

# Keep Your Business Reputation Intact



**With this Checklist to Improving Your  
Staff's Mental & Physical Health**



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# WELCOME

Thank you for taking the time to read this and take the time to consider how you can help your team and improve their health. The very fact that you have taken the time to download and read this tells me that you care about your team and without a doubt the world needs more care.

## WHY A HEALTH & WELLBEING?

The COVID-19 pandemic has caused huge shifts in the way we work and live. It is more important than ever for HR and leaders to step up and support the heart and soul of their organisation – their people.

With COVID-19 forcing many employees to work from home, some think they will never fully return to the office. About 56 percent of jobs are thought to be compatible with remote work and an example of this is the company Atlassian that is going so far as to keep their staff home permanently.

## STAFF STAY AT HOME FOREVER

It has been stated that due to the COVID-19 pandemic up to 35 percent of employees are experiencing symptoms of stress, anxiety and depression. Muscular skeletal problems caused from a lack of movement is a lesser talked about problem but one that goes hand in hand with the remote and/ or hybrid worker and is also negatively impacting the workforce.

Pain from back, shoulder, neck, and hips caused by sedentary work postures are impacting productivity, worker focus and contributing to stress and mental health challenges.

Others are experiencing what is now known as the “Quarantine 15” – uncontrolled weight gain while working from home.

# THE HEALTH AND WELLBEING OF STAFF IS PARAMOUNT TO ANY BUSINESS!

Since the pandemic, the good news for the staff is that there has been a greater focus on health, wellbeing, safety and protective measures to maintain a physically and psychologically fit workforce.

*No one knows when things will return to normal or what the new normal might be. All this can take a toll on employees' mental and physical health.*

Employees are going through a difficult time and they may not be as productive as they otherwise would be and employers need to be open to the needs of their employees, which may be highly individualised.

Employers need to remain transparent and open with communication and managers need to be sensitive towards this and be willing to provide additional support. Simple things such as having regular one-on-ones with them to not only discuss work tasks and their performance but also their health and wellbeing can go a long way.

Some employees may be struggling with childcare due to erratic hours; others may be struggling to motivate themselves because of the uncertainty and fear, some may be facing financial stress.

*While a manager or an HR professional can't make the world more stable and consistent, they can make the work environment better.*

Employers should work to create a predictable environment, communicating and notifying employees of any changes as far in advance as possible for the individual e.g. making work more casual than stringent, and using the connection opportunities as a forum to gauge how they are feeling at work and personally.

It's also important that leaders can identify signs that an employee is struggling mentally, and take the right actions to support them in the best way possible.

After identifying these needs, HR professionals and managers can then make tailored arrangements for the worker around flexibility, their workload, or even allowing them to take a break from work to focus on their health as much as they realistically can.





*Developing a compassionate heart centred approach to your team is paramount in this new world we live in.*

The remote nature of our new workplaces is making us more de-sensitised to the human experience, the rise of tech and A I industries is testimony to this.

This is causing a huge dis-connect in mankind. Humans are social creatures and the socially distanced world we live in this time of pandemic has caused huge emotional pain for so many for a various number of reasons.

This phenomenon is also causing people to deal with higher levels of anxiety and depression, they feel scared, unconfident, lonely, energetically drained and there is no question it impacts the performance in the workplace.

This HAS to impact the business and its bottom line; it would be naïve to ignore the enormity of this social factor in this time of huge world turmoil. It is only through working from a place of care, gratitude and compassion for our team that we can truly help them and this in turn helps the overall focus of the business.

When we focus on and build a holistic 'healthy at all levels' workplace, we will build loyalty and longevity from our staff.





# CHECKLIST FOR A HEALTHY WORKPLACE

- ✓ Develop a human heart centered approach to human resources
- ✓ Daily staff check-ins
- ✓ Show sincere authentic gratitude
- ✓ Staff need to feel seen, heard and valued not just tick and flick approach
- ✓ Offer healthy incentives EG: vouchers to the gym (not alcohol)
- ✓ Weekly group stand-ups to foster fun & compassionate team values
- ✓ Develop inclusion and diversity policies & procedures
- ✓ Be aware of negative and morale destroying language in order to build a more positive approach to communications both written and verbal.
- ✓ Offer flexibility in the working day and week
- ✓ Honour family commitments of staff member and try to work them into schedule
- ✓ Offer personal development trainings
- ✓ Encourage Physical movement daily
- ✓ Encourage mindfulness daily
- ✓ Create daily fun activities to include on the agenda
- ✓ Offer staff members a remote health & wellbeing program that has a whole mind and body approach
- ✓ Offer staff members a 'face to face' health & wellbeing program that has a whole mind and body approach
- ✓ Ensure supply of ergonomically safe workstations
- ✓ Ensure a variety of ergonomically safe workstations
- ✓ Ensure correct education of ergonomically safe workstations
- ✓ Introduce Zoom free days (if practical)

# KEY AREAS FOR BUSINESS TO CONSIDER

## STRESS IN WORKPLACE

Stress is insidious and can be very damaging to health. As a business, manager or HR officer it is important to look for ways to reduce stressful situations in the workplace and become aware if there is stress in the home life that will potentially effect the focus and productivity of the staff member.

