## Item 03 – Rough draft of GRI 403: Occupational Health and Safety

### For GSSB review and feedback

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<td>Meeting</td>
<td>29 June 2017</td>
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<tr>
<td>Project</td>
<td>Review of GRI 403: Occupational Health and Safety</td>
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<td>Description</td>
<td>This paper sets out the rough draft of GRI 403: Occupational Health and Safety, for the review and feedback of the GSSB. A list of defined terms is included in the Annex.</td>
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This document has been prepared by the GRI Standards Division. It is provided as a convenience to observers at meetings of the Global Sustainability Standards Board (GSSB), to assist them in following the Board’s discussion. It does not represent an official position of the GSSB. Board positions are set out in the GRI Sustainability Reporting Standards. The GSSB is the independent standard-setting body of GRI. For more information visit [www.globalreporting.org](http://www.globalreporting.org).
Background

The Global Sustainability Standards Board (GSSB) has initiated a project to update its occupational health and safety reporting standard – GRI 403: Occupational Health and Safety 2016 (hereafter ‘GRI 403’). In line with the GSSB’s Due Process Protocol, a multi-stakeholder Project Working Group (hereafter ‘PWG’) has been formed to develop content for the review of GRI 403.

This paper sets out the rough draft of GRI 403 as developed by the PWG, for the review and feedback of the GSSB. This draft is just preliminary; it is subject to change based on additional inputs and discussion by the PWG, as well as based on feedback from the GSSB and a selected group of experts via a dedicated webinar.

The public comment draft is expected to be approved by the GSSB on 19 July 2017, and subsequently released for a 60-day public comment period from 10 August to 9 October 2017.

Key changes from existing GRI 403

The following is a high-level summary of key changes in this draft compared to the existing GRI 403 standard:

- New management approach requirements covering specific OHS components, including the use of management systems, hazard identification and risk assessment, worker participation, consultation and information, and training – complemented with additional recommendations and guidance.
- New leading indicators looking at how many workers are covered by a management system and how many have access to occupational health services.
- Existing Disclosure 403-1 on formal joint management-worker health and safety committees has been slightly revised. Disclosure 403-4 on agreements with trade unions is now recommended within the ‘Management approach disclosures’ section, but it is no longer required since it may not be widely applicable to all organizations.
- With regards to the work-related injury and illness disclosures (previously Disclosures 403-2 and 403-3), now there’s:
  - A greater emphasis on measuring impacts on workers, as opposed to measuring loss of productivity/lost time – the lost day and absentee rates are no longer required;
    - A greater emphasis on requesting raw data, as opposed to only requiring standardized rates – in addition, breakdowns by region and gender are recommended where relevant, but they are no longer required;
    - New proactive measures looking at health and safety hazards identified, and how many workers are exposed to them; and high potential incidents which could have resulted in severe injuries;
    - More narrative explanation required around the causes of incidents and corrective actions taken to avoid them in the future.
• New disclosure on **workplace health promotion** is currently being explored, looking at how the workplace supports the promotion of workers’ health. *This disclosure complements other occupational safety and health measures, which remain the primary focus of this Standard.*

• The existing **scope of workers** is maintained (*workers whose work, or workplace, is controlled by the reporting organization*) – with *additional examples of workers and guidance around shared control and outsourced activities in the ‘Background context’ section, plus additional management approach recommendations on assessing impacts in the value chain.*

• Terminology, definitions and guidance have been **aligned with key instruments** of the International Labour Organization (ILO), the World Health Organization (WHO), and ISO/DIS 45001.2:2017.

**GSSB feedback requested**

The GSSB is asked to flag any concerns with the proposed contents, as well as general feedback on the following points:

1. Whether the disclosures are complete, or whether any critical content is missing.
2. Whether the disclosures adequately reflect organizations’ negative and positive impacts on the health and safety of workers.
3. Whether the requested information is feasible to report by organizations of all types, sizes, regions and sectors.
GRI 403: Occupational Health and Safety

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About this Standard

Responsibility  This Standard is issued by the Global Sustainability Standards Board (GSSB). Any feedback on the GRI Standards can be submitted to standards@globalreporting.org for the consideration of the GSSB.

