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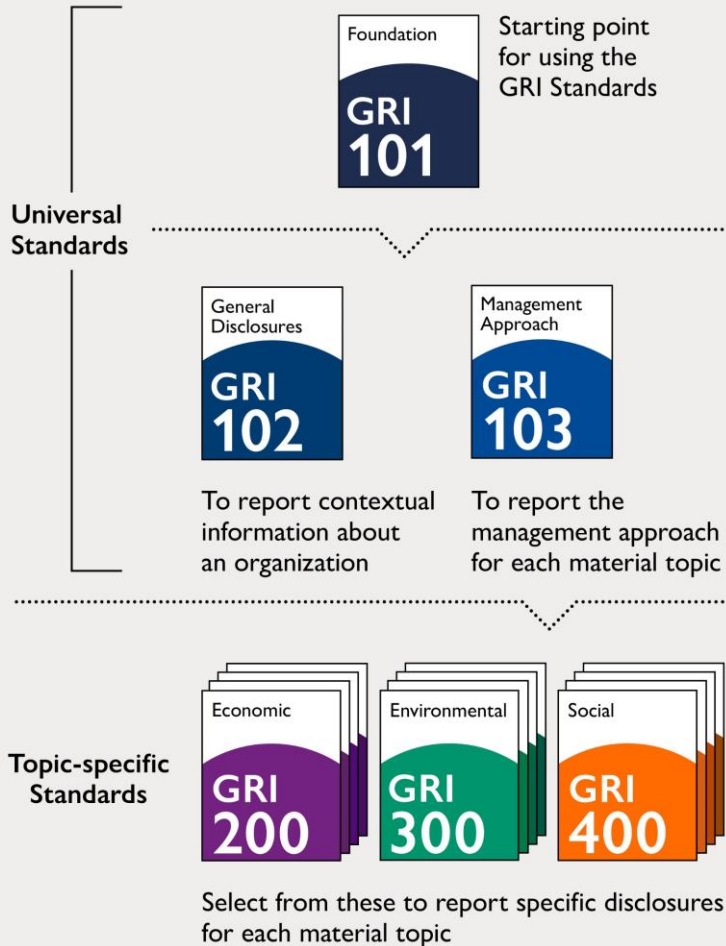
GRI 403: Occupational Health and Safety 2018

Introduction

28 June 2018

About the GRI Standards

- The GRI Standards are the most widely used framework for sustainability reporting. They provide the common language for organizations to report publicly about their **impacts on the economy, the environment, and society**
- Reporting publicly **drives improvement** within organizations and **informs decision makers** such as investors or governments
- The GRI Standards are structured as a set of **interrelated, modular** standards. They include:
 - Three universal Standards that apply to every organization preparing a sustainability report
 - 33 topic-specific Standards (on e.g., water, occupational health and safety, anti-corruption) for reporting on the identified material topics



Review of GRI 403



Development process

- The Standard is issued by the **Global Sustainability Standards Board (GSSB)**, GRI's independent standard-setting body, following its Due Process Protocol
- The Standard has been developed through a **transparent** and **inclusive process** and in the **public interest**, including:
 - input from an **expert multi-stakeholder working group**, with representatives from labor, civil society, investors, business and international and governmental institutions
 - nearly 600 **comments from stakeholders** received on the exposure draft

Please visit the [GRI website](#) for more information about the standard setting process and the development of this Standard





Working group members:

- Canadian Labour Congress
- Center for Safety and Health Sustainability
- European Trade Union Institute
- George Washington University
- Heineken International
- Institution of Occupational Safety and Health (IOSH)
- International Labour Organization (ILO)
- International SOS Foundation
- Irish Congress of Trade Unions
- LafargeHolcim Ltd
- Norsk Hydro ASA
- Sustainalytics
- U.S. Occupational Safety and Health Administration
- University of New South Wales
- Vitality Group

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Why review GRI 403?



