



Slovenia

Country:	Slovenia
Name of the project:	Health – Three Hearts
Name of the company/organisation:	Zdravilišče Radenci d.o.o
kind of company	profit organisation service sector
Company size	Medium-size enterprise (50 to 500 staff members)
Number of employees	250
Location	Company is situated at one location
Main aims and objectives	<ul style="list-style-type: none"> - aware of the responsibility to employees and the environment where they operate. - continually introducing precautionary measures in order to improve conditions for work, minimise risk to injuries and health disorders and decrease negative influences on the environment. - policy provides a framework for goal definition and revision. The operation in accordance with the legislation is the minimum goal. <p>→ you will find the the policy complete following to this summary.</p>
main prevention strategy	Behavioural <u>and</u> structural prevention
main target groups of the project	All staff members
initiative started and implemented by	<ul style="list-style-type: none"> - Management - Work council - Legal requirements by law
How does the PPP work: Is it valid in the whole company or only in some locations or specific work areas?	Nationwide all over the company
How was it developed?	It was implemented over the whole company from the beginning
Start of the PPP in the company	Between 2000 and 2009
Duration of the PPP applied	Permanent measure/offer
project is funded by	Company

financing for a successful implementation is guaranteed	Long-term (over 2 years or permanent)
Focus of the alcohol policy:	
a) Universal prevention	<ul style="list-style-type: none"> - Complete ban on alcohol in the workplace. - Alcohol testing policy e.g. works with potentially dangerous products. - Employees receive training in the early identification of alcohol abuse among colleagues. - Managers are trained to identify alcohol problems at an early stage. - Managers are instructed to take disciplinary measures if an employee was deemed to be under the influence of alcohol during working hours.
b) Selective prevention	<ul style="list-style-type: none"> - Linked with specialist alcohol services where employees with alcohol problems could be referred - Support and care: company has own medical staff to take care of employees experiencing alcohol-related problems - Support and care: employees could be referred to external services if required
cooperation with other companies, organisations, counsellors in the context of the PPP	No.
General tools being used	<ul style="list-style-type: none"> - Alcohol policy implementation generally includes the broad dissemination of written information, training or discussion groups for employees and staff, and extra training for managers. - Measures developed were applicable to all company employees.
a) Management tools	<ul style="list-style-type: none"> - Alcohol awareness training for the staff takes place. - Small discussion groups - Management/supervisors received alcohol policy training prior to the dissemination of information packages among employees (Guidance how to implement the policy) - Organised extra training or produced additional information for managers - Different guidelines were developed for different departments.

<p>b) Dissemination of the Alcohol policy developed:</p>	<ul style="list-style-type: none"> - Policy contains written material on the implementation and content. - Information disseminated in the workplace by posters, by <i>brochures</i> and by <i>intranet</i>. - Information packages distributed to all employees: alcohol information package and a copy of the formalised alcohol policy, including details of how and why it was set up has been adapted - Production of an inter-organisational media about the alcohol policy
<p>c) Participation of the employees:</p>	<ul style="list-style-type: none"> - Employees were involved in training/discussion about alcohol use (in the workplace) - Small group discussions - Workshop for employees and managers introducing guidelines for the handling of ‘at risk’ employees is arranged. - Organised training session for the group of employees who are responsible for the safety within the company - Discussions involving representatives of several departments (e.g. personnel, medical services)
<p>trigger for the decision to develop and to implement a workplace alcohol policy</p>	<ul style="list-style-type: none"> - Concern about public image - High proportion of the workforce belonged to a high-risk group for alcohol misuse (e.g. hospitality sector, train drivers ...) - Safety aspects - Work with potentially dangerous products (accident could have far-reaching consequences) - New law or change in law (labour law, labour protection) - Policy is an important part of the workplace health promotion program - Education campaign for young employees
<p>main aims of a workplace alcohol policy</p>	<p>Educate employees about the risks of alcohol use in the workplace</p>
<p>the PPP has been documented (not generally applicable to laws) by</p>	<p>Yes, by a specific task of the Human Resources department and Safety and health components in collaboration with doctors to implement the measures in charge of all employees.</p> <p>The company has set internal rules on the prevention of alcohol at the workplace, as well as staff training in workshops, through fact sheets, internal newsletters, etc.</p>

evaluation	No evaluation is being intended.
evidence effect by the PPP for a <i>positive cost-benefit calculation for the company</i>	Yes, <ul style="list-style-type: none"> - sick leave - employee satisfaction - higher productivity - higher quality services
pre-conditions for success for the PPP/ main lessons to be learnt from it	<ul style="list-style-type: none"> - soft methods - talk with people - personal contact
sense to transfer the PPP to other companies <i>and/or</i> in other countries	Yes, the transfer of practice is possible and sensible. Soft methods of working with people, which is already occurring or alcohol problems can still be proven to be the right way awareness of employees. Productivity has increased, the fewer sick leaves, employee satisfaction is higher.
documents, reports, websites e.g. publicly available of this policy (in national language or in English) or a legal law, official guidelines by government etc.	Yes, see Annex 1
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Annex 1: ZDRAVILIŠČE RADENCI Occupational health and safety policy

The occupational health and safety policy is defined and adopted by the management. As a rule, the policy suitability is reviewed at least once per year as part of the management review.

We are aware of our responsibility to employees and the environment where we operate. Therefore we direct the company operation so as to continually introduce precautionary measures in order to improve conditions for work, minimise risk to injuries and health disorders and decrease negative influences on the environment. The policy provides a framework for goal definition and revision. The operation in accordance with the legislation is **our minimum goal**.

In its policy, Zdravilisce Radenci d.o.o. obliges to do the following:

- **consider** legal requirements at its work, which refer to the company and other requirements, which the company determined in relation to occupational health and safety;
- prevent injuries and health disorders and continually improve the management system and effects of occupational health and safety;
- carry out activities to ensure a **permanent improvement** within its annual plans in the area of occupational health and safety, and in searching for improvements (planning) primarily focus on how to prevent appearance of any safety problems if possible;
- **incorporate** requirements for occupational health and safety in each new activity,
- if possible, hazardous substances will be **substituted** with less hazardous ones,
- regularly follow up the occupational health and safety condition and **take steps** for prevention and improvement,
- to make all persons who work under supervision of the company familiar with the policy in order to make them aware of their obligations in the area of occupational health and safety,
- **inform** the trade union and **trade union organiser for occupational health and safety** about the adoption of new rules or organisational provisions which concern the valid legislation and **consult** with them,
- **cooperate** with interested parties in an open and culture dialogue, thereby contributing to the success of common efforts that company invests in the improvement of occupational health and safety,
- **ensure** all resources required from the viewpoint of occupational health and safety,
- make **documented** occupational health and safety policy available to interested parties, take care that the policy is **implemented and maintained** and its suitability periodically **revised**.

A successful performance of occupational health and safety policy requires commitment and personal responsibility on the part of employees. By playing a role model, managerial employees will contribute to the increase in the employee safety culture and a positive attitude to the environment.