Scope  GRI 403: Occupational Health and Safety sets out reporting requirements on the topic of occupational health and safety. This Standard can be used by an organization of any size, type, sector or geographic location that wants to report on its impacts related to this topic.

Normative references  This Standard is to be used together with the most recent versions of the following documents.

GRI 101: Foundation
GRI 103: Management Approach
GRI Standards Glossary

In the text of this Standard, terms defined in the Glossary are underlined.

Effective date  This Standard is effective for reports or other materials published on or after [to be updated]. Earlier adoption is encouraged.

Note: This document includes hyperlinks to other Standards. In most browsers, using ‘ctrl’ + click will open external links in a new browser window. After clicking on a link, use ‘alt’ + left arrow to return to the previous view.
Introduction

A. Overview

This Standard is part of the set of GRI Sustainability Reporting Standards (GRI Standards). These Standards are designed to be used by organizations to report about their impacts on the economy, the environment, and society.

The GRI Standards are structured as a set of interrelated, modular standards. The full set can be downloaded at www.globalreporting.org/standards/.

There are three universal Standards that apply to every organization preparing a sustainability report:

1. GRI 101: Foundation
2. GRI 102: General Disclosures
3. GRI 103: Management Approach

GRI 101: Foundation is the starting point for using the GRI Standards. It has essential information on how to use and reference the Standards.

Figure 1 Overview of the set of GRI Standards

Selected GRI Standards, or parts of their content, can also be used to report specific information, without preparing a report in accordance with the Standards. Any published materials that use the GRI Standards in this way are to include a ‘GRI-referenced’ claim.

B. Using the GRI Standards and making claims

There are two basic approaches for using the GRI Standards. For each way of using the Standards there is a corresponding claim, or statement of use, which an organization is required to include in any published materials.

1. The GRI Standards can be used as a set to prepare a sustainability report that is in accordance with the Standards. There are two options for preparing a report in accordance (Core or Comprehensive), depending on the extent of disclosures included in the report.

An organization preparing a report in accordance with the GRI Standards uses this Standard, GRI 403: Occupational Health and Safety, if this is one of its material topics.

2. Selected GRI Standards, or parts of their content, can also be used to report specific information, without preparing a report in accordance with the Standards. Any published materials that use the GRI Standards in this way are to include a ‘GRI-referenced’ claim.

See Section 3 of GRI 101: Foundation for more information on how to use the GRI Standards, and the specific claims that organizations are required to include in any published materials.

C. Requirements, recommendations and guidance

The GRI Standards include:

1. Requirements. These are mandatory instructions. In the text, requirements are presented in bold font and indicated with the word ‘shall’. Requirements are to be read in the context of recommendations and guidance; however, an organization is not required to comply with recommendations or guidance in order to claim that a report has been prepared in accordance with the Standards.

2. Recommendations. These are cases where a particular course of action is encouraged,
but not required. In the text, the word ‘should’ indicates a recommendation.

Guidance. These sections include background information, explanations and examples to help organizations better understand the requirements.

An organization is required to comply with all applicable requirements in order to claim that its report has been prepared in accordance with the GRI Standards. See GRI 101: Foundation for more information.

D. Background context

In the context of the GRI Standards, the social dimension of sustainability concerns an organization’s impacts on the social systems within which it operates.

GRI 403 addresses the topic of occupational health and safety.

A healthy and safe workplace is recognized as a human right and is addressed in authoritative international instruments. This includes key instruments of the International Labour Organization (ILO), the Organisation for Economic Co-operation and Development (OECD) and the World Health Organization (WHO): see References.

Health and safety at work involves both the prevention of harm and the promotion of health and well-being.

