, forklifts, walky stackers, trolleys and wheelbarrows)	Any machinery, equipment, appliance, implement or tool and any component or fitting or accessory used to transport people or materials between locations ordinarily under the direct control of an operator.	<ul style="list-style-type: none"> <li>Cars</li> <li>Trucks</li> <li>Tractors</li> <li>Diggers</li> <li>Compressors</li> <li>Pneumatic tools</li> <li>Wheelbarrows and Trolleys.</li> </ul>
3	Powered equipment, tools and appliances	Any machinery, equipment, appliance, implement or tool	<ul style="list-style-type: none"> <li>Workshop and worksite tools and equipment (drills etc),</li> </ul>

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	(e.g. computers, workshop equipment, kitchen equipment, gas cylinders)	and any component or fitting or accessory of these, not covered by Fixed Plant or Mobile Plant and Transport, that is actuated by an additional power source and mechanism other than the solely manual labour of the operator.	<ul style="list-style-type: none"> <li>▪ Kitchen and domestic equipment (kettles, washing machines etc)</li> <li>▪ Office and electronic equipment (computers and keyboards),</li> <li>▪ Laboratory equipment, garden and outdoor powered equipment</li> <li>▪ Gas cylinders.</li> </ul>
4	Non-powered hand tools and equipment (e.g., furniture and fittings, ladders, hand tools, packing equipment, glassware)	Any machinery, equipment, appliance, implement or tool that is actuated solely by the manual labour of the operator to modify, fix or change materials.	<ul style="list-style-type: none"> <li>▪ Hand tools (Sharps, Hammers, Pliers)</li> <li>▪ Fixing and Packing equipment (such as nails, screws and rope)</li> <li>▪ Furniture and Fittings (such as beds, baths, and work tops)</li> <li>▪ Glassware</li> <li>▪ Ladders and Platforms.</li> </ul>
5	Chemical management (e.g., dangerous goods, hazardous substances, poisons and drugs)	A liquid, powder or vapour that has the potential to cause harm to the user when entering the person's body via eyes, nose, mouth or skin.	<ul style="list-style-type: none"> <li>▪ Dangerous Goods (e.g. Dangerous Gases, Flammable Liquids etc.)</li> <li>▪ Hazardous Substances</li> <li>▪ Poisons and Drugs.</li> </ul>
6	Materials and substances (not otherwise selected from category 5.0)	Any materials and objects not otherwise classified as equipment or chemicals found within the workplace.	<ul style="list-style-type: none"> <li>▪ Non-metallic minerals and substances (cement, concrete, rocks &amp; stones, asbestos, synthetic mineral fibre, glass, etc.)</li> <li>▪ Oils</li> <li>▪ Timber (decking, planks, plywood, etc.)</li> <li>▪ Metals (pipes, sheet metal, etc.)</li> <li>▪ Stationery and paper products</li> <li>▪ Hot fluids &amp; gases</li> <li>▪ Water or Air under pressure</li> <li>▪ Food products &amp; Beverages</li> <li>▪ Sewerage, Garbage and other refuse.</li> </ul>
7	Fire and Smoke	Where fire or smoke were principally, or most closely associated with, the point at which things started to go	<ul style="list-style-type: none"> <li>▪ Fire, flame and smoke from unknown origin</li> <li>▪ Fire, flame and smoke from housefire or bushfires</li> </ul>