Objectives

- To represent **internationally-agreed best practice** and **recent developments** in occupational health and safety management and reporting
- To **harmonize** with key instruments:
 - Aligned with key ILO instruments
 - Aligned with the ISO 45001 standard
- To address **key challenges** around reporting of occupational health and safety impacts. For example:
 - Low comparability of data
 - Lack of leading indicators
 - Overreliance on productivity measures
 - Risks related to lifestyle (e.g., poor diets, lack of physical activity)



Key features of updated GRI 403

- New section on **scope of workers**, explaining the full spectrum of workers for whose occupational health and safety an organization is expected to be responsible:
 - *employees*
 - *other workers whose work and/or workplace is controlled by the organization*
 - *cases where the organization is directly linked to significant impacts on the health and safety of workers by its business relationships*
- Takes a holistic approach, covering both the **prevention of harm** (primary focus) and the **promotion of health**, including access to healthcare (based on the global priorities outlined in the SGDs)
- New specific **management approach** content, focusing on **leading indicators**, such as the presence of a management system based on recognized standards/guidelines, and its key components



Key features of updated GRI 403

- All throughout the Standard, there is a greater emphasis on the identification of **hazards** and assessment of **risks**, and the application of the **hierarchy of controls** to eliminate hazards
- Places greater emphasis on **health** (e.g., ill health data has been separated from safety data, and new disclosures have been added on occupational health services, access to healthcare and worker health promotion)
- Places greater emphasis on measuring **impacts on the health of workers**, as opposed to loss of productivity (i.e., the severity of an injury is measured by recovery time, instead of by lost time)
- Improved **methodologies** for compiling and calculating injury and ill health related data, plus raw data is now required for work-related injuries, in addition to standardized rates



Scope of ‘workers’ in this Standard

Scope of ‘workers’ in this Standard

In the context of the GRI Standards, the term ‘worker’ is defined as a person that performs work. Some GRI Standards specify the use of a particular subset of workers.

This Standard covers the following subset of workers, for whose occupational health and safety an organization is expected to be responsible:

- All workers who are employees (i.e., those workers who are in an employment relationship with the organization according to national law or its application);
- All workers who are not employees but whose work and/or workplace is controlled by the organization;
- All workers who are not employees and whose work and workplace are not controlled by the organization, but the organization’s operations, products or services are directly linked to significant occupational health and safety impacts on those workers by its business relationships.

See [Table 1](#) for examples of employees and workers who are not employees according to the criteria of ‘control of work’ and ‘control of workplace’.

When the reporting organization does not have data available for all the workers specified in a disclosure, the organization is required to identify the types of worker excluded from the disclosures and explain why they have been excluded. See also [clause 3.2](#) in *GRI 101: Foundation* for requirements on reasons for omission.

Workers who are employees

All employees are to be included by the organization in its reported data, regardless of whether the organization controls their work and/or workplace.

For employees, the organization is required to report the management approach disclosures (except [Disclosure 403-7](#)) and the topic-specific disclosures.

Workers who are not employees but whose work and/or workplace is controlled by the organization

Workers who are not employees might include volunteers, contractors, individuals or self-employed persons, and agency workers, among other types of worker. Workers who are not employees might include those working for the organization, or for the organization’s suppliers, customers, or other business partners.

Note that the worker type does not determine whether the worker is to be included by the organization in its reported data. Workers, of any type, are to be included if the organization controls their work and/or workplace, because these forms of control position the organization to take action to eliminate hazards and minimize risks, to protect workers from harm.

Control of work implies that the organization has control over the means or methods, or directs the work performed with respect to its occupational health and safety performance. Control of workplace implies that the organization has control over the physical aspects of the workplace (e.g., access to the workplace), and/or the type of activities that can be performed in the workplace.

The organization might have sole control of the work and/or workplace, or share control with one or more organizations (e.g., suppliers, customers, or other business partners, such as in joint ventures). In cases of shared control, workers of the organization’s business partner are to be included in the reported data when there is a contractual obligation between the organization and the partner, and the organization shares control over the means or methods, or shares direction of the work performed, and/or over the workplace. In such cases, through contractual obligation, the organization can require the partner to, for example, use a less harmful chemical in its products or production process.

For workers who are not employees but whose work and/or workplace is controlled by the organization, the organization is required to report the management approach disclosures (except [Disclosure 403-7](#)) and the topic-specific disclosures.