Health and safety impacts can arise over the use of unsafe equipment, machinery, processes, and practices. They can also arise with the use of dangerous substances, such as chemical, physical and biological agents. The prevention of harm means adhering to high standards and best practices with regards to a safe working environment.

The promotion of health and well-being is to be tempered by workers’ right to privacy, and limited to an organization’s occupational requirements. Within these limits, however, the promotion of health and well-being can include voluntary programs in areas such as mental health, ergonomics, physical fitness or smoking cessation.

The principles of occupational health and safety management systems include developing a policy, analyzing and controlling health and safety risks, providing training, and recording and investigating health and safety incidents.

The health and safety of workers can be affected by both the work they perform and the workplace where it is performed.

Therefore, an organization is expected to be responsible for the occupational health and safety of:

- all workers performing work that is controlled by the organization;
- all workers whose workplace is controlled by the organization, whether or not their work is under the control of the organization.

An organization is also expected to share responsibility for the occupational health and safety of workers when it has some degree of control over a work activity or workplace where work is performed. This is especially likely in the case of outsourced activities or functions.

Therefore, when an organization has some control over outsourced work activities or the workplaces concerned, it is expected to cover the health and safety of those workers in its reporting.

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1 In the context of this Standard, a worker can be an employee, contractor, subcontractor, self-employed person, outworker, apprentice or trainee, work experience student, an employee of a hire company placed with a client employer, or a volunteer.
This Standard includes disclosures on the management approach and topic-specific disclosures. These are set out in the Standard as follows:

- Management approach disclosures (this section references GRI 103)
- Disclosure 403-1 Workers covered by an occupational health and safety management system
- Disclosure 403-2 Workers represented by formal joint management–worker health and safety committees
- Disclosure 403-3 Work-related injuries
- Disclosure 403-4 Work-related illnesses
- Disclosure 403-5 Access to occupational health services
- Disclosure 403-6 Workplace health promotion

1. Management approach disclosures

Management approach disclosures are a narrative explanation of how an organization manages a material topic, the associated impacts, and stakeholders’ reasonable expectations and interests.

Any organization that claims its report has been prepared in accordance with the GRI Standards is required to report on its management approach for every material topic, as well as reporting topic-specific disclosures for those topics.

Therefore, this topic-specific Standard is designed to be used together with GRI 103: Management Approach in order to provide full disclosure of the organization’s impacts. GRI 103 specifies how to report on the management approach and what information to provide.

1.1 The reporting organization shall report its management approach for occupational health and safety using GRI 103: Management Approach.

1.2 The reporting organization shall:

1.2.1 specify whether it uses an occupational health and safety management system based on a recognized standard;

1.2.2 describe the scope of its occupational health and safety management system or management approach, with an explanation of why any workers, sites, or activities are not covered;

1.2.3 describe the process to identify hazards and assess risks on a routine and nonroutine basis, including:
1.2.3.1 how the organization ensures the competency of those who carry out hazard identification and risk assessment;

1.2.3.2 how the results are incorporated into the management of occupational health and safety;

1.2.4 describe any processes for worker participation and consultation, and for giving information to workers, with respect to occupational health and safety;

1.2.5 describe its arrangements for workers to report about hazardous situations and remove themselves from situations of imminent and serious danger, without fear of reprisal;

1.2.6 describe the occupational health and safety training provided to workers, including generic and operation-specific training.

**Reporting recommendations**

1.3 The reporting organization should:

1.3.1 report whether occupational health and safety is covered in any local or global agreements with trade unions, and the topics covered;

1.3.2 report any leading indicators used as part of its management approach;

1.3.3 describe its approach for identifying, assessing and managing any occupational health and safety impacts that occur in the value chain;

1.3.4 report whether it considers the presence of occupational health and safety management systems among contractors and other business partners, or assesses their performance, before entering contracts;

1.3.5 explain whether any workers whose work, or workplace, is controlled by the organization have been excluded from its response to any topic-specific disclosures, and why.

