



HEALTH, SAFETY AND WELL-BEING POLICY





SAEDI Consulting (Barbados) Inc. Health, Safety and Well-being Policy

1. Introduction

SAEDI Consulting recognises that team members are the organisation's most valuable resource. The organisation therefore commits to maintaining a work environment that protects physical health, as well as psychological health and well-being, within the context of the digital and remote work environment in which the organisation operates.

Health, safety and well-being in the policy refers to the concern with preventing injuries within workspaces, through inappropriate furniture and lighting, and promoting worker well-being.

2. Purpose

This policy aims to equip team members with the knowledge and guidance necessary to promote safe working environments, prevent injury and illness, address risks associated with remote and digital work, and support mental health and well-being, individually and collectively. As a largely virtual team, SAEDI Consulting recognises that mutual support and collaboration are essential to achieving these goals. Reliance on one another for sharing good practices, practical examples, and experiences related to health and wellness plays a critical role in strengthening a culture of care, accountability, and continuous improvement, thereby contributing to the overall health and well-being of all team members.

3. Scope

This policy applies to all employees, consultants, contractors, interns, volunteers, remote workers, and field staff engaged with SAEDI Consulting. It covers all environments in which work is undertaken on behalf of the organisation, including offices, homes, field locations, and digital platforms. In alignment with the organisation's commitment to health, safety, and well-being within a predominantly virtual work model, the scope recognises that responsibility extends beyond physical spaces to include digital and psychosocial environments. It also reflects the shared responsibility of all team members to contribute to safe and healthy work practices by applying guidance, engaging in continuous learning, and

actively sharing experiences that support individual and collective well-being across the team.

4. Guiding Principles

The following guiding principles establish the foundation for SAEDI Consulting's approach to health, safety, and well-being. They reflect the organisation's commitment to fostering a safe, inclusive, and supportive work environment across our virtual spaces. These principles guide decision-making, shape behaviours, and reinforce the shared responsibility of all team members to actively contribute to a culture of care, prevention, and continuous improvement.

Table 1: Definition of Guiding Principles

Principle	Explanation
Duty of Care	SAEDI Consulting is responsible for providing guidelines for safe working conditions.
Prevention	Most workplace injuries and illnesses are preventable through proactive risk management.
Shared Responsibility	Both management and staff share responsibility for maintaining safe working conditions.
Continuous Improvement	Occupational safety systems must be periodically reviewed and improved.
Equality & Respect	Workspaces must be free from discrimination and unsafe practices, being cognisant of the virtual space and digital engagement

5. Legal and Institutional Framework Alignment

This policy seeks to align with:

- International Labour Organization occupational safety standards
- ILO Convention No. 155
- Caribbean Labour principles
- Global OSH frameworks used by international organisations

While these frameworks emphasise employer responsibility for maintaining safe workplaces, due to its structure and working operations, maintaining those in private home and workspaces is not feasible. Accordingly, SAEDI Consulting sees its responsibility as providing information, and spaces for discussion and guidance around the safety concerns, but with each team member being responsible for/in her or his own space.

6. Roles and Responsibilities

The roles and responsibilities outlined below recognise that, within SAEDI Consulting's remote work environment, team members often operate independently in their own spaces. As such, while the organisation provides guidance, support, and oversight, each individual has a critical role to play in taking personal responsibility for their own health, safety, and well-being.

Table 2: Team Responsibilities under this Policy

Management	Team Members
Management must: • implement this policy • identify hazards and risks • provide safety guidance • monitor staff well-being • guide and support team members in creating safe and healthy workspaces including healthy digital work habits	Team members must: • follow safety procedures • maintain safe workspaces • seek guidance on mitigating or managing risks and hazards • practice healthy digital work habits

7. Physical Workspace Safety

Physical workspace safety remains a critical component of overall health and well-being, even within a predominantly remote work environment. As team members carry out their responsibilities from individual locations, attention to the setup and maintenance of safe, comfortable, and functional workspaces is essential.

SAEDI Consulting team members are asked to ensure that physical workspaces are safe by:

- identifying potential risk and hazards, and seeking guidance on correction or mitigation
- promoting safe work practices, and sharing information with other team members
- ensuring safe equipment use
- ensuring proper lighting
- practicing safe online engagement and information sharing

Team members must speak up where there is reasonable belief that work presents serious risk to safety or health.

8. Virtual Workspace Health & Safety

Health and safety at SAEDI Consulting encompasses the physical, digital, and psychosocial conditions under which team members operate. Maintaining safe and healthy work practices requires both organisational guidance and individual commitment.

