

SLOVENIA



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Model of Good Practice

A. General information about the company

Company/organisation:	OSNOVNA SOLA ANTONA MARTINA SLOMSKA VRHNIKA,
Address:	Pod Hrusevco 33, 1360 Vrhnika
Name of contact person:	Ljubomir Mohoric
Function of contact person:	Headmaster
Telephone number:	01/755 80 52, 041 692 706
Email:	Ljubo.mohoric1@guest.arnes.si
Sector:	EDUCATION
Number of employees:	54

Age	Sex		total
	male	female	
up to 35	2	17	19
35 to 50	4	25	29
50+	1	5	6
total	7	47	54

B. Integration of WHP in the company policy and culture

The Workplace Health Promotion (well-being at work, healthy lifestyle/behaviour, occupational health and safety, etc.) is an important part of the organisation mission statement and written philosophy in our primary school (OS A.M. Slomska Vrhnika).

Written policy on Workplace Health Promotion in our organisation is also a part of the annual work plan and a developmental plan of our school. These documents are accepted in the school councils (council of parents, school's council) and among the employees.

The employees have the opportunity to participate in the elaboration of the Workplace Health Promotion policy, too. They are included in the discussion and they are asked for their opinion. Trade unions are asked for their opinion as well.

The employees, pupils, parents and local community receive the information on the Workplace Health Promotion policy. It is published and also put down on the web page of the school.

There is also an involvement and active support of the management in the Workplace Health Promotion policy and related initiatives.

The head master of the school is an example of a healthy lifestyle himself. He is very active in some sport activities, such as ice skating, skiing, cross country, cycling, running, rolling, paragliding, etc. He encourages pupils, teachers and other employees to be active in sport activities and to lead a healthy life style.

C. Described health topics

X	Smoking-prevention
X	Healthy eating
X	Physical activity
X	Stress

D. Smoking prevention

D.1. Organisation & structures

There is an action plan as a part of the Health/OSH plan for the prevention of smoking/tobacco in our organisation.

All teachers are included in the working group on smoking prevention.

They receive adapted information on smoking prevention.

Sufficient financial (budget) and material (infrastructure, etc.) resources are available for developing activities on smoking prevention.

The employees are involved in developing actions/measures on smoking prevention.

D.2. Strategy & implementation

A needs assessment on smoking prevention has been carried out.

In the school, as in a public place, smoking is prohibited by law. There are written warnings about the smoking ban in the school.

Smoking is not a moral action either. The pupils declare in the classrooms and sign a statement about non-smoking.

The organisation provides information on smoking prevention at the workplace e.g., via magazine, intranet, e-mail, letter, notice board, information sessions, interviews, campaigns, events, etc.

The employees who are trying to stop smoking are supported and encouraged to keep on trying. But there are a very small percentage of smokers in the school.

The smoking prevention actions and measures are evaluated by discussion in the working group, by an employee survey, in classrooms by teachers and pupils, etc.

D.3. Evaluation & results

The evaluation is made by the school advising service once a year.

We ask pupils about their smoking habits and we compare the results of past years.

In the classrooms we discuss the results and we take some new measures and new approaches after the results of the evaluation.

We discuss the smoking problem during the school conferences, too.

E. Healthy eating

E.1. Organisation & structures

There is an action plan on nutrition/healthy eating and drinking in our school.

There is a team of one teacher, a cook and a pupil, who are preparing the menu for the next week. The food is balanced and healthy.

The coordinator of this working group on healthy eating is a housekeeping teacher.

The coordinator and the members of the working group receive training and adapted information on healthy eating.

There are sufficient financial (budget) and material (infrastructure, etc.) resources available for developing activities on healthy eating.

The employees are involved in developing actions and measures on healthy eating.

E.2. Strategy and implementation

A needs assessment on healthy eating has been carried out.

A comfortable, clean eating area (considering food safety) is available for all the employees and the pupils.

Our school only offers healthy food and drinks. They can get vegetarian food, too.

Pupils and their parents are involved in the project of healthy eating. In the first class pupils prepare natural fruit juices, in the second class they prepare vegetable meals and, in the third class, grains. This is the part of the curriculum.

Free drinking water is provided. In the mornings warm tea is available for all, fruit in the morning breaks.