**Guidance**

*Guidance for clause 1.2.*

The overall description of the reporting organization’s management approach for occupational health and safety is required by Disclosure 103-2-a in GRI 103: Management Approach.

When describing its management approach for occupational health and safety, the organization can:

- explain how responsibility for occupational health and safety is integrated into its business processes and governance structure, including which position has overall responsibility for occupational health and safety;
- specify whether the occupational health and safety management system or approach includes continual improvement. Continual improvement is the "iterative process of enhancing the management system to achieve improvements in overall occupational health and safety performance."^2

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Guidance for clause 1.2.1

Recognized standards for occupational health and safety management systems include ILO-OSH 2001, ISO 45001, industry-specific standards, and national standards.

If the organization uses an internally-devised standard or protocol, which is therefore not a recognized standard, it can explain this.

Guidance for clause 1.2.3

When describing the process to identify hazards and assess risks on a routine and nonroutine basis, the organization can:

- specify whether recognized standards are used for identifying hazards and assessing risks, such as [examples of recognized standards];
- describe the frequency and scope of routine hazard identification and risk assessment;
- describe the process and triggers for nonroutine hazard identification and risk assessment. Triggers can include, for example, changes in operating procedures or equipment, incident investigations, worker complaints or referrals, changes in workers or workflow, and, if applicable, health surveillance and monitoring.

Guidance for clause 1.2.4

Participation means involving workers and their representatives in decision-making regarding occupational health and safety.

Consultation means seeking the views of workers and their representatives before making a decision.

Information-giving involves the timely provision of information to workers and their representatives regarding occupational health and safety, including on identified hazards and any measures taken by the organization to secure health and safety.

When describing processes for workers’ participation in occupational health and safety, the organization can describe:

- formal participation, based on legal rights;
- negotiated, non-formal direct involvement, or indirect involvement through representatives;
- the use of workers' representatives or committees, and how committees were established (the use of formal joint management–worker health and safety committees is covered in Disclosure 403-2);
- workers’ participation in the occupational health and safety management system (for example, in hazard identification and control, operational controls, risk assessments, audits, joint inspections and investigations, hazard/job safety analysis, policy making regarding the supply chain, minimization of risk and hazardous exposure);
- how it identifies and removes obstacles to workers’ participation.

Guidance for clause 1.2.6

When describing the occupational health and safety training provided, the organization can describe:

- how training needs are assessed;
- how training is designed and delivered, including the content or topics addressed, the recipients, the frequency, and whether it is provided free of charge and during paid working hours;
316 how the effectiveness of the training is evaluated.

317 Guidance for clause 1.3.1

318 Agreements at the local level typically address topics that can include personal protective equipment; joint
management-worker health and safety committees; the participation of worker representatives in health
and safety inspections, audits, and accident investigations; training and education; complaints mechanisms;
the right to refuse unsafe work; and periodic inspections.

321 Agreements at the global level typically address topics that can include compliance with the ILO;
arrangements or structures for resolving problems; commitments regarding target performance standards,
or levels of practice to apply.

325 Guidance for clause 1.3.2

326 [Examples of leading indicators and why these are important]
2. Topic-specific disclosures

Disclosure 403-1 Workers covered by an occupational health and safety management system

Reporting requirements

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<th>Disclosure 403-1</th>
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<tr>
<td>The reporting organization shall report the following information:</td>
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<tr>
<td>a. The percentage of workers whose work, or workplace, is controlled by the organization that:</td>
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<tr>
<td>i. are covered by an occupational health and safety management system;</td>
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<tr>
<td>ii. are covered by an occupational health and safety management system which has been internally audited;</td>
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<tr>
<td>iii. are covered by an occupational health and safety management system which has been certified by an external party.</td>
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Guidance

Guidance for Disclosure 403-1

This disclosure covers the use of occupational health and safety management systems based on recognized standards or internally-devised standards or protocols.