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		wrong and which ultimately led to the most serious injury or disease.	<ul style="list-style-type: none"> <li>Does not include where the source of fire or smoke is clearly identified (e.g., a furnace or equipment failure).</li> </ul>
8	Outdoor working environment (e.g. carpark, walkways, outdoor stairs)	Agencies that may cause injury when work is undertaken outdoors.	<ul style="list-style-type: none"> <li>Weather and Sun</li> <li>Holes, Gutters, Trenches and Pits</li> <li>Slippery surfaces due to wet, oily or icy conditions</li> <li>Buildings and other structures (e.g., roofs, bridges, stairways)</li> <li>Fencing and Vegetation.</li> </ul>
9	Indoor working environment (e.g. internal rooms, floor surfaces, stairwells)	Agencies that may cause injury when work is undertaken indoors.	<ul style="list-style-type: none"> <li>Internal conditions such as temperature, lighting or lack of oxygen</li> <li>Steps, stairways and floor surfaces</li> <li>Internal building structures (such as handrails, columns or walkways)</li> <li>Confined spaces.</li> </ul>
10	Biological management (e.g., animals, non-living animal materials, microscopic biologicals)	Where an animal or other lifeform (except humans) can cause harm.	<ul style="list-style-type: none"> <li>Animals (mammals, reptiles, insects, spiders, marine creatures, birds etc.</li> <li>Microscopic biologicals (e.g., bacteria, viruses, fungal disease, etc.)</li> </ul>
11	Personal impairment and/or interaction (e.g. pre-existing medical condition, moving a patient)	Where an impairment to a person (such as intoxication) or the interaction between people (such as lifting a patient) results in harm.	<ul style="list-style-type: none"> <li>Fatigue</li> <li>Condition of affected person (disability, pre-existing illness, or, disease)</li> </ul>
12	Psychological (e.g. stressful situations)	Where situations rather than objects or substances, are considered to be agencies	Where a situation or event affects the mental wellbeing or mental health of a person by overwhelming their coping mechanisms and impacting their ability to work in a healthy and safe manner

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#### Mechanism of injury

Mechanism of injury is how an injury was or may have been sustained. This is the general action, exposure or event that best describes the circumstances that did or may have resulted in the most serious injury or disease.

For example this can include getting trapped between two things, falling down from somewhere, or being poisoned by something. The complete list of mechanisms can be found below:

Mechanism of Incident		Description	Includes
1	<b>Falls from Any Height</b>	To drop or come down freely under the influence of gravity by greater than the height of one floor. This includes intentional jumps as well as unintentional falls.	<ul style="list-style-type: none"> <li>Falls from a roof</li> <li>Falls from ground level to below ground level</li> <li>Landing awkwardly after a jump from a height.</li> </ul>
2	<b>Slip Trips and Missteps</b>	To drop or come down freely under the influence of gravity by less than the height of one floor or to lose ones upright or erect position suddenly. This includes, slips, trips and intentional jumps as well as unintentional falls.	<ul style="list-style-type: none"> <li>Falls on the same level</li> <li>Falls down or up stairs</li> <li>Tripping on objects</li> <li>Slipping on surfaces.</li> </ul>
3	<b>Colliding with Stationary Objects</b>	Any time the result of the motion of the person hitting a stationary object that may cause injury.	<ul style="list-style-type: none"> <li>Running or walking into stationary objects</li> <li>Caught in or by a stationary object such as fence</li> </ul>
4	<b>Injuring Oneself with a Tool or Appliance</b>	Any time the motion of a tool, by the operator may cause injury to themselves.	<ul style="list-style-type: none"> <li>Hitting oneself with a tool</li> <li>Cutting oneself while using a knife or other tool.</li> </ul>
5	<b>Struck by Objects or Persons by Accident (if violence go to workplace conflict)</b>	Where the motion of an object such as machines, vehicles, appliances or equipment colliding or striking the person may cause injury. This excludes incidents where the most significant harm is to the operator of the vehicle (vehicle incident).	<ul style="list-style-type: none"> <li>Objects dropped from height</li> <li>Being hit by flying or projected objects such as splinters, metal fragments and/or water or air under pressure</li> <li>Struck by a moving vehicle.</li> </ul>