Workers who are not employees and whose work and workplace are not controlled by the organization, but the organization’s operations, products or services are directly linked to significant occupational health and safety impacts on those workers by its business relationships

An organization is expected to be responsible for the occupational health and safety of employees and of workers who are not employees but whose work and/or workplace it controls. Beyond that, an organization might also be involved with occupational health and safety impacts as a result of its business relationships with other entities, such as entities in its value chain.

In cases where an organization has no control over both the work and workplace, it still has a responsibility to make efforts, including exercising any leverage it might have, to prevent and mitigate negative occupational health and safety impacts that are directly linked to its operations, products or services by its business relationships.

In these cases, the organization is required, at a minimum, to describe its approach to preventing and mitigating significant negative occupational health and safety impacts and the related hazards and risks, using [Disclosure 403-7](#) in the Management approach disclosures section.

Table 1
Examples of employees and workers who are not employees according to the criteria of ‘control of work’ and ‘control of workplace’

	Control of work	No control of work
	<i>The organization has sole control of the work, or shares control with one or more organizations</i>	<i>The organization has no control of the work</i>
Control of workplace	Examples: Employees of the reporting organization working at a workplace controlled by the organization. Contractor hired by the reporting organization to perform work that would otherwise be carried out by an employee, at a workplace controlled by the organization. Volunteers performing work for the reporting organization, at a workplace controlled by the organization.	Example: Workers of an equipment supplier to the reporting organization who, at a workplace controlled by the organization, perform regular maintenance on the supplier’s equipment (e.g., photocopier) as stipulated in the contract between the equipment supplier and the organization. In this case, the organization has control over the workplace but not over the work done by the equipment supplier’s workers in its workplace.
No control of workplace	Examples: Employees of the reporting organization working at sites other than those controlled by the organization (e.g., at home or in a public area, on domestic or international temporary work assignments, or on business travels organized by the organization). Contractors hired by the reporting organization to perform work in a public area (e.g., on a road, on the street). Contractors hired by the reporting organization to deliver the work/service directly at the workplace of a client of the organization. Workers of a supplier to the reporting organization who work on the supplier’s premises, and where the organization instructs the supplier to use particular materials or work methods in manufacturing/delivering the required goods or services.	Example: Workers of a supplier contracted by the reporting organization who work on the supplier’s premises using the supplier’s work methods. For instance, the reporting organization sources buttons and thread from a supplier, which are standard products of the supplier. The supplier’s workers make the buttons and thread at the supplier’s workplace. The organization, however, learns that the buttons are coated with a sealant that releases toxic gases when being applied by workers, thereby affecting their health. In this case, the organization has no control over both the work and workplace of the supplier’s workers, but its products are directly linked to significant occupational health and safety impacts on those workers by its business relationship with the supplier.

Management approach disclosures

- 403-1 Occupational health and safety management system
- 403-2 Hazard identification, risk assessment, and incident investigation
- 403-3 Occupational health services
- 403-4 Worker participation, consultation, and communication on occupational health and safety
- 403-5 Worker training on occupational health and safety
- 403-6 Promotion of worker health
- 403-7 Prevention and mitigation of occupational health and safety impacts directly linked by business relationships

Topic-specific disclosures

- 403-8 Workers covered by an occupational health and safety management system
- 403-9 Work-related injuries
- 403-10 Work-related ill health

Each disclosure can have additional requirements on how to compile or present the information, along with recommendations and guidance.

Management approach disclosures

Disclosure 403-1 Occupational health and safety management system

- a. A statement of whether an occupational health and safety management system has been implemented, including whether:
 - i. the system has been implemented because of legal requirements and, if so, a list of the requirements;
 - ii. the system has been implemented based on recognized risk management and/or management system standards/guidelines and, if so, a list of the standards/guidelines.
- b. A description of the scope of workers, activities, and workplaces covered by the occupational health and safety management system, and an explanation of whether and, if so, why any workers, activities, or workplaces are not covered.



Management approach disclosures

Disclosure 403-2 Hazard identification, risk assessment, and incident investigation

- a. A description of the processes used to identify work-related hazards and assess risks on a routine and non-routine basis, and to apply the hierarchy of controls in order to eliminate hazards and minimize risks, including:
 - i. how the organization ensures the quality of these processes, including the competency of persons who carry them out;
 - ii. how the results of these processes are used to evaluate and continually improve the occupational health and safety management system.

