PEOPLE · TOPIC GUIDE B3

Health & safety

H&S training delivered and lost-time incidents.

WHAT THIS COVERS

Whether health and safety training is delivered with records, and the count of incidents that caused lost time (PPL-04).

WHY IT MATTERS

A safe workplace is a legal baseline and a leading indicator of operational discipline. Certifiers and insurers ask for it.

How to track it well

1. Keep the accident book up to date; each lost-time incident is one count.
2. Enter the quarterly count with the quarter dates; zero is a valid and important entry.
3. Attach the incident register extract and the H&S training record.

Your first month

1. Name the health and safety lead in writing.
2. Check the incident register is in use and review the last 12 months.
3. Date the current risk assessment and note when it is due for review.

WORKED EXAMPLE (ILLUSTRATIVE FIGURES)

Two lost-time incidents in a quarter in which staff worked 24,000 hours is a rate of about 8.3 per 100,000 hours. Both are logged with cause and corrective action.

Where the data comes from

- Accident book / HR incident register
- H&S training records

EVIDENCE TO ATTACH

Register extract with personal details removed; training record.

HOW OFTEN, AND WHO

Quarterly, HR or the duty manager.

Common pitfalls

- Not entering zero, so the quarter looks missing rather than safe
- Counting near-misses as incidents (track them separately if you want)

What you record

1 attribute make up this topic. Each lists the data points to enter; anything marked “calculated for you” needs no entry.

Health & safety PPL-04

Quarterly

Named H&S lead; H&S training delivered with records; lost-time incident count and rate

Evidence: Incident register · Scoring: target 0 · floor 0.001 incidents per occupied room-night

No.	Data point	How it is entered	Asked for by
PPL-04.1	**Lost-time incidents**	Count	GK 1.7 · GSTC A3
PPL-04.2	Named H&S lead	Short text	GSTC A3
PPL-04.3	Hours worked (for rate)	Count	–
PPL-04.4	Risk assessment current	Date	–
PPL-04.5	Incident register	Document	–
PPL-04.6	Recordable work-related injuries	Count	GRI 403-9 · CSRD S1
PPL-04.7	Work-related fatalities	Count	GRI 403-9 · CSRD S1

Ready-for-audit checklist

- Every attribute above has a value for the current period, submitted (not left as a draft).
- Each measured value has its bill, invoice, log or photo attached.
- Any estimated figure is marked as estimated, with the real figure entered when it arrives.
- Flagged readings have been confirmed or corrected.
- The method is written down: which meters, sources or records feed each number.
- Policies and registers are dated, owned by a named person and reviewed this year.

What a certifier will ask

The certification criteria this topic supports, in plain words, and the Canoprise attribute that holds the evidence.

Scheme	Criterion	What it asks for	Supported by
GSTC Hotel v4	A3	Guest and staff welfare	PPL-04
Green Key	1.7	Safe and healthy workplace	PPL-04
EarthCheck	2.4.5	Employment conditions	PPL-04
EarthCheck	3.3.4	Emergency planning and response	PPL-04

Criterion titles are Canoprise’s short paraphrases of WTTC Hotel Sustainability Basics, the GSTC Hotel Standard v4 and the Green Key 2026–2031 hotel criteria; read the scheme’s own text before applying. This mapping is our reading; your certification partner decides what is met.
EarthCheck clause titles paraphrase the EarthCheck Company Standard v4.2.

Where it is reported

The same data answers the reporting frameworks: GRI disclosures, SASB Hotels & Lodging metrics and CSRD (ESRS) topics. These are referenced, not scored.

Framework	Reference	What it asks for	Supported by
GRI	403-1	Health and safety management system	PPL-04*
GRI	403-5	Health and safety training	PPL-04
GRI	403-9	Work-related injuries	PPL-04
CSRD	S1	Own workforce	PPL-04

* gives part of what the reference asks for. Titles are Canoprise's paraphrases; check the official standard before you publish. GRI 102 and GRI 103 replace GRI 305 and 302 from 1 January 2027.

Record sheet

Print and keep by the meter, scale or register; enter the figures in Canoprise when the period closes. For metered items use one line per meter, source or stream.

Ref	What	Period from	to	Reading / quantity	Unit	Evidence kept	Initials
PPL-04.1	Lost-time incidents						
PPL-04.3	Hours worked (for rate)						
PPL-04.6	Recordable work-related injuries						
PPL-04.7	Work-related fatalities						