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6	<b>Bitten or hit by Animals (if poisonous go to venomous code)</b>	Where a bump, butt, knock, bite or scratch from an animal may cause injury. This category excludes where an infection that resulted from a bite or scratch is the most significant injury (code to Fungi, viruses, bacteria & parasites) or injuries that were as a result of coming into contact with venoms or poisons of animals (code to Poisonous plants and venomous creatures).	<ul style="list-style-type: none"> <li>▪ Dog, shark, snake and other animal bites</li> <li>▪ Being rammed by sheep or cow</li> <li>▪ Cat scratches.</li> </ul>
7	<b>Crushed by or Between Objects</b>	Where the operator is caught or trapped by equipment in operation or between a moving and a stationary object.	<ul style="list-style-type: none"> <li>▪ Equipment and machinery with a pinch point</li> <li>▪ Roller or belt fed machines</li> <li>▪ Garbage or waste compactors</li> <li>▪ Crushed between a moving vehicle and a surface or stationary object</li> </ul>
8	<b>Vibration</b>	Where vibration from equipment and machinery can lead to injury	<ul style="list-style-type: none"> <li>▪ Using jackhammers, chainsaws and other powered equipment</li> <li>▪ Vibration transmitted through the seat or other parts of vehicles</li> </ul>
9	<b>Noise and Pressure</b>	Where noise and pressure can result in injury	<ul style="list-style-type: none"> <li>▪ Exposure to single, sudden sound</li> <li>▪ Exposure to long-term sounds</li> <li>▪ Explosions (including being hit by moving objects as a result of an explosion)</li> <li>▪ Pressurized and depressurized in a vacuum chamber</li> </ul>
10	<b>Muscular Stress from Moving Objects</b>	Muscular stress as a result of lifting, carrying or putting down or otherwise handling objects	<ul style="list-style-type: none"> <li>▪ Lifting or carrying that may result in stress fractures</li> <li>▪ Pushing or pulling objects</li> <li>▪ Throwing or pressing objects</li> <li>▪ Continually shovelling</li> </ul>

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11	<b>Muscular Stress from Awkward Posture or Repetitive Movements</b>	Muscular stress as a result of repetitive or awkward bending down, reaching turning or twisting with little or no load	<ul style="list-style-type: none"> <li>Running</li> <li>Working in cramped or unchanging positions</li> <li>Continually twisting neck</li> <li>Voice strain</li> </ul>
12	<b>Hot Objects</b>	Contact with any object, machine or surface that is sufficiently hot as to potentially cause burns	<ul style="list-style-type: none"> <li>Direct contact with hot objects, fire and flames</li> <li>Hot water and steam</li> <li>Hot food and beverages</li> </ul>
13	<b>Cold Objects</b>	Contact with any object, machine or surface that is sufficiently cold as to potentially cause burns	<ul style="list-style-type: none"> <li>Direct contact with ice &amp; snow</li> <li>Objects that have been stored in a freezer</li> <li>Contact with cryogenic materials and equipment such as liquid nitrogen</li> </ul>
14	<b>Environmental Heat or Cold</b>	Where the ambient temperature of the workplace becomes a health concern	<ul style="list-style-type: none"> <li>Overly hot or cold office temperature Exposure that may lead to sunstroke, heat exhaustion, or, dehydration</li> </ul>
15	<b>Electricity</b>	Where injury may result from contact with electricity	<ul style="list-style-type: none"> <li>All forms of electric current All forms of static electricity</li> </ul>
16	<b>Short Term Contact with Harmful Substances</b>	Where contact with a chemical or substance results in an immediate injury	<ul style="list-style-type: none"> <li>Immediate allergic reactions to a substance.</li> <li>Splash with acid.</li> <li>Caustic or corrosive substances in the eyes.</li> <li>Contact dermatitis.</li> <li>Swallowing chemical substances.</li> <li>Exposure to smoke from a bushfire, chemical fire, etc</li> </ul>
17	<b>Long Term Contact with Harmful Substances</b>	Where repeated contact or exposure to a chemical or substance has the potential to accumulate in the body and cause injury/illness over time (e.g. Cytotoxic) or where a single exposure can result in a long term contact due to the material having a long biological half-life	<ul style="list-style-type: none"> <li>Acquired allergic reactions</li> <li>Slow poisoning, as with lead or other heavy metals</li> <li>Long term inhalation of dust or fibres, as with asbestos fibres</li> <li>Exposure to cytotoxic chemicals</li> </ul>