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Definition of 'hierarchy of controls':

systematic approach to enhance occupational health and safety, eliminate hazards, and minimize risks



Management approach disclosures

Disclosure 403-2 Hazard identification, risk assessment, and incident investigation (cont.)

- b. A description of the processes for workers to report work-related hazards and hazardous situations, and an explanation of how workers are protected against reprisals.
- c. A description of the policies and processes for workers to remove themselves from work situations that they believe could cause injury or ill health, and an explanation of how workers are protected against reprisals.
- d. A description of the processes used to investigate work-related incidents, including the processes to identify hazards and assess risks relating to the incidents, to determine corrective actions using the hierarchy of controls, and to determine improvements needed in the occupational health and safety management system.



Management approach disclosures

Disclosure 403-3 Occupational health services

- a. A description of the occupational health services' functions that contribute to the identification and elimination of hazards and minimization of risks, and an explanation of how the organization ensures the quality of these services and facilitates workers' access to them.

Definition of 'occupational health services':

services entrusted with essentially preventive functions, and responsible for advising the employer, the workers, and their representatives in the undertaking, on the requirements for establishing and maintaining a safe and healthy work environment, which will facilitate optimal physical and mental health in relation to work and the adaptation of work to the capabilities of workers in the light of their state of physical and mental health (ILO)



Management approach disclosures

Disclosure 403-4 Worker participation, consultation, and communication on occupational health and safety

- a. A description of the processes for worker participation and consultation in the development, implementation, and evaluation of the occupational health and safety management system, and for providing access to and communicating relevant information on occupational health and safety to workers.
- b. Where formal joint management–worker health and safety committees exist, a description of their responsibilities, meeting frequency, decision-making authority, and whether and, if so, why any workers are not represented by these committees.

Definition of 'worker participation':

workers' involvement in decision-making

Note 1: Worker participation might be carried out through workers' representatives.

Note 2: Worker participation and consultation are two distinct terms with specific meanings. See definition of 'worker consultation' (in the Standard).

Management approach disclosures

Disclosure 403-5 Worker training on occupational health and safety

- a. A description of any occupational health and safety training provided to workers, including generic training as well as training on specific work-related hazards, hazardous activities, or hazardous situations.



Management approach disclosures

Disclosure 403-6 Promotion of worker health

- a. An explanation of how the organization facilitates workers' access to non-occupational medical and healthcare services, and the scope of access provided.
- b. A description of any voluntary health promotion services and programs offered to workers to address major non-work-related health risks, including the specific health risks addressed, and how the organization facilitates workers' access to these services and programs.



Management approach disclosures

Disclosure 403-7 Prevention and mitigation of occupational health and safety impacts directly linked by business relationships

- a. A description of the organization's approach to preventing or mitigating significant negative occupational health and safety impacts that are directly linked to its operations, products or services by its business relationships, and the related hazards and risks.



Topic-specific disclosures

Disclosure 403-8 Workers covered by an occupational health and safety management system

- a. If the organization has implemented an occupational health and safety management system based on legal requirements and/or recognized standards/guidelines:
 - i. the number and percentage of all employees and workers who are not employees but whose work and/or workplace is controlled by the organization, who are covered by such a system;
 - ii. the number and percentage of all employees and workers who are not employees but whose work and/or workplace is controlled by the organization, who are covered by such a system that has been internally audited;
 - iii. the number and percentage of all employees and workers who are not employees but whose work and/or workplace is controlled by the organization, who are covered by such a system that has been audited or certified by an external party.

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Topic-specific disclosures

Disclosure 403-8 Workers covered by an occupational health and safety management system (cont.)

- b. Whether and, if so, why any workers have been excluded from this disclosure, including the types of worker excluded.
- c. Any contextual information necessary to understand how the data have been compiled, such as any standards, methodologies, and assumptions used.

