CHUBB®

Physical and Mental Health Checklist

for Remote Workers

Mental and physical health go hand in hand–and attention, time, and resources should be invested in both when employees work from home for extended periods of time.

Help your business establish policies and practices that support the physical and mental health of your remote workforce by completing the checklist below. If you answer "NO" to any of the questions, it may indicate there are additional steps that need to be taken to prioritise the health of your employees.

Questions for Employees		
Have you established a dedicated work area in your home–even if you don't have a separate home office?	Yes	No
Do you have an ergonomic workstation that includes a suitable chair and desk?	Yes	No
Do you maintain a daily routine that includes regular start and stop times for work, as well as breaks?	Yes	No
Are you using the tools and resources made available by your employer to support remote work?	Yes	No
Are you communicating regularly with colleagues by phone or video conference?	Yes	No
Are you taking time to enhance your skills or develop professionally?	Yes	No
Are you engaging in self-care activities, such as exercise, yoga, or meditation?	Yes	No
Are you maintaining a healthy, balanced diet?	Yes	No
Are you staying hydrated throughout the day?	Yes	No
Are you getting enough sleep?	Yes	No
Are you consistently taking prescribed medications and supplements?	Yes	No
Are you controlling your media consumption (especially overwhelming negative news)?	Yes	No
Questions for Business Leaders and Managers		
Do you stay in regular contact with remote employees, including through phone calls and video conferences?	Yes	No
Do you maintain formal and informal workflows for remote employees?	Yes	No
Do you provide sufficient IT support for remote employees?	Yes	No
Do you help remote employees access the resources they need to successfully do their job?	Yes	No
Do you provide digital communications channels for both work and social engagement amongst your employees?	Yes	No
Do you take the time to acknowledge the contributions and achievements of remote workers?	Yes	No
Do you provide employees with opportunities for professional development?	Yes	No
Do you sufficiently onboard new employees, including through video conferences, to introduce them to team members?	Yes	No
Do you provide employees with training about healthy work-from-home practices?	Yes	No
Do you help employees set up ergonomic home workspaces?	Yes	No