Background

[to be provided]
Disclosure 403-2 Workers represented by formal joint management-worker health and safety committees

Reporting requirements

Disclosure 403-2

The reporting organization shall report the following information:

a. The percentage of workers whose work, or workplace, is controlled by the organization that are represented by formal joint management-worker health and safety committees.

Guidance

Guidance for Disclosure 403-2

This disclosure requires reporting the percentage of workers represented by formal joint management-worker health and safety committees. It does not require reporting the percentage of workers who are members of these committees.

A formal committee has a function that is integrated into an organizational structure, and operates according to agreed, written rules.

Such committees help to monitor, collect feedback and advise on occupational health and safety programs. Committees can exist at the facility level, or at the multi-facility, regional, group or organizational levels.

The reporting organization can describe the level at which each committee operates within the organization, how it was established, its mandate, the frequency of its meetings, its decision-making authority, its dispute resolution mechanism, and its chairing responsibilities.

Background

Respect for the rights of workers and their participation in health and safety decisions are key. This includes the right of workers to:

- be fully aware of hazards in their work;
- receive all necessary information and training to perform work safely;
- refuse unsafe work without fear of reprisal;
- participate fully in the establishment and implementation of occupational health and safety policies, procedures, investigations and risk assessments.

This disclosure provides one measure of the extent to which workers are actively involved in health and safety.
Disclosure 403-3 Work-related injuries

Reporting requirements

The reporting organization shall report the following information for all workers whose work, or workplace, is controlled by the organization:

a. The number of fatal work-related injuries.

b. The number and rate of severe work-related injuries.

c. The number and rate of recordable work-related injuries.

d. The number of high potential incidents.

e. The causes and corrective actions taken for fatal and severe work-related injuries, and high potential incidents.

f. A list of the most significant safety hazards identified, and how many workers are exposed to them.

g. The number of hours worked.

h. An explanation of how the data have been compiled, including any assumptions made.

2.1 When compiling the information specified in Disclosure 403-3, the reporting organization shall include fatal work-related injuries in the calculation of the number and rate of severe work-related injuries, and the number and rate of recordable work-related injuries.

2.2 Reporting recommendations

2.2.1 When compiling the information specified in Disclosure 403-3, the reporting organization should:

2.2.1 calculate the rates using the following formula:

\[
\frac{\text{The number of severe work–related injuries}}{\text{The number of hours worked}} \times 200,000
\]

\[
\frac{\text{The number of recordable work–related injuries}}{\text{The number of hours worked}} \times 200,000
\]

2.2.2 if the numbers and rates reported are significantly higher for certain countries, business lines, or groups of workers, provide a breakdown of this information;

2.2.3 break down the number of recordable work-related injuries by type of incident;

2.2.4 report the number of corrective actions for high potential incidents, with a breakdown by the hierarchy of control.
Guidance

Guidance for Disclosure 403-3

This disclosure covers work-related injuries. These are work-related incidents that arise from the conduct of the reporting organization. Other types of incident can occur, which are not connected with work or the conduct of the organization. For example, the following incidents are not considered to be work-related:

- a worker or another person suffers a heart attack while at work which is unrelated to work or the conduct of the organization;
- a person driving to work is injured in a car accident (where driving is not part of their work);
- a person with epilepsy has a seizure at work.

Guidance for Disclosure 403-3-e

If there is a high number of fatal and severe work-related injuries, the organization can describe the causes and corrective actions for the most severe examples.

Guidance for Disclosure 403-3-h

In situations where national law follows the ILO Code of Practice on Recording and Notification of Occupational Accidents and Diseases (Code of Practice), the organization can state that fact and that practice follows the law.

In situations where national law does not follow the ILO Code of Practice, the organization can indicate which system of rules it applies and their relationship to the ILO Code of Practice.

Guidance for clause 2.2.1

A rate of 1.0 means that for every 100 workers, one worker suffers a work-related injury.

