



GLOBAL HEALTHY WORKPLACE CERTIFICATION

Applicant Readiness Checklist – 2026

Use this to decide if you are ready to start a strong application.

1. Basic Readiness

- We know which category we are applying for (SME / Large / Multinational).
- We understand the key dates and that Awards applications are free, while Certification involves an assessment fee.
- We have read the 2026 Application Form/Users' Guide and are familiar with the WHO Healthy Workplace Model (four areas).

2. Internal Capacity

- We have an internal lead and small team for the application (e.g. HR, OHS, worker representatives).
- We know which departments hold key information (e.g. policies, HR/OHS data, evaluation reports, ESG).
- We can realistically gather and approve our content before the application deadline (May 29).

3. Organizational Commitment & Leadership

- We have a written Healthy Workplace strategy/plan, or we can clearly describe how health and wellbeing are part of our business strategy.
- We have a current health, safety and/or wellbeing policy or charter.
- We can provide concrete examples of senior leadership and middle management support for health and wellbeing.
- We have an active committee or similar group overseeing health and wellbeing, with worker representation (or equivalent oversight for SMEs).

4. Worker Involvement and Ethics

- Workers and/or their representatives are involved in designing and improving initiatives.
- We have at least one recent survey or structured feedback mechanism about health, wellbeing or work environment.

- We have basic diversity, equity, inclusion and human rights/labour rights policies and practices in place.

5. Programs and Coverage

- We can list key activities in each of the four areas:
 - physical work environment (safety, ergonomics, facilities)
 - Psychosocial work environment (workload, work–life balance, culture)
 - Personal health resources (health and wellbeing programmes)
 - Enterprise–community involvement (initiatives benefiting workers’ families/community)
- We have at least some targeted support for high-risk or specific-needs groups (e.g. chronic conditions, disability, older workers, return-to-work).
- We have clear approaches to support remote and hybrid workers (if applicable).

6. Data and Outcomes

- We can show trend data over time for some of the following (others may apply):
 - Participation in key programmes
 - Sickness absence and/or injury rates
 - Employee engagement/satisfaction and/or culture indicators
 - Any health or wellbeing indicators (e.g. risk factors, mental health, lifestyle)
- We clearly explain the methodology behind the data.
- We have at least one clear example where we changed or improved programmes based on evaluation or feedback.

7. Sustainability and Innovation

- Health and wellbeing are visible in our long-term plans and/or ESG/sustainability discussions.
- We can identify at least one innovative or distinctive feature of our Healthy Workplace approach.
- We can explain how our programme will continue during organisational or economic change.