GRI Occupational Health and Safety Working Group

TERMS OF REFERENCE

These Terms of Reference (hereafter ‘ToR’) outline the G4 Working Group (‘WG’) workstream on Occupational Health and Safety. GRI will select WG members to participate in the development of the next generation of GRI Guidelines - G4. This document describes the mandate, WG structure and composition, procedure, recruitment, commitments and timelines.

INTRODUCTION

The Global Reporting Initiative (GRI) produces a comprehensive Sustainability Reporting Framework that is widely used around the world to enable greater organizational transparency. The Framework, including the Reporting Guidelines, sets out the Principles and Indicators organizations can use to measure and report their economic, environmental, and social performance. GRI is committed to continuously improving and increasing the use of the Guidelines, which are freely available to the public in several languages.

GRI’s mission is to make sustainability reporting standard practice among all types of organizations: GRI’s guidance must be fit for purpose. To achieve this, five main challenges must be met:

- To guide organizations towards defining material sustainability issues
- To help organizations report to their stakeholders
- To promote harmonization of available recognized frameworks and principles
- To provide sustainability reporting guidance suitable for organizations that wish to integrate their financial and sustainability performance data
- To create guidelines that are easily applied by reporters and report information users

The last version of the GRI Guidelines, G3, was launched in 2006 and an updated version, G3.1, was launched in 2011. GRI has now started the development of the fourth generation of GRI Guidelines, G4, to be launched in May 2013.

In line with the challenges identified above, G4 should improve on the content of the G3.1 Guidelines, for example with strengthened technical definitions and improved clarity to help reporters, information users, and assurance providers. It should also facilitate the provision of relevant information to various stakeholder groups.
Open Public Comment Periods, diverse expert WGs and GRI’s approval procedures will help ensure that G4’s guidance is consensus-based and reflects the broadest possible stakeholder input. Several WGs will be involved in developing a first draft of G4, which will be available for public comment in 2012. G4’s final draft will be influenced by the results of this international Public Comment Period. The final draft will be ready for approval by GRI’s governance bodies in late 2012, before the planned launch in May 2013. To learn more about the G4 development process, visit GRI’s website at: www.globalreporting.org.

BACKGROUND

The G3.1 Guidelines contain disclosures relating to occupational health and safety under the Labor Practices and Decent Work Category, including a number of Performance Indicators as well as disclosures relating to management approach and accident prevention programs.

The results of the first G4 Public Comment Period indicated that these Performance Indicators need improvement in the light of current reporting practice and terminology. Consideration needs to be given to options such as re-focusing the current Performance Indicators in order to improve clarity and transparency in performance reporting in this area; for example, separating safety Performance Indicators from health Performance Indicators, and aligning the resulting Performance Indicators with current reporting practice and terminology to improve consistency. Specific guidance may also be needed regarding health and safety reporting for (sub) contractors and on consolidation (regional v. global data).

Potential areas for improvement include, but are not limited to:

- updating the occupational health and safety Performance Indicators in G3.1 (LA6-LA9)
- identifying and proposing new Performance Indicators, for example in relation to contractor safety
- creating guidance for the Management Approach disclosures
- creating guidance concerning scope and consolidation
- identifying and updating appropriate references

WG MANDATE

The WG will provide a set of recommendations to the GRI governance bodies covering:

- specific edits to Performance Indicators LA6-LA9
- new Performance Indicators for occupational health and safety, as appropriate
- guidance for Management Approach disclosures on occupational health and safety
- guidance on scope and consolidation considerations
- changes regarding terminology to align G4 with current leading practice terminology
- an updated list of references
The WG will not be tasked to review any other parts of the G3.1 Guidelines and the Reporting Framework.

The WG will not be responsible for editing the stylistic and grammatical presentation of the deliverables. Such edits will be undertaken by the Secretariat to ensure consistency with existing GRI documents.

**WG STRUCTURE AND COMPOSITION**

WGs are formed by the Secretariat, under the direction of the Board. Selection criteria include expertise, stakeholder diversity, and availability. Within these parameters, Stakeholder Council and Technical Advisory Committee (TAC) members are encouraged to participate as observers.

In addition to reflecting regional diversity, WGs must include the following constituencies:

- Business
- Civil Society Advocacy Organizations
- Financial Markets
- Labor
- Mediating Institutions

**PROCEDURE**

The Secretariat will convene a multi-stakeholder WG that will be responsible for preparing recommendations for the TAC. The WG will not meet in person but members will attend four webinars to create, review, and approve draft recommendations to the TAC.

To establish a baseline reference for the WG, the Secretariat will provide, at a minimum:

- A draft agenda for the first webinar (including objectives)
- Reference material relating to occupational health and safety reporting
- An overview of the occupational health and safety disclosures in G3.1
- A summary of relevant responses regarding reporting on occupational health and safety from the first G4 Public Comment Period

In the first webinar the Secretariat will establish initial contact and introduce the members to each other and the Secretariat. Members will be asked to review the relevant disclosures in G3.1 before

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1 Financial Markets include asset owners, managers, research, rating and other financial intermediaries.