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18	<b>Poisonous Plants and Venomous Creatures</b>	Where disorders may result from a reaction to substances introduced by bite or sting from venomous insects and marine life, or as a result of ingestion in the case of poisonous plants and animals	Spider bites Bee and other insect stings Marine life (blue-ringed octopus, bluebottles, corals etc)
19	<b>Human Bodily Matter</b>	Where disorders may result from contact with, or exposure to, biological material of human origin. Biological material of human origin may include blood, saliva, urine, faeces, vomitus, etc)	Contact with human bodily matter that contains transmissible diseases such as viral or bacterial diseases
20	<b>Experiencing or Witnessing a Mental Stress Event</b>	Where psychological injury may result from the observation of an incident that threatened their life or safety, or that of others around them.	Witnessing a fatal or other accident
21	<b>Workplace Conflict</b>	Behaviour that has created or has the potential to create a risk to a person's health and safety	Examples of unacceptable behaviour include, but are not limited to:  -bullying -emotional, psychological or physical violence or abuse -occupational violence -coercion, harassment and/or discrimination -aggressive/abusive behaviour -unreasonable demands and undue persistence -disruptive behaviour
22	<b>Vehicle Incident (Including Rollover)</b>	Where injury may result from the direct result of the use of a vehicle as a means of transport (including rail, road, water or air)	Any incident on a private road, farm, mine site or footpath involving a vehicle where the most serious injury is sustained as a result of that incident Vehicle catching on fire after incident Any incident in a factory, mine or carpark involving a fall from a

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			moving vehicle Non-collision vehicle incidents caused by movement related to actions of the vehicle operator, whether appropriate or inappropriate Vehicle rollovers.
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### **Type of Injury (Incidents only)**

This is the type of injury or disease that was sustained as a result of the incident, or the most serious injury or disease sustained or suffered by the worker. The injury or disease suffered is generally physical although the classification includes categories for psychosocial harm.

Type of Injury		Description	Includes
1	<b>Fear of anxiety</b>	A feeling of worry, nervousness, or unease about an uncertain outcome either before, during or after the situation occurs.	<ul style="list-style-type: none"> <li>• Terror</li> <li>• Panic</li> <li>• Agitation</li> <li>• Dread</li> <li>• Distress</li> <li>• Worry</li> <li>• Disrupted sleep</li> </ul>
2	<b>Confusion</b>	A state of being bewildered or unclear in one's mind about something.	<ul style="list-style-type: none"> <li>• Seeing or hearing things that are not there</li> <li>• unable to concentrate</li> <li>• Disorientation</li> <li>• Loss of memory</li> </ul>
3	<b>Unconsciousness</b>	Complete or near-complete lack of responsiveness or awareness of self, people and other environmental stimuli.	<ul style="list-style-type: none"> <li>• Lack of responsivity to verbal command</li> <li>• Inability to talk and respond</li> <li>• Totally unresponsive to stimuli for any period of time.</li> </ul>
4	<b>Pain</b>	An unpleasant sensation that can range from mild, localized discomfort to agony. Pain has both	<ul style="list-style-type: none"> <li>• Burning pain</li> <li>• Sharp or stabbing pain</li> <li>• Aching pain</li> <li>• Throbbing pain</li> </ul>