The school provides information on healthy eating and drinking at the workplace.

There is support offered to employees on healthy eating.

The menu, prepared by the team of the teacher, pupil and the cook every week, is put on the notice board.

E.3. Evaluation and results

The actions and measures on healthy eating are evaluated by discussion in the working group, by an employee survey, etc. We discussed how to promote healthy eating in the school.

Together with parents, we organized the healthy eating project for the first three years of primary school. This promotion and these activities had an influence on the teachers, on the pupils and their parents, too.

In the last year we noticed the growth of the number of lunches at the school.

F. Physical activity

F.1. Organisation & structures

There is an action plan on exercise and active living in our organisation, primary school for the pupils, as well as for the employees.

There is an exercise and active living coordinator at school for the employees and for the pupils.

The coordinator receives training and adapted information on exercise/active living.

There are sufficient financial (budget) and material (infrastructure, etc.) resources available for developing activities on exercise/active living.

The employees are involved in developing actions and measures on exercise and active living.

F.2. Strategy & implementation

A needs assessment on exercise and active living has been carried out.

Exercise activities are organised during working hours. Physical training sessions are included in some educational meetings – for example, Nordic walking.

All employees have organized sport days, too.

Some sport articles are bought by school for the employees

There is an offer of exercise activities before/after working time. (morning exercises in the sports hall, jogging group, handball group). All employees can use showers after exercising.

Our organisation support walking and cycling to and from home to school. There is a special place where bicycles can be safely stored.

The employees have access to on-site exercise facilities.

The school pays the participation fee for jogging competitions for every employee.

The organisation offers professional support for employees who want to do exercise.

The school provides information on exercise and active living via magazine, e-mail, letter, notice board, information sessions, interviews, events, etc.

On the web page of the school there is special page for the athletically active pupils and teachers.

F.3. Evaluation and results

The actions and measures on exercise and active living are evaluated at the conferences, by discussion in the working group, as well as in the classrooms.

We have few medical problems in the organisation and less absence at work.

This is the result of supporting and promoting a healthy lifestyle.

G. Stress

G.1. Organisation & structures

A coordinator on stress prevention is a school adviser.

The coordinator receives training in stress prevention during his education.

There are sufficient financial and material resources available for developing activities and a stress prevention programme.

Employees are involved in developing actions and measures on stress.

Every Thursday there is a meeting with employees where we discuss about the working plan for the next week. The stress situation is better now because everybody is included in the planning of the work.

G.2. Strategy & implementation

A risk assessment has been carried out regarding stress.

Employees are involved in identifying possible sources and causes of stress.

Measures are taken to adapt the work load (deadlines, work speed, quantity of work, etc.).

Measures are taken to tackle poor job content (increasingly changing tasks, project work, job enrichment, job enlargement).

Measures are taken to increase job control of employees where and if it is possible (flexible working hours, flexible breaks).

The organisation offers confidential counselling or support to employees who suffer from stress.

The organisation provides information on stress and discussion about this problem of our age.

There is also a special "relaxing" room with plants for peaceful relaxation.

G.3. Evaluation & results

The actions/measures on stress prevention are evaluated by discussion in the working group, by an employee survey, etc.



Model of Good Practice

A. General information about the company

Company/organisation:	Srednja zdravstvena sola Ljubljana
Address:	Poljanska cesta 61 SVN- 1000 Ljubljana
Name of contact person:	Maja Klancic
Function of contact person:	School Adviser
Telephone number:	+386 1 300 16 16, + 386 1 300 16 00
Email:	Maja.Klancic@guest.arnes.si ; szslj@guest.arnes.si
Sector:	education
Number of employees:	100

Age	Sex		total
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up to 35	1	9	10
35 to 50	7	65	72
50+	3	15	18
total	11	89	100

B. Integration of WHP in the company policy and culture

Our school is a vocational school for nurses. It is considered one of the largest schools in Slovenia and is certainly the biggest school in the health care department. Since it is one of the newly built schools (only 10 years of age), it is designed on the basis of a modernly-oriented way of life. It includes two indoor exercise areas, an outdoor exercise area, big eating area and a park. It is also in walking distance from one of Ljubljana's natural recreation areas - Golovec. Being a health care school, there is another advantage: a number of highly qualified experts from the health department, not to mention highly developed values concerning a healthy way of life.

