

# Small Business owners and managers

The [Mentally Healthy Workplaces and COVID-19: Emerging Issues](#) series provides organisations with expert insights and tips to address emerging issues impacting workplace mental health. The issues addressed include how to create mentally healthy hybrid teams, how to identify and manage fatigue, and how to support the wellbeing of decision makers. Each guide in the series provides an overview of the issue, how organisations can respond and where they can get further information.

**This summary highlights key actions and resources for small business owners and managers.**

## Decision-maker wellbeing (small business owner wellbeing)

- ✓ Maintain a healthy work-life balance, make time for family and friends, and the activities you enjoy.
- ✓ Exercise regularly to help boost your energy levels and improve stamina.
- ✓ Maintain a healthy lifestyle by eating healthily and getting enough sleep.
- ✓ Allow yourself to say 'no' so you don't over commit.

[Read the full guide on decision-maker wellbeing](#)

## Hybrid work

- ✓ Explore people's preferences around ways of working and how these can best align with the needs of the business.
- ✓ Understand legal requirements around requests from workers for flexible working arrangements (e.g. [see this guidance](#) from Fair Work Ombudsman).
- ✓ Meet work health and safety obligations around both physical and psychosocial risks when workers are working from home (e.g. [see this information](#) from Safe Work Australia).
- ✓ Encourage communication and ongoing discussion around hybrid work.

[Read the full guide on mentally healthy hybrid work](#)

## Returning to workplaces

- ✓ Aim to resolve any conflict between colleagues early through open and collaborative approaches.
- ✓ Develop a plan for how you will manage risks and ensure compliance.
- ✓ Check legal requirements regarding consultation with workers on transitioning back to workplaces (e.g. [see this guidance](#) from Safe Work Australia).
- ✓ Support people to have "check-in" conversations if they notice changes in mood or behaviour.

[Read the full guide on returning to workplaces](#)

## Fatigue management

- ✓ Identify and manage work health and safety duties (e.g. understand legal duties by [visiting Safe Work Australia](#)).
- ✓ Work with your people to identify issues and solutions.
- ✓ Look at safe systems of work.

[Read the full guide on fatigue management](#)



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### COVID-19 and sleep

- ✓ Promote healthier attitudes among your people about the importance of good sleep to physical and mental health.
- ✓ Consider education sessions or other activities to raise awareness.
- ✓ Look at things like rostering, work hours and workloads to see how the workplace is impacting on people's sleep.

[Read the full guide on COVID-19 and sleep](#)

### COVID-19 concerns

The following actions will help with managing concerns around vaccination, infection or protocols in the workplace:

- ✓ Communicate openly – e.g. acknowledge the small risks and many benefits vaccines offer, communicate safety measure been taken in the workplace.
- ✓ Promote quality information – e.g. the Department of Health.
- ✓ Give people time to consider – do not force quick decisions, allow time and space to consider options.

[Read the full guide on COVID-19 concerns](#)

### Mental Health Supports

If you are concerned about yourself or a colleague, help is available through these free and confidential supports.

[Access the supports here](#)

### Post COVID-19 syndrome

- ✓ Listen to the person's experiences and needs.
- ✓ Explore adjustments and ways to help the person stay working.
- ✓ Keep communicating and engaging with the person.
- ✓ Highlight available supports to the person.

[Read the full guide on Post COVID-19 syndrome](#)

#### Related supports

The *Mentally Healthy Workplaces during COVID-19* resources, released in 2020, help sole traders and small business owners looking after their mental health during the pandemic and the road to recovery.

Access the resources for:

- [Sole traders](#)
- [Small business](#)



Australian Government

National Mental Health Commission

**THE MENTALLY  
HEALTHY  
WORK  
PLACE ALLIANCE**