

Health and Safety Policy Checklist

Minimum Requirements for a Health and Safety Policy	Checklist
Guidelines on Personal Health:	
Physical health (disease preventions, eating and sleeping advice, risk awareness on climate and geographical hazards, access to treatment);	
Mental health (advice on work-life balance, stress management, coping mechanisms and relaxation methods, points of contact for psychosocial support).	
Indicator Guidelines for safe and healthy working conditions:	
Mapping of diseases prevalent in the area (water, mosquito, human-borne, seasonal, etc.), including the level of likelihood and impacts;	
Availability and accessibility of first-aid support (internally and externally), fire wardens and services, medical facilities and professionals (e.g. hospitals, nurses, access to medication);	
The level of maintenance for all locations (offices and accommodation); availability of electricity points, lighting, ventilation, sanitation and hygiene facilities;	
The level of vehicle maintenance, regular inspection and servicing, appropriate equipment (such as radio, first- aid kit, seat belts, water, blanket);	
Availability and quality of desk space, chairs, computer equipment;	
Provisions for leave and working hours; access to recreational activities and sports facilities, libraries, markets, etc.; degree of remoteness; access to private space, religious buildings;	
Health-and-safety incident reporting mechanisms and monitoring.	