**Note:** All parts effect the whole, ignore this at your peril!

### CHECKLIST - SIGNS OF STRESS IN YOUR STAFF

- Staff member regularly appears tired and unproductive
- Staff member regularly appears frustrated or unhappy in their job
- Being cynical or defensive
- Staff member is often sick and off work
- Staff member cries easily
- Staff member lack's ability to smile and/or laugh
- Look for muscle tension clenching in jaw
- Look for shaking
- Anger irritability, restlessness
- Trouble with memory or concentration
- Staff constantly makes bad decisions
- Poor communications with other staff members
- Be aware of conflict eg: staff to staff or staff to management
- Overeats and/or drinks too much sugared drinks or coffee

### SIGNS YOU MAY NOT NOTICE

- Stomach or digestive problems
- Overconsumption of alcohol or pharmaceuticals
- Chest pain, dizziness
- Exhaustion or trouble sleeping
- Rapid breathing
- Sweating
- Feeling weak and tired

**IMPORTANT TO NOTE:** These checklists/signs of stress and a mental health conditions are in no way a permission to actually diagnose a mental health condition, rather this checklist is for information purposes only to be aware of POTENTIAL signs of a mental health struggle



# MENTAL HEALTH

Constant assault by stress either at the workplace, or life in general can morph into more serious mental health problems if left unchecked. Damaged mental health is debilitating and is not the same for every person. Symptoms can range from not even noticeable to being permanently bedridden with a severe illness.

In a more serious form, it can evolve into depression, anxiety and a whole range of seriously hard to live and deal with problems. A staff with severe mental health problems will more likely take time off work, be unreliable, cause problems with other staff members and untimely cost the business in time and money.

The cost to the staff member and business alike is high and must not be ignored, it is important that a staff member with mental health problems be supported, cared for and understood. Mental health problems can be healed if addressed early on though many suffer from lifelong disease, especially if left unchecked.

Signs of mental health problems are very similar to signs of stress so it is hard to distinguish what the staff member is going through unless they actually tell you or another member of your support team.

That is why it is so important to have a health & wellbeing program or system in place so that you can notice the signs early on when the staff member is in stress so that that it does not spiral into something more challenging such as a diagnosed mental health condition.

If early intervention and systems are in place, the business will save money in the long term by avoiding the costly scenario of the staff members mental illness impacting the business through loss of productivity, disruption of workforce and the inevitable time off work that a staff member needs to heal themselves.



*Businesses that ignore this problem, run the risk of being liable on an ongoing basis if they do not help their staff members to overcome their stress and mental health challenges.*

**IMPORTANT TO NOTE:** These checklists/signs and these signs of stress and a mental health conditions are in no way a permission to actually diagnose a mental health condition, rather this checklist is for information purposes only to be aware of POTENTIAL signs of a mental health struggle.

## Other signs of mental health pain that are not as noticeable can be

- Disconnect from friends and family
- Self-harming
- Suicidal thoughts
- Drug and alcohol dependency
- Other obsessive compulsive behaviours

## PHYSICAL HEALTH

Muscular skeletal problems can cause pain and long-term structural damage to health and really need to be a focused on in the workplace on a daily basis so that potential problems can be reversed. Many problems of the physical body cause stress and contribute to mental stress, they also have similar symptoms as general stress.

Muscular skeletal problems caused by incorrect workplace postures are common and cause huge loss to businesses that do not support healthy movement and ergonomics. Just throwing in a few stand-up desks is not enough to help staff members, they also need education on correct seated and standing postures, and implementation of healthy regular movement practices throughout the day to support the physical body.

Implementing regular movement practises in a workplace can be a challenge but one that can be overcome with the correct ideas, systems and support. Initiatives such as having a small workout or stretch area, introducing a lunchtime walking program and / or online lunch classes can all help.

These types of exercise initiatives are not complete physical body interventions in and of themselves but with the correct follow up and support coaching you can change the mindset and habits of staff enough so that they ultimately take responsibility for their own health and wellbeing.