Guidance for clause 2.2.4

The reporting organization can use the following hierarchy of control:

- eliminate the hazard;
- substitute with less hazardous materials, processes, operations or equipment;
- use engineering controls and/or reorganization of work;
- use of administrative controls, including training;
- use of adequate personal protective equipment.3

Background

Work-related injury data are not a measure of safety; they measure the extent of harm to workers. Minor injuries are not predictive of fatal and severe work-related injuries.

An increase in the number of incidents does not necessarily mean that there have been more incidents than previously: it can indicate an improvement in the way incidents are recorded and reported.

Disclosure 403-4 Work-related illnesses

Reporting requirements

The reporting organization shall report the following information for all workers whose work, or workplace, is controlled by the organization:

a. The number of recordable work-related illnesses.

b. A list of the main types of work-related illness.

c. A list of the most significant health hazards identified, and how many workers are exposed to them.

d. The number of hours worked.

e. An explanation of how the data have been compiled, including any assumptions made.

2.3 When compiling the information specified in Disclosure 403-4, the reporting organization shall include fatal work-related illnesses in the calculation of the number of recordable work-related illnesses.

Reporting recommendations

2.4 When compiling the information specified in Disclosure 403-4, the reporting organization should, if the numbers reported are significantly higher for certain countries, business lines, or groups of workers, provide a breakdown of this information.

Guidance

Guidance for Disclosure 403-4

Work-related illnesses are acute, recurring or chronic health problems caused or aggravated by work conditions or practices. They may include, but are not limited to, musculoskeletal, skin, and respiratory diseases, malignant cancers, and mental illnesses.

Terms such as ‘disease’, ‘illness’ and ‘disorder’ are often used interchangeably, as are ‘occupational’ and ‘work-related’.

The reporting organization may limit this disclosure to short latency work-related illnesses.
Disclosure 403-5 Access to occupational health services

Reporting requirements

Disclosure 403-5

The reporting organization shall report the following information:

a. The percentage of employees that have access to occupational health services.
b. A statement of whether workers other than employees have access to occupational health services.

Reporting recommendations

2.5 When compiling the information specified in Disclosure 403-5, the reporting organization should:

2.5.1 describe how it maintains the confidentiality of personal information related to workers’ health;

2.5.2 describe how it ensures that personal information is not used for discriminatory purposes or in any other manner prejudicial to workers’ interests;

2.5.3 state whether it provides workers with access to medical and healthcare services, such as through health insurance or financial contributions, and describe the coverage provided.

Guidance

Background

Occupational health services aim to protect the health of workers in relation to their work environment. ILO Convention 161 ‘Occupational Health Services’ defines occupational health services as ‘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.’

Occupational health services functions may include, among others: surveillance of the factors in the working environment and working practices which may affect workers’ health, including sanitary installations, canteens and housing where these facilities are provided by the employer; advice on occupational health, safety and hygiene and on ergonomics and individual and collective protective equipment; promoting the adaptation of work to the worker; or organizing of first aid and emergency treatment.

References

See References 4 and 5 in the References section.
Disclosure 403-6 Workplace health promotion [currently under discussion]

Reporting requirements

The reporting organization shall report the following information:

a. A description of any programs it has established to create a health-promoting workplace.

b. The percentage of workers whose work, or workplace, is controlled by the organization that are covered by programs to create a health-promoting workplace.

c. A description of any voluntary programs it has established for workers to address major health risks.

d. The percentage of workers whose work, or workplace, is controlled by the organization that have access to voluntary programs to address major health risks.

Reporting recommendations

2.6 When compiling the information specified in Disclosure 403-6, the reporting organization should describe:

2.6.1 how it selects topics to cover in a program;

2.6.2 how workers are included in the selecting of topics;

2.6.3 the extent to which proven effective interventions are included in the programs;

2.6.4 the metrics used to evaluate programs’ effectiveness;

2.6.5 how it maintains the confidentiality of personal information related to workers’ health;

2.6.6 how it ensures that personal information is not used for discriminatory purposes or in any other manner prejudicial to workers’ interests.