All these advantages cannot provide a healthy-oriented working environment by themselves. There is a need of carefully planned activities in order to promote a healthy way of life and a lot of support from the management downwards. Some of the activities show up by themselves outside the yearly plan, but they get included nevertheless if they are considered appropriate. We organize a lot of activities for students and a lot of them can be applied for the teachers also - which is another advantage. We believe in the words: "Healthy employees, happy employees, good work, good results."

C. Described health topics

X	Smoking-prevention
X	Healthy eating
X	Physical activity
	Stress

D. Smoking prevention

D.1. Organisation & structures

A survey about the smoking habits of our employees has been conducted, which showed that not even one employee is smoking. It has to do with the fact that our school teaches students to become nurses; therefore, 30% of our teachers are registered nurses by profession. They all teach health education and are concerned with the non-smoking policy of the school. All employees are encouraged to participate in suggesting prevention activities. Nevertheless, we have a specially trained co-ordinator for smoking prevention and she attended a training session from the Institute of Public Health of the Republic of Slovenia. The co-ordinator prepared an action plan, now used mostly for student smokers. We organise special workshops with outside specialists and teachers are welcomed to join in. Students of all first grades have to participate in prevention workshops. There is also a plan for student smokers who want to quit smoking. All the material and infrastructure is completely sufficient and provided by the school. Extra activities like workshops, education and training are covered by the national or municipal funds. We also get a lot of materials e.g., leaflets, posters, video and computer material... from national programmes.

D.2. Strategy & implementation

There is a federal law that stipulates a total ban of smoking in all working areas and other common areas. Thanks to an excellent organizational culture, we do not have a slightest problem regarding following the law, as far the employees are concerned. The student smokers can smoke in the restricted area in the school park, which is, of course, sufficiently ventilated since it is in the open air. There is a lot of nationally made material, e.g., posters, leaflets, which are distributed around the school and in the teachers' lounge. There was also a nationwide campaign for quitting smoking and we shared the information with teachers and students, in case they would want to include some relatives - since we do not have smokers on our staff. If the need for support of individuals who wanted to quit smoking is identified, our trained co-ordinator will provide it.

E. Healthy eating

E.1. Organisation & structures

Our organization prepared an action plan for healthy eating and drinking for both employees and students. It was prepared based on previous analyses and suggestions of employees and students and based on professional suggestions. Our school has a working group for healthy eating, consisting of two nutrition/dietetics teachers and some students. They monitor the nutrition in our school and provide the necessary steps to improve it. The co-ordinators are professionals in the field of nutrition and they have been offered special information on organizational healthy nutrition. Also others employees are welcome and encouraged to get involved in developing better eating conditions. They can make oral suggestions to the co-ordinators or to the leadership or they can send them via e-mail. We also have a request book in the staff room and teachers are regularly asked for suggestions at our regular staff meetings. The budget for the activities (contribution for the co-ordinators, photocopies, infrastructure...) is entirely covered by school funds.

E.2. Strategy and implementation

Our school has excellent conditions for healthy eating and drinking. We offer to our employees and students a very comfortable, clean and quiet eating area. There is also sufficient time available in the time schedule for a meal. Almost only healthy food and drinks are provided and they have a very low cost in comparison to very few soft drinks and sweets available only from the machines. Students' lunch is completely free of charge, thanks to the national policy. Teachers and other employees are offered the same healthy lunch for a very reasonable price. Absolutely no alcohol is allowed for the employees. There is also a rich salad bar available every day, which was introduced on the employees' suggestion. Free water supply is offered in the staff room, as well as on every floor in the corridors. We also had free apples three times a week, thanks to a national project, but it was unfortunately stopped a few years ago. Nevertheless, all the employees are provided with free food during staff meetings or special occasions. If employees are in need of advice, they can always get it from the two dietetics teachers or our doctor. We also provide them with materials about healthy eating, provided by national programmes.

E.3. Evaluation and results

Evaluation is carefully carried out every year with questionnaires for employees and students. The results are presented and discussed in classes and in the staff meetings. The results are analysed by the dietetics specialist co-ordinator and considered if applicable.