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		physical (direct nerve stimulation) and emotional (the conscious appreciate of pain). Pain may be contained to a discrete area, as in an injury, or it can be more diffuse across a region	<ul style="list-style-type: none"> <li>Crushing pain</li> </ul>
5	<b>Itching or irritation</b>	Itchy skin, also known as pruritus, is an irritating and uncontrollable sensation that makes you want to scratch to relieve the feeling	<ul style="list-style-type: none"> <li>Crawling sensation</li> <li>A feeling of needing to scratch</li> </ul>
6	<b>Loss of movement</b>	A condition typified by a weakness or inability to move any part of the body (e.g. limbs).	<ul style="list-style-type: none"> <li>Inability to fulfil the full range of movement of any joint</li> <li>Weakness in applying force (E.g. reduced grip, reduced ability to lift, etc)</li> <li>Complete inability to move at all (e.g. paralysis)</li> </ul>
7	<b>Loss of primary senses</b>	Altered or loss of a primary sense except the sense of touch	<ul style="list-style-type: none"> <li>Hearing</li> <li>Vision (including eye strain)</li> <li>Balance (e.g. spinning sensation)</li> <li>Smell</li> <li>Taste</li> </ul>
8	<b>Feeling of too hot or too cold</b>	Difficulty regulating an appropriate body temperature	<ul style="list-style-type: none"> <li>feeling too hot (e.g suffering from fever or environmental temperature to hot)</li> <li>Feeling too cold (e.g. shivering from fever or environmental temperature to cold)</li> <li></li> </ul>
9	<b>Breathing difficulties</b>	Discomfort or inability to draw a complete breath	<ul style="list-style-type: none"> <li>Wheezing</li> <li>Difficult breathing</li> </ul>

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			<ul style="list-style-type: none"> <li>• Uncomfortable breathing</li> <li>• Feeling like you are not getting enough air</li> <li>• Not breathing</li> <li>• Unusually rapid breathing</li> </ul>
10	<b>Nausea and Vomiting</b>	Nausea is an uneasiness of the stomach that often comes before vomiting. Vomiting is the forcible voluntary or involuntary emptying ("throwing up") of stomach contents through the mouth.	<ul style="list-style-type: none"> <li>• Motion sickness or seasickness</li> <li>• Upset stomach</li> </ul>
11	<b>Bleeding</b>	Bleeding is the name commonly used to describe blood loss or blood escaping from the circulatory system. It can refer to significant blood loss inside the body (internal bleeding) or significant blood loss outside of the body (external bleeding).	<ul style="list-style-type: none"> <li>• Blood exiting a wound</li> <li>• Coughing up blood</li> <li>• Blood from the nose</li> </ul>
12	<b>Swelling</b>	Swelling is an abnormal enlargement of a part of the body with or without redness.	<ul style="list-style-type: none"> <li>• Any temporary or prolonged enlargement</li> <li>• Bumps and lump</li> </ul>
13	<b>Broken bone or dislocated joint</b>	Any part of the body that does not have the normal or expected shape. This often can be seen as visible misalignment, dislocation or breakage of bones and joints.	<ul style="list-style-type: none"> <li>• Joint taken past range of movement and subsequently visibly dislocated</li> <li>• Visibly broken bones</li> <li>•</li> </ul>
14	<b>Pus or discharge</b>	Any thick yellowish or greenish opaque liquid that may be chunky in consistency or have a foul odour.	<ul style="list-style-type: none"> <li>• Phlegm</li> <li>• Infected tissues</li> <li>•</li> </ul>
15	<b>Skin condition</b>	Anything that interferes with the ability of the skin	<ul style="list-style-type: none"> <li>• Rashes</li> <li>• Blisters</li> </ul>

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		to perform its basic functions.	<ul style="list-style-type: none"> <li>• Skin unable to heal properly</li> <li>• Dry and scaly skin</li> <li>• Bruising (minor internal bleeding)</li> <li>• Blotches and spots</li> </ul>
16	<b>Wounds</b>	An injury to living tissue caused by a cut, blow, or other impact, typically one in which the skin is cut or broken.	<ul style="list-style-type: none"> <li>• Grazes to the skin</li> <li>• Cuts across the surface of the skin</li> <li>• Laceration</li> <li>•</li> </ul>
17	<b>Amputation</b>	Amputation refers to the removal of a limb by trauma, medical illness, or surgery.	None
18	<b>Fatality</b>	An occurrence of death	None