Guidance

Background

Workplace health promotion focuses on the promotion of the health of workers and their families within the community, complementing other occupational safety and health measures.

According to the World Health Organization (WHO), ‘the workplace directly influences the physical, mental, economic and social well-being of workers and in turn the health of their families, communities and society. It offers an ideal setting and infrastructure to support the promotion of health to a large audience.’

This disclosure covers programs aimed at creating a health-promoting workplace, as well as voluntary programs for workers aimed at addressing major health risks.

Major health risks include, among others, smoking, drug and alcohol consumption, physical inactivity, unhealthy diets, psychosocial risk factors such as workplace stress or violence, and HIV.

Programs aimed at creating a health-promoting workplace may include, for example, smoke free workplaces, healthy food choices at the workplace, or policies on work-life balance, bullying, fatigue, and training of management on stress prevention.

Voluntary programs aimed at addressing major health risks may include, for example, smoke cessation programs, dietician / individual food advice, or Employee Assistance Programs (EAP). A program is voluntary when it does not set personal targets related to incentives.

Guidance for clause 2.6.3
For guidance on effective interventions see Reference 9 in the References section.

References
See References 1, 9 and 10 in the References section.
The following documents informed the development of this Standard and can be helpful for understanding and applying it.

**Authoritative intergovernmental instruments:**


Working Draft Annex – Defined Terms

Background

This is a draft proposal for updates and additions to the terms and definitions in GRI 403: Occupational Health and Safety. Most of these terms will eventually be incorporated into the GRI Standards Glossary of Terms, but are captured in a separate Annex during the development of this revised Standard.

The draft Standard currently needs the following terms to be either defined in the Standards Glossary or described within a section of guidance:

- hazard
- high potential incident
- incident
- occupational health and safety management system
- occupational health services [see ‘Background’ section on page 16]
- recordable work-related injury or illness
- severe work-related injury
- work-related injury or illness
- ‘work-relatedness’ [see ‘Guidance for Disclosure 403-3’ section on page 14 and ‘Guidance for Disclosure 403-4’ section on page 15]
- worker participation, consultation and information-giving [see ‘Guidance for clause 1.2.4’ section on page 9]

Terms and suggested definitions

hazard

source with a potential to cause injury and/or ill health

Note 1: Hazards can be physical, chemical, biological, psychosocial (such as verbal abuse, harassment, or bullying), physiological, mechanical, electrical, or based on movement and energy.

Note 2: This definition comes from ISO/DIS 45001.2:2017.

high potential incident

incident with a high probability of causing severe injury and/or ill health but where none occurs
Note 1: A potential incident may also be referred to as a ‘near-miss’, ‘near-hit’, or ‘close call’.

Note 2: This definition is based on ISO/DIS 45001.2:2017.

**incident**

An occurrence arising out of, or in the course of, work that could or does result in injury and/or ill health.

Note: This definition comes from ISO/DIS 45001.2:2017.

**occupational health and safety management system**

A set of interrelated or interacting elements to establish occupational health and safety policy and objectives, and to achieve those objectives.


**recordable work-related injury or illness**

An injury or illness that results in any of the following: death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, or loss of consciousness; or significant injury or illness diagnosed by a physician or other licensed health care professional, even if it does not result in death, days away from work, restricted work or job transfer, medical treatment beyond first aid, or loss of consciousness.


**severe work-related injury**

An injury that results in fatal or non-fatal impairment.

Note: The World Health Organization (WHO) defines impairment as ‘any loss or abnormality of psychological, physiological or anatomical structure or function’. Examples of impairments can include, for example, blindness, deafness, paralysis or amputation of a limb or intellectual disability.

**work-related injury or illness**

Negative impacts on health arising from exposure to chemical, biological, physical, work-organizational and psychosocial factors at work.