F. Physical activity

F.1. Organisation & structures

Our organization has prepared an action plan for exercise/active living and is also included in the yearly plan of organization. We also have a coordinator for the activities, who is a physical education teacher specialized in recreation. She is highly competent and her knowledge is regularly updated. We have excellent infrastructure, including two completely equipped exercise areas which can be used after regular lessons. Budget for the activities is covered partly by the school and partly by the participants. All activities held in the organization (aerobics, fitness, ballgames) are completely free of charge for the participants, including fees for, e.g., marathon, and are covered by the school. Other activities, e.g., skiing or mountain trips, are covered by the employees, but organized by the co-ordinator. The action plan is prepared by the co-ordinator, but the employees can suggest activities they want to include in it.

F.2. Strategy & implementation

There are a number of exercise activities offered to our employees inside and outside the school. Once a week there is an aerobics class and a group game, e.g., basketball, volleyball, indoor hockey ... all the equipment and the teacher/ trainer are provided by the school. The participants can use school showers after exercise. Since we have seven physical education teachers, they divide the activities among themselves according to their athletic competence. Once a month there is a different whole day activity offered on a Saturday, e.g., mountain trip, skiing, cycling trip ... organized by the co-ordinator. Several times a year there is a demonstration of some new activities, like working on gym-balls, Nordic walking During wintertime there is a traditional skiing week-end course held by two of our teachers. In autumn a training group for the international Ljubljana Marathon is organised. Our employees can also get professional advice from our experts. Cycling to and from work is highly supported. We have indoor and outdoor storage facilities for the bikes, as well as a school bike to use if some employee has a meeting within cycling distance. Our employees are also regularly informed of actions, healthy ways of life and different activities from the materials we get from national programmes.



Model of Good Practice

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Function of contact person:	Headmaster
Telephone number:	01/755 80 52, 041 692 706
Email:	Ljubo.mohoric1@guest.arnes.si
Sector:	EDUCATION
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There is support offered to employees on healthy eating.

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E.3. Evaluation and results

Evaluation is carefully carried out every year with questionnaires for employees and students. The results are presented and discussed in classes and in the staff meetings. The results are analysed by the dietetics specialist co-ordinator and considered if applicable.



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A. General information about the company

Company/organisation:	OSNOVNA SOLA ANTONA MARTINA SLOMSKA VRHNIKA,
Address:	Pod Hrusevco 33, 1360 Vrhnika
Name of contact person:	Ljubomir Mohoric
Function of contact person:	Headmaster
Telephone number:	01/755 80 52, 041 692 706
Email:	Ljubo.mohoric1@guest.arnes.si
Sector:	EDUCATION
Number of employees:	54

Age	Sex		total
	male	female	
up to 35	2	17	19
35 to 50	4	25	29
50+	1	5	6
total	7	47	54

B. Integration of WHP in the company policy and culture

The Workplace Health Promotion (well-being at work, healthy lifestyle/behaviour, occupational health and safety, etc.) is an important part of the organisation mission statement and written philosophy in our primary school (OS A.M. Slomska Vrhnika).

Written policy on Workplace Health Promotion in our organisation is also a part of the annual work plan and a developmental plan of our school. These documents are accepted in the school councils (council of parents, school's council) and among the employees.

The employees have the opportunity to participate in the elaboration of the Workplace Health Promotion policy, too. They are included in the discussion and they are asked for their opinion. Trade unions are asked for their opinion as well.

The employees, pupils, parents and local community receive the information on the Workplace Health Promotion policy. It is published and also put down on the web page of the school.

There is also an involvement and active support of the management in the Workplace Health Promotion policy and related initiatives.

The head master of the school is an example of a healthy lifestyle himself. He is very active in some sport activities, such as ice skating, skiing, cross country, cycling, running, rolling, paragliding, etc. He encourages pupils, teachers and other employees to be active in sport activities and to lead a healthy life style.

C. Described health topics

X	Smoking-prevention
X	Healthy eating
X	Physical activity
X	Stress

F. Physical activity

F.1. Organisation & structures

There is an action plan on exercise and active living in our organisation, primary school for the pupils, as well as for the employees.

There is an exercise and active living coordinator at school for the employees and for the pupils.

The coordinator receives training and adapted information on exercise/active living.

