WORKSHEET:

MANAGING ENVIRONMENTAL HEALTH AND SAFETY COMPLIANCE REQUIREMENTS

Use this worksheet to identify the environmental, health and safety (EHS) regulations and donor requirements that govern your project and create a compliance plan that includes required steps, a timeline for completing tasks, and the resources and staff necessary to fulfill those requirements. After completing this worksheet, integrate this information into your project’s budgets, schedules and monitoring systems.

Keep this worksheet with other project management documents to ensure that you comply with environmental, health and safety requirements at all stages of the project. This worksheet is intended to be a working document. Revise and update it regularly throughout the life of the project.

Completing this table may be possible through literature and website reviews. However, it is recommended that you contact your host country’s environmental, energy and/or labor agencies. Make sure you gain a comprehensive understanding of all EHS requirements. If the host country has weak or nonexistent regulations, identify appropriate standards for your project.

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| --- | --- | --- | --- | --- | --- |
| Applicable Host Country or Donor EHS Regulation, Requirement or Standard | Required Steps for Compliance (e.g., submit environmental review, obtain permit) | Deadline for completion  | Anticipated/ Final Cost | Person Responsible | Step Completed? |
| **YES** | **NO** |
| 1. |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |