GRI 403: Occupational Health and Safety 2018

Introduction

28 June 2018

Watch the video of this presentation [here](#).
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
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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
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

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 for its business relationships.

See Table 3 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 requested to identify the types of worker excluded from the disclosures and explain why they have been excluded. See also clause 3.2 in GRI 101:2017 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 for the organization’s control over the workplace) on the management approach 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 workers. 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 those 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 the type of activities that can be performed in the workplace.

The organization might have only control of the workplace and/or the work of employees, or control 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 the workplace. In such cases, through contractual obligations, 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 for GRI 403-3) and the topic-specific disclosures.
## Overview of disclosures

### Management approach disclosures

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tr>
<td>403-1</td>
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<td>403-2</td>
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<td>Worker participation, consultation, and communication on occupational health and safety</td>
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<td>403-7</td>
<td>Prevention and mitigation of occupational health and safety impacts directly linked by business relationships</td>
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### Topic-specific disclosures

<table>
<thead>
<tr>
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<td>403-8</td>
<td>Workers covered by an occupational health and safety management system</td>
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<td>403-9</td>
<td>Work-related injuries</td>
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<tr>
<td>403-10</td>
<td>Work-related ill health</td>
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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.

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

The Glossary includes definitions for terms used in this Standard, which applies 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
- A close call may be referred to as a ‘near-miss’ or ‘near-hit’.

Note: 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.

Note: Modes of travel include motor vehicles (e.g., motorcycles, cars, trucks, buses), rail vehicles (e.g., trains), trains, bicycles, aircraft, 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 implied that it 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 indefinite 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 after phase or return of replaced employees.

employment type
- Full-time: 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 requires an average of at least 30 hours per week).

Part-time: 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 in the nature of contact with certain environments that possess various degrees and levels of risk, or presence in a condition that might cause injury or illness (e.g., chemicals, radiation, high pressure, noise, fire, explosions).

References

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

Authoritative intergovernmental instruments:

Other relevant references:
How to use this Standard

Requirements for reporting disclosures in accordance with the GRI Standards

<table>
<thead>
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<th>Standards/Disclosures</th>
<th>Core</th>
<th>Comprehensive</th>
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<tbody>
<tr>
<td><strong>GRI 103: Management Approach 2016</strong></td>
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<tr>
<td>Disclosures 103-1 to 103-3</td>
<td>All</td>
<td>All</td>
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<td><strong>GRI 403: Occupational Health and Safety 2018</strong></td>
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<td>Management approach disclosures</td>
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<tr>
<td>Disclosures 403-1 to 403-7</td>
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<tr>
<td>Topic-specific disclosures</td>
<td>At least one</td>
<td>All</td>
</tr>
<tr>
<td>Disclosures 403-8 to 403-10</td>
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</tbody>
</table>

*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.
• 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 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](#).