



Austria

Country:	Austria
Name of the project:	Suchtprävention am Arbeitsplatz (Addiction prevention at the workplace)
Name of the company/organisation:	<i>Company prefers anonymity</i>
kind of company	profit organisation service sector
Company size	Medium-size enterprise (50 to 500 staff members)
Number of employees	?
Location	<ul style="list-style-type: none"> - Company with a headquarter and one or more other branches/locations - Multinational company
Main aims and objectives	<ul style="list-style-type: none"> - implementing a comprehensive strategy for the company as a whole covering primary, secondary and tertiary preventive measures e.g. seminars for superiors and employees, development of management guidelines, development of leaflets, setting up a working group, offering treatment possibilities, development of an multi-phase program as a support for employees affected by drugs
main prevention strategy	Behavioural <u>and</u> structural prevention
main target groups of the project	<ul style="list-style-type: none"> - All staff members - Line manager - Apprentice
initiative started and implemented by	Management
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 started as a pilot project only in one sector of the company.
Start of the PPP in the company	Before 2000
Duration of the PPP applied	Permanent measure/offer
project is funded by	Company

<p>financing for a successful implementation is guaranteed</p>	<p>Long-term (over 2 years or permanent)</p>
<p>Focus of the alcohol policy:</p>	
<p>a) Universal prevention</p>	<ul style="list-style-type: none"> - 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.
<p>b) Selective prevention</p>	<ul style="list-style-type: none"> - Linked with <i>specialist alcohol services</i> where employees with alcohol problems could be referred - Support and care: company has <i>own medical staff</i> to take care of employees experiencing alcohol-related problems
<p>cooperation with other companies, organisations, counsellors in the context of the PPP</p>	<p>No.</p>
<p>General tools being used</p>	<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.
<p>a) Management tools</p>	<ul style="list-style-type: none"> - Alcohol awareness training for the staff takes place. - Small discussion groups - Organised extra training or produced additional information for managers - Management/supervisors received alcohol policy training prior to the dissemination of information packages among employees (Guidance how to implement the policy)
<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 <i>brochures</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

<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>	<p>Two employees died due to their alcohol addiction</p>
<p>main aims of a workplace alcohol policy</p>	<p>Improvement of the health of employees</p>
<p>the PPP has been documented (not generally applicable to laws) by</p>	<p>?</p>
<p>evaluation</p>	<p>Yes, external evaluation has been done.</p>
<p>responsible for the evaluation</p>	<p>Consulting company</p>
<p>Kind of evaluation</p>	<ul style="list-style-type: none"> - Company has evaluated (elements of) the process of policy implementation - Company has evaluated workshops and training sessions - Anonymous questionnaires containing questions on problem awareness among the staff, alcohol consumption at seminars, parties, and the image of alcohol within the company will be distributed - Supervisors will be asked to fill in an evaluation form after completing their training (about the contents of the course, the applicability of the contents, the teacher and the materials used)
<p>main results of the PPP evaluated</p>	<p>?</p>
<p>evidence effect by the PPP for a <i>positive cost-benefit calculation for the company</i></p>	<p>No.</p>

<p>pre-conditions for success for the PPP/ main lessons to be learnt from it</p>	<ul style="list-style-type: none"> - sufficient time must be given to the project groups and all other guidelines applying to project work must be complied with, - the established procedures must comply with all employee rights and the applicable company regulations; - the project group findings must be incorporated into the company policies i.e. line managers are obliged to talk with the employee about his/her problem, - company procedures must be put into writing, thus defining them as guidelines or if they have proven effective they should be put into a long-term shop floor agreement, - Upon completion of project work the project group must be transformed into a permanent working group to ensure the continuous implementation of all adopted measures (e.g. training of newly recruited employees and executives, keeping attention on the issue, continuous adaptation of measures to any changes in the company environment, etc.)
<p>sense to transfer the PPP to other companies <i>and/or</i> in other countries</p>	<p>Yes.</p>
<p>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.</p>	<p>?</p>
<p>Organisation:</p>	<p>This company doesn't want to be identified.</p>
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