Remote work environments may expose workers to risks such as:

- poor ergonomic setups
- digital fatigue
- sedentary work patterns

Staff should maintain healthy work practices including ergonomic workstations and regular movement breaks. Additional guidance on this is available [here](#).

9. Stakeholder Engagement Safety

Stakeholder consultations are a vital part of the work of SAEDI Consulting and can either be done by surveys, online or face-to-face. This policy guides all stakeholder engagements.

Prior to every type of engagement, it is vital that team members identify self, explain the purpose of the engagement, and outline the rules of engagement. This does not mean however, that challenges will not arise. The aim is to be aware of potential risks and manage them to the benefit of the stakeholder as well as team member or members involved.

Risks to be aware of include, but are not limited to:

- Harassment or abusive language
- Conflict arising over opposing or emotionally charged ideas as well as contested framings among stakeholders
- Emotional stress triggered by topic of discussion
- Enter high crime or high conflict communities

These risks can apply to both team members, as well as other stakeholders. Team members, particularly when engaged in walk-through surveys in communities, must be cognisant of their surroundings, and reserve the right to temporarily stop activities if they feel at risk. Below is a quick response protocol to mitigate these risks, keeping in mind, that Team members reserve the right to remove themselves completely from a situation of escalating risk.

Table 3: Mitigation/Response Protocol

Risk	Response Protocol
Harassment or Abusive Language	1. Pause the discussion, remind the participants on rules of engagement (respect, non-abusive language, etc)

Risk	Response Protocol
	2. Report the incident to management 3. Conduct a full room debrief or debrief between the specific participants (discuss impact and follow-up actions – if necessary) 4. Debrief with SAEDI Consulting team to identify lessons learned
Opposing, emotionally charged ideas/contested framings	1. Acknowledge differing views respectfully 2. Remind opposing parties of rules of respectful engagement 3. Redirect discussion towards constructive dialogue OR pause the discussion to amicably resolve opposing views if necessary 4. Debrief for lessons learned
Emotional stress triggered by the discussion	1. Allow individual time to pause or step away 2. Offer information or support on resources where appropriate 3. Once resolved, conduct an emotional/well-ness check of the room, or take a short break 4. Conduct SAEDI Consulting Team debrief to ensure well-being 5. Debrief for lessons learned
Entering high crime or high tension or conflict communities	1. Work in pairs 2. Conduct basic risk assessment and removal plan 3. Suspend activities immediately if risk seems too high or escalates at a specific point 4. Conduct team well-ness check 5. Debrief after activity for lessons learned and removal plan improvement

10. Psychological and Digital Well-being

Psychosocial and digital well-being are essential components of a healthy and sustainable work environment, particularly within a remote and digitally connected team. The nature of virtual work can introduce pressures such as extended screen time, blurred work-life boundaries, isolation, and communication challenges. Team members are encouraged to be intentional about self-care while remaining mindful of how their engagement contributes to a positive and supportive team culture.

SAEDI Consulting wishes to emphasise the importance of paying attention to the following 6 practices in efforts to maintain a healthy work environment:

- Practice responsible time management

- Discuss and maintain balanced workloads
- Practice respectful communication
- Ensure digital boundaries in all online engagements
- As far as possible, protect self and others from online harassment

Being mindful of the six guiding practices outlined above is essential to sustaining a healthy, respectful, and balanced work environment within SAEDI Consulting. These practices support positive behaviours, reinforce clear boundaries, and promote responsible engagement with digital tools, including AI, in alignment with the organisation's AI policy. More details on practical steps can be found in the [Healthy Digital Work Practices Canvas](#) on the SAEDI Consulting Slack channel.

By consistently applying this guidance, team members can help to reduce stress, prevent harmful interactions, and strengthen trust and accountability across the team. This shared commitment ensures that the virtual workspace remains safe, inclusive, and conducive to continuous well-being and productivity for all.

11. Risk Identification, Assessment and Management

Effective risk identification, assessment, and management are essential to maintaining a safe and healthy work environment. In a context where team members work independently in varied settings, the ability to recognise potential hazard, whether ergonomic, psychosocial, or digital, and take appropriate action is critical. This section outlines a structured approach to identifying risks, assessing their potential impact and likelihood, and implementing practical measures to reduce or eliminate them, this supports both individual well-being and overall organisational resilience.

11.1 Risk Identification

The checklist is designed as a simple, practical tool to help team members regularly review their work environment and practices, identify potential risks early, and take corrective action where needed. It should be used periodically, as well as when there are changes to work conditions or tasks.