***Staff MUST be willing, take responsibility, accountability, participate and engage if they are going to obtain the desired result***

Creating healthy workplace practises is a 2-way street, and this is an area that Sandra Leigh Training heavily focuses on. It is NOT enough that the workplace offers these benefits to staff, the staff MUST be willing, take responsibility, accountability, participate and engage if they are going to obtain the desired result. It is all about creating new habits and a new mindset towards their health in order to achieve the desired result that is of benefit to both parties.

Workplace trainings based on creating regular movement practise into the daily work life takes commitment by a business and it must be embraced by all levels of management down the line if it is going to have an impact and bring business a ROI.

## **CHECKLIST - SIGNS OF PHYSICAL STRESS IN THE BODY**

- Obvious physical pain in common areas such as back, neck, shoulders, and hips
- Rubbing the painful areas
- Moving tentatively and slowly
- Headaches cause many neck and shoulder problems
- Inability to sit or stand for any length of time due to physical pain
- Frowning, grimacing and or fidgeting
- Teeth grinding

### **Other signs of physical pain that are not noticeable can be ....**

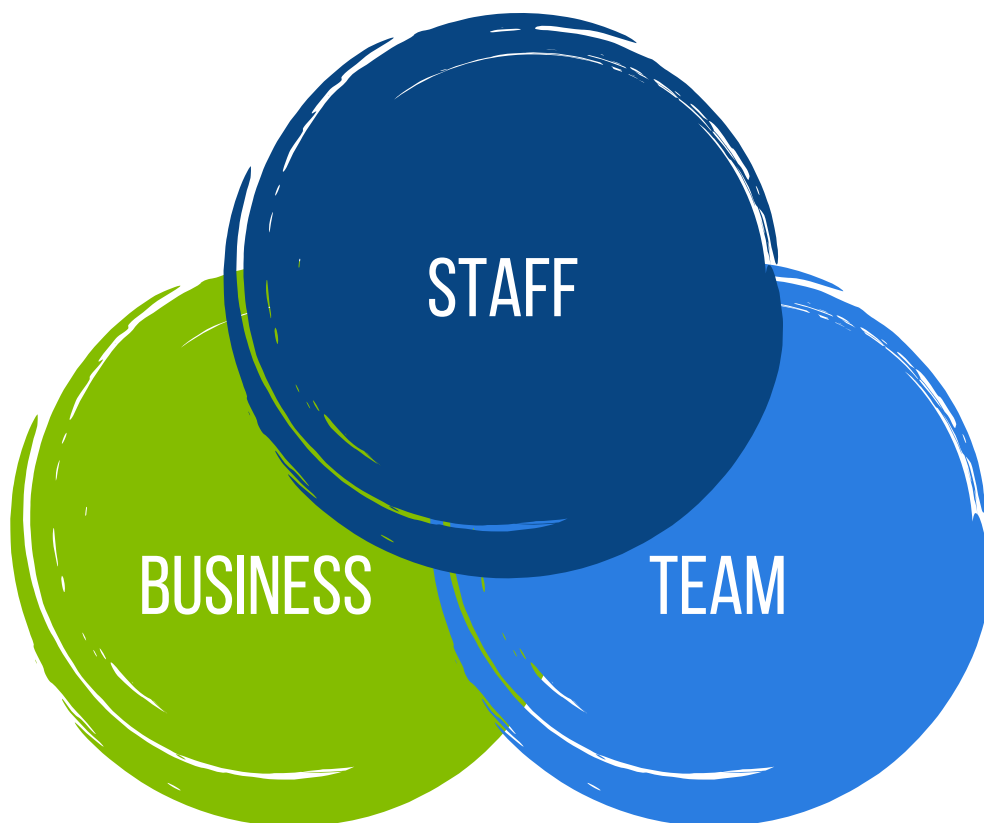
- Muscle spasms
- Inability to concentrate
- Numbness of body parts
- Over use of pain reducing pharmaceuticals



*When making decisions that may impact the mental and physical needs of the staff member, it is important to focus on the **WHOLE** mind body and environment.*

### Question's to ask yourself, management & the team ...

1. Is it good for the health of the staff member?
2. Is it good for the health of the team?
3. Is it good for the health of the business?







**Sandra Leigh  
specialises in helping  
business owners,  
remote workers,  
hybrid staff and  
workplaces to build  
strong healthy habits  
from the inside out.**

If you would like to find out more about how SANDRA LEIGH TRAINING can you help you, your business and/or workplace.

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