All topic-specific disclosures include these two points



Topic-specific disclosures

Disclosure 403-9 Work-related injuries

- a. For all employees:
 - i. The number and rate of fatalities as a result of work-related injury;
 - ii. The number and rate of high-consequence work-related injuries (excluding fatalities);
 - iii. The number and rate of recordable work-related injuries;
 - iv. The main types of work-related injury;
 - v. The number of hours worked.
- b. For all workers who are not employees but whose work and/or workplace is controlled by the organization (same as 'a' above).

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Definition of 'high-consequence work-related injury':

work-related injury that results in a fatality or in an injury from which the worker cannot, does not, or is not expected to recover fully to pre-injury health status within 6 months

Topic-specific disclosures

Disclosure 403-9 Work-related injuries (cont.)

- c. The work-related hazards that pose a risk of high-consequence injury, including:
 - i. how these hazards have been determined;
 - ii. which of these hazards have caused or contributed to high-consequence injuries during the reporting period;
 - iii. actions taken or underway to eliminate these hazards and minimize risks using the hierarchy of controls.
- d. Any actions taken or underway to eliminate other work-related hazards and minimize risks using the hierarchy of controls.
- e. Whether the rates have been calculated based on 200,000 or 1,000,000 hours worked.

Important information for compiling the data:

- Guidance on how to compile data on work-related injuries, including commuting incidents
- Recommended to report high-potential incidents and close calls
- Recommended to break down data by type of injury, country, business line, or workers' demographics (e.g., sex, gender, age, migrant status) where relevant



Topic-specific disclosures

Disclosure 403-10 Work-related ill health

- a. For all employees:
 - i. The number of fatalities as a result of work-related ill health;
 - ii. The number of cases of recordable work-related ill health;
 - iii. The main types of work-related ill health.
- b. For all workers who are not employees but whose work and/or workplace is controlled by the organization (same as 'a' above).
- c. The work-related hazards that pose a risk of ill health (same requirements as in Disclosure 403-9 on work-related injuries).

Important information for compiling the data:

- Guidance on how to compile data on work-related ill health, including data on musculoskeletal disorders and mental illness
- Recommended to break down data by type of ill health, country, business line, or workers' demographics (e.g., sex, gender, age, migrant status) where relevant





Glossary

This Glossary includes definitions for terms used in this Standard, which apply when using this Standard. These definitions may contain terms that are further defined in the complete [GRI Standards Glossary](#).

All defined terms are underlined. If a term is not defined in this Glossary or in the complete [GRI Standards Glossary](#), definitions that are commonly used and understood apply.

close call

work-related incident where no injury or ill health occurs, but which has the potential to cause these

Note 1: A 'close call' might also be referred to as a 'near-miss' or 'near-hit'.

Note 2: This definition is based on ISO 45001:2018.

commuting incident

incident that occurs when the worker is traveling between a place of private activity (e.g., residence, restaurant) and a place of work or workplace

Note: Modes of travel include motor vehicles (e.g., motorcycles, cars, trucks, buses), railed vehicles (e.g., trains, trams), bicycles, aircrafts, and walking, among others.

employee

individual who is in an employment relationship with the organization, according to national law or its application

employment contract

contract as recognized under national law or practice that can be written, verbal, or implicit (that is, when all the characteristics of employment are present but without a written or witnessed verbal contract)

Indefinite or permanent contract: A permanent employment contract is a contract with an employee, for full-time or part-time work, for an indeterminate period.

Fixed term or temporary contract: A fixed term employment contract is an employment contract as defined above that ends when a specific time period expires, or when a specific task that has a time estimate attached is completed. A temporary employment contract is of limited duration, and is terminated by a specific event, including the end of a project or work phase or return of replaced employees.

employment type

Full-time: A 'full-time employee' is an employee whose working hours per week, month, or year are defined according to national legislation and practice regarding working time (such as national legislation which defines that 'full-time' means a minimum of nine months per year and a minimum of 30 hours per week).

Part-time: A 'part-time employee' is an employee whose working hours per week, month, or year are less than 'full-time' as defined above.

exposure

quantity of time spent at or the nature of contact with certain environments that possess various degrees and kinds of hazard, or proximity to a condition that might cause injury or ill health (e.g., chemicals, radiation, high pressure, noise, fire, explosives)

References

The following documents informed the development of this Standard and can be helpful for understanding and applying it.