Self-Assessment Health & Safety Checklist

Staff should periodically review their workspace and practices.

- ✓ Chair supports lower back
- ✓ Feet flat on floor (use a stool, box or block to support feet if necessary)
- ✓ Screen at eye level
- ✓ Screen approximately arm's length away
- ✓ Proper lighting available
- ✓ Hourly movement breaks
- ✓ Drinking water accessible

Workspace Safety

- ☐ My workstation is ergonomically comfortable
- ☐ My screen is positioned at eye level
- ☐ My workspace has adequate lighting

Physical Well-being

- ☐ I take movement breaks every hour
- ☐ I avoid prolonged sitting
- ☐ I take regular screen breaks to rest my eyes
- ☐ I stay hydrated throughout the workday

Digital Wellness

- ☐ I manage digital notifications effectively
- ☐ I maintain boundaries between work and personal time
- ☐ I avoid excessive screen time outside work hours
- ☐ I practice respectful online communication

Mental Well-Being

- ☐ My workload is manageable
- ☐ I communicate concerns to my supervisor
- ☐ I manage time effectively
- ☐ I take regular rest periods

11.2 Risk Assessment

The Risk Assessment Matrix provides a structured overview of common workplace risks, their likelihood and potential impact, along with suggested mitigation measures. It serves as a practical reference to help team members understand how different risks are evaluated and managed, and to support informed decision-making when identifying and addressing hazards in their own workspaces.

Table 4: Risk Assessment Matrix

Risk Category	Likelihood	Impact	Mitigation
Ergonomic strain	Likely	Significant	Guidance on ergonomic furniture & equipment
Digital fatigue/Eye fatigue	Likely	Critical	Screen breaks
Psychological stress	Possible	Moderate	Time management, self-care days/activities
Travel risk ¹	Unlikely	Significant	Guidance/plan of effective travel planning
Sedentary work	Almost certain	Significant to Major	Ensure enough movement, screen breaks, and rehydration
Conflict during stakeholder engagement	Unlikely	Significant	See Protocol in Section 9

11.3 Risk Management

The risk scoring guide provides a consistent method for evaluating the seriousness of identified risks by considering both likelihood and impact, and level of intervention for management of said risks. This helps prioritise actions, ensuring that higher-risk issues are addressed promptly while lower-risk concerns are monitored and managed appropriately.

Table 5: Risk Scoring Guide

Likelihood Scale		Impact Scale		Risk Score Calculation		
Score	Description	Score	Description	Likelihood x Impact		
Score	Description	Score	Description	Score	Level	Response
1	Rare	1	Minor	1 – 4	Low	Monitor

¹ Travel risk refers to movement between locations, particularly in community consultations, which would determine type of travel (walk, use a vehicle) etc.

Likelihood Scale		Impact Scale		Risk Score Calculation		
Score	Description	Score	Description	Score	Level	Response
2	Unlikely	2	Moderate	5 – 9	Medium	Mitigation required
3	Possible	3	Significant	10 - 16	High	Immediate corrective action
4	Likely	4	Major	17 - 25	Critical	Stop activity and escalate
5	Almost certain	5	Severe			

12. Awareness and Capacity Development

SAEDI Consulting will periodically provide working sessions, including bringing in professionals where and when possible, to build awareness and capacity on:

- workspace ergonomics
- digital well-being and cybersecurity
- responsible AI use
- workspace safety practices (for physical movement and vision care)

SAEDI Consulting recognises that sustaining a safe, healthy, and supportive work environment requires ongoing learning, reflection, and adaptation. Through continuous awareness and capacity development, the organisation commits to equipping team members with the knowledge and tools needed to strengthen safe work practices, enhance digital and psychosocial well-being, and responsible use of evolving technologies, including AI.

As a foundation for fostering a culture of shared learning and openness, this policy is not only a guide, but a living framework that supports continuous improvement and reinforces collective responsibility for health, safety, and well-being across the organisation.

15. Policy Review

This policy will be reviewed every three years.

Version: 1

Approval date	May 19 th 2026
Approved by	
Review date	

Annex I

Your Graphic Reminder

This page can be printed and placed above your desk, as a daily reminder to maintain a safe and healthy workspace practices.



Annex II

Psychological First Aid Kit

**SAEDI**
CONSULTING
BARBADOS INC.

SAEDI PFA
PSYCHOLOGICAL FIRST AID
SUPPORT. CONNECT. CARE.