2 Mediating institutions form a broad category of organizations whose principal function is to provide research, advice, professional services, standards and regulation with regards to the market and/or public relations between reporting entities and their stakeholders. The category includes, but is not restricted to, accountancy, consulting, academic institutions, standard setters and public entities.
the webinar and will have the opportunity in the webinar to put forward their views regarding the key issues to be addressed by the WG in the context of its mandate. They will also be asked to share their views on which key reference documents should be used to develop new content, as well as the completeness of the reference materials provided.

The Secretariat will circulate a summary of the first webinar for review and approval by WG members. The Secretariat will then develop draft recommendations to the TAC for changes to the relevant Performance Indicators, proposed new Performance Indicators and relevant guidance. There will be two interim reviews of the draft recommendations and related webinar discussions prior to submitting the recommendations to the TAC. After TAC approval, the recommendations will form part of the input to a 90 day Public Comment Period starting in mid-August 2012.

A fourth WG webinar is planned for the second half of November 2012 to follow up on comments from the Public Comment Period as required. The WG will then finalize the recommendations and submit these for approval by GRI’s governance bodies in late 2012.

The TAC will review the output of the WG over the course of its development, providing guidance and requesting clarifications as needed.

**WG RECRUITMENT**

GRI invites applications for WG membership from those with relevant expertise and experience. If an area of expertise is not sufficiently covered in the WG, GRI may decide to undertake outreach activities to engage with organizations from the required area.

The stakeholder participants will be selected on the basis of the following criteria:

- Knowledge of and expertise in the reporting of occupational health and safety
- Knowledge of latest developments in occupational health and safety (reporting)
- Familiarity with the information needs of sustainability report users regarding occupational health and safety
- Related experience with multi-stakeholder initiatives
- Understanding of and willingness to work in a consensus-based multi-stakeholder WG
- Ability to participate in WG webinars held in English and provide written feedback in English
WG MEMBER COMMITMENTS AND TIMELINES

WG members are expected to:

- Review the materials provided in advance of the webinars in order to be able to participate effectively
- Provide timely feedback on the documents distributed by the Secretariat
- Work in the manner that aims at achieving consensus on the discussed topics
- Contribute fully, and effectively, to ensure the WG outcomes are achieved within the timeframe

WG members commit to attending at least three webinars (the 1st, 2nd and/or 3rd, and 4th) of two hours and to providing written comments on each version of the draft recommendations. WG members commit to plan sufficient time to review materials to meet deadlines for the milestones outlined below. Please note that the dates are fixed and cannot be changed.

<table>
<thead>
<tr>
<th>Milestone</th>
<th>WG Member Time Commitment</th>
<th>Completion Date</th>
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<tbody>
<tr>
<td>Public Announcement WG Members</td>
<td></td>
<td>By 15 June 2012</td>
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<tr>
<td>Review the materials for 1st WG Webinar, focusing on changes to G3.1 disclosures</td>
<td>4 hours</td>
<td>By 24 June 2012</td>
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<tr>
<td>1st Webinar: kick-off</td>
<td>2 hours</td>
<td>25 June 2012</td>
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<tr>
<td>Review and approve summary of 1st webinar</td>
<td>2 hours</td>
<td>By 29 June 2012</td>
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<tr>
<td>Interim review of documents in preparation for 2nd webinar</td>
<td>4 hours</td>
<td>5 – 9 July 2012</td>
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<tr>
<td>2nd Webinar: feedback on draft recommendations</td>
<td>2 hours</td>
<td>9 July 2012</td>
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<tr>
<td>Interim review of documents in preparation for 3rd webinar</td>
<td>4 hours</td>
<td>23 – 25 July 2012</td>
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<tr>
<td>3rd Webinar: approval of draft recommendations</td>
<td>2 hours</td>
<td>26 July 2012</td>
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<tr>
<td>Submission of draft WG recommendations to TAC</td>
<td></td>
<td>31 July 2012</td>
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<tr>
<td>Public Comment Period (PCP) of 90 days</td>
<td></td>
<td>13 August – 10 November 2012</td>
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<tr>
<td>Activity</td>
<td>Duration</td>
<td>Date</td>
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<tr>
<td>Review PCP outcomes</td>
<td>4 hours</td>
<td>19 – 21 November 2012</td>
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<td>4th Webinar: changes to draft recommendations based on PCP outcomes</td>
<td>2 hours</td>
<td>22 November 2012</td>
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<tr>
<td>Review final WG recommendations to TAC</td>
<td>4 hours</td>
<td>26 – 28 November 2012</td>
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<tr>
<td>Submission of final WG recommendations to GRI’s governance bodies</td>
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<td>30 November 2012</td>
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**GRI PROJECT MANAGEMENT AND IMPLEMENTATION**

The Secretariat is responsible for overall project management and implementation, including:

- Facilitation of webinars
- Preparation of documents for webinars and for written comments
- Recording webinar agreements and decisions
- Preparation of draft versions of the recommendations to the TAC for WG review
- Logistical coordination of webinars
- Communication to the WG
- External communication about the project and its outcomes

**DOCUMENTATION AND FINAL PUBLICATION**

Documentation related to this activity may be posted on the GRI website at: [www.globalreporting.org](http://www.globalreporting.org).

GRI will exercise reasonable judgment in deciding when a specific working document is ready for public posting, keeping in mind the objective of transparency in the overall process.

GRI will supervise the formatting and production of the final recommendations and text changes, and will hold the copyright for the document.