Authoritative intergovernmental instruments:

1. International Labour Organization (ILO), *An ILO code of practice on HIV/AIDS and the world of work*, 2001.
2. International Labour Organization (ILO) Convention 155, 'Occupational Safety and Health Convention', 1981.
3. International Labour Organization (ILO) Convention 161, 'Occupational Health Services Convention', 1985.
4. International Labour Organization (ILO), *Guidelines on Occupational Safety and Health Management Systems, ILO-OSH 2001*, 2001.
5. International Labour Organization (ILO), *ILO List of Occupational Diseases*, 2010.
6. International Labour Organization (ILO), *Protection of workers' personal data. An ILO code of practice*, 1997.
7. International Labour Organization (ILO) Protocol 155, 'Protocol of 2002 to the Occupational Safety and Health Convention, 1981', 2002.
8. International Labour Organization (ILO) Recommendation 164, 'Occupational Safety and Health Recommendation', 1981.
9. International Labour Organization (ILO) Recommendation 171, 'Occupational Health Services Recommendation', 1985.
10. International Labour Organization (ILO), *Recording and notification of occupational accidents and diseases. An ILO code of practice*, 1996.
11. International Labour Organization (ILO), 'Tripartite Declaration of Principles concerning Multinational Enterprises and Social Policy', 2017.
12. Organisation for Economic Co-operation and Development (OECD), *OECD Guidelines for Multinational Enterprises*, 2011.
13. United Nations (UN), 'Guiding Principles on Business and Human Rights: Implementing the United Nations "Protect, Respect and Remedy" Framework', 2011.
14. United Nations (UN) Resolution, 'Transforming our world: the 2030 Agenda for Sustainable Development', 2015.
15. World Health Organization (WHO), *Global Action Plan for the Prevention and Control of Noncommunicable Diseases 2013-2020*, 2013.
16. World Health Organization (WHO), *International Classification of Diseases (ICD)*, updated regularly.

Other relevant references:

17. International Agency for Research on Cancer (IARC), *IARC Monographs on the Evaluation of Carcinogenic Risks to Humans*, <http://monographs.iarc.fr/ENG/Classification/>, accessed on 1 June 2018.
18. National Institute for Occupational Safety and Health (NIOSH), *NIOSH Pocket Guide to Chemical Hazards*, 2007.
19. World Health Organization (WHO), (Burton, Joan), *WHO Healthy Workplace Framework and Model: Background and Supporting Literature and Practices*, 2010.

How to use this Standard

Requirements for reporting disclosures in accordance with the GRI Standards

Standards/Disclosures	Core	Comprehensive
<u><i>GRI 103: Management Approach 2016</i></u>		
Disclosures 103-1 to 103-3	All	All
<u><i>GRI 403: Occupational Health and Safety 2018</i></u>		
Management approach disclosures Disclosures 403-1 to 403-7	All	All
Topic-specific disclosures Disclosures 403-8 to 403-10	At least one	All

Reasons for omission apply for Disclosures 103-2 and 103-3 and all disclosures in GRI 403



How to use this Standard



Date by which the use of this Standard becomes mandatory

Effective date

- The use of this Standard is required for reports or other materials published on or after **1 January 2021**. Earlier adoption is encouraged.
- *GRI 403: Occupational Health and Safety 2016* can continue to be used for reports or other materials published on or before 31 December 2020.

Advice for new and existing reporters

- New reporters are advised to start reporting with the new 2018 Standard.
- Existing users of *GRI 403: Occupational Health and Safety 2016* are advised to start the transition to the new 2018 Standard as soon as possible.





Available resources



Frequently asked questions

- Consult the frequently asked questions about this Standard on the [GRI Standards website](https://www.gri.org/standards).
- For any questions that are not covered, send an email to standards@globalreporting.org

Translations

- Translations into key languages will be available from Q4 2018. Keep an eye on the [GRI Standards website](https://www.gri.org/standards) for the upcoming translation schedule.





Available resources (continued)



Live webinars

- 20 September (9-10 AM CEST). Register for free [here](#).
- 20 September (4-5 PM CEST). Register for free [here](#).

Download the *GRI 403: Occupational Health and Safety 2018 Standard* [here](#).





THANK YOU

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