There are sufficient financial (budget) and material (infrastructure, etc.) resources available for developing activities on exercise/active living.

The employees are involved in developing actions and measures on exercise and active living.

F.2. Strategy & implementation

A needs assessment on exercise and active living has been carried out.

Exercise activities are organised during working hours. Physical training sessions are included in some educational meetings – for example, Nordic walking.

All employees have organized sport days, too.

Some sport articles are bought by school for the employees

There is an offer of exercise activities before/after working time. (morning exercises in the sports hall, jogging group, handball group). All employees can use showers after exercising.

Our organisation support walking and cycling to and from home to school. There is a special place where bicycles can be safely stored.

The employees have access to on-site exercise facilities.

The school pays the participation fee for jogging competitions for every employee.

The organisation offers professional support for employees who want to do exercise.

The school provides information on exercise and active living via magazine, e-mail, letter, notice board, information sessions, interviews, events, etc.

On the web page of the school there is special page for the athletically active pupils and teachers.

F.3. Evaluation and results

The actions and measures on exercise and active living are evaluated at the conferences, by discussion in the working group, as well as in the classrooms.

We have few medical problems in the organisation and less absence at work.

This is the result of supporting and promoting a healthy lifestyle.



Model of Good Practice

A. General information about the company

Company/organisation:	Srednja zdravstvena sola Ljubljana
Address:	Poljanska cesta 61 SVN- 1000 Ljubljana
Name of contact person:	Maja Klancic
Function of contact person:	School Adviser
Telephone number:	+386 1 300 16 16, + 386 1 300 16 00
Email:	Maja.Klancic@quest.arnes.si ; szslj@guest.arnes.si
Sector:	education
Number of employees:	100

Age	Sex		total
	male	female	
up to 35	1	9	10
35 to 50	7	65	72
50+	3	15	18
total	11	89	100

B. Integration of WHP in the company policy and culture

Our school is a vocational school for nurses. It is considered one of the largest schools in Slovenia and is certainly the biggest school in the health care department. Since it is one of the newly built schools (only 10 years of age), it is designed on the basis of a modernly-oriented way of life. It includes two indoor exercise areas, an outdoor exercise area, big eating area and a park. It is also in walking distance from one of Ljubljana's natural recreation areas - Golovec. Being a health care school, there is another advantage: a number of highly qualified experts from the health department, not to mention highly developed values concerning a healthy way of life.

All these advantages cannot provide a healthy-oriented working environment by themselves. There is a need of carefully planned activities in order to promote a healthy way of life and a lot of support from the management downwards. Some of the activities show up by themselves outside the yearly plan, but they get included nevertheless if they are considered appropriate. We organize a lot of activities for students and a lot of them can be applied for the teachers also - which is another advantage. We believe in the words: "Healthy employees, happy employees, good work, good results."

C. Described health topics

X	Smoking-prevention
X	Healthy eating
X	Physical activity
	Stress

F. Physical activity

F.1. Organisation & structures

Our organization has prepared an action plan for exercise/active living and is also included in the yearly plan of organization. We also have a coordinator for the activities, who is a physical education teacher specialized in recreation. She is highly competent and her knowledge is regularly updated. We have excellent infrastructure, including two completely equipped exercise areas which can be used after regular lessons. Budget for the activities is covered partly by the school and partly by the participants. All activities held in the organization (aerobics, fitness, ballgames) are completely free of charge for the participants, including fees for, e.g., marathon, and are covered by the school. Other activities, e.g., skiing or mountain trips, are covered by the employees, but organized by the co-ordinator. The action plan is prepared by the co-ordinator, but the employees can suggest activities they want to include in it.

F.2. Strategy & implementation

There are a number of exercise activities offered to our employees inside and outside the school. Once a week there is an aerobics class and a group game, e.g., basketball, volleyball, indoor hockey ... all the equipment and the teacher/ trainer are provided by the school. The participants can use school showers after exercise. Since we have seven physical education teachers, they divide the activities among themselves according to their athletic competence. Once a month there is a different whole day activity offered on a Saturday, e.g., mountain trip, skiing, cycling trip ... organized by the co-ordinator. Several times a year there is a demonstration of some new activities, like working on gym-balls, Nordic walking During wintertime there is a traditional skiing week-end course held by two of our