Psychological First Aid (PFA) is a supportive, human-centred approach that helps individuals experiencing stress or distress. It is not counselling or therapy. It focuses on providing immediate support, reducing distress, and connecting individuals to appropriate resources where needed.

GUIDING PRINCIPLES

**SAFETY**
Promote physical, emotional and psychological safety for all.

**DIGNITY**
Treat all individuals with respect, empathy and without judgement.

**RIGHTS**
Respect confidentiality, informed choice, autonomy and human rights.

**DO NO HARM**
Avoid actions that may worsen distress or increase risk.

**INCLUSION**
Recognise that people's experiences are shaped by their backgrounds and circumstances.

WHEN MIGHT PFA BE NEEDED?

**DURING:**

- High workload or deadlines
- Workplace conflict
- Digital fatigue and burnout
- Personal crises affecting work
- Exposure to distressing content
- Community consultations
- Discussions on GBV, child protection, disasters, poverty, conflict, loss of livelihoods and discrimination

UNDERSTANDING INDIVIDUAL DIFFERENCES



People respond differently to stressful events.

Responses may be influenced by:

- Previous experiences of trauma
- Physical or mental health conditions
- Disability status
- Personal support networks
- Cultural beliefs and practices
- Age, gender, life stage and identity
- Current life circumstances

Avoid assumptions about how individuals "should" react.

KEY REMINDERS

**PFA IS:**

- Supportive listening
- Providing reassurance
- Helping people feel safe
- Offering information
- Connecting people to services
- Stabilising immediate distress

**PFA IS NOT:**

- Therapy or counselling
- Investigation or mediation
- Problem solving for others
- Making promises that cannot be kept
- Forcing individuals to talk about their experiences

**EMERGENCY ESCALATION**

Escalate immediately if there is a threat of harm, medical emergency, violence, child safeguarding concern or serious mental health crisis.

Prioritise safety.
Seek help.
Notify management.



We care for others and for ourselves. Together, we build a safe, supportive and healthy SAEDI.

PAGE 1 OF 2

THE SAEDI PFA APPROACH: LOOK – LISTEN – LINK

1 LOOK



Observe for signs of emotional distress.

SIGNS OF DISTRESS



EMOTIONAL

- Crying
- Fear
- Anxiety
- Anger
- Panic
- Frustration



PHYSICAL

- Shaking
- Rapid breathing
- Withdrawal
- Hypervigilance
- Fatigue
- Difficulty concentrating



BEHAVIOURAL

- Aggression
- Silence or withdrawal
- Difficulty participating
- Emotional outbursts
- Hopelessness



ASSESS SAFETY

- Is the individual physically safe?
- Is anyone at risk of harm?
- Is the environment safe to continue engagement?
- Is immediate referral required?

2 LISTEN



Provide calm, supportive, non-judgemental listening.



HELPFUL RESPONSES

- "Thank you for sharing that."
- "I can see this is difficult for you."
- "Would you like to take a moment?"
- "How can I support you right now?"
- "Would you like information about available support services?"



GOOD LISTENING PRACTICES

- Remain calm
- Listen without interruption
- Use open body language
- Avoid judgement
- Validate emotions
- Respect silence
- Allow choices



AVOID

- Arguing
- Minimising feelings
- Offering personal opinions
- Pressuring disclosure
- Making unrealistic promises
- Trying to diagnose problems

GROUNDING TECHNIQUES (Use if appropriate)



FIVE-FINGER BREATHING

Trace one hand slowly with a finger from the other hand. Breathe in while going up, breathe out while going down.



5-4-3-2-1 GROUNDING

Identify: 5 things you can see, 4 things you can hear, 3 things you can feel, 2 things you can smell, 1 thing you can taste.

3 LINK

Connect individuals to appropriate support.



INTERNAL SUPPORT

- Speak with supervisors
- Request workload adjustments
- Access organisational well-being supports
- Participate in team debrief sessions



EXTERNAL SUPPORT (as required)

- Medical services
- Mental health professionals
- Counselling services
- Employee assistance resources
- Emergency services
- Gender-based violence support services
- Child protection services

QUICK REFERENCE: LOOK – LISTEN – LINK



LOOK

Observe signs of distress and assess safety.



LISTEN

Provide calm, support and validate feelings.



LINK

Connect to appropriate support and follow organisational procedures.

REMEMBER

- ✓ Safety first
- ✓ Respect dignity
- ✓ Protect confidentiality
- ✓ Do not investigate
- ✓ Do not promise outcomes
- ✓ Seek support for yourself



SUPPORT. CONNECT. CARE.

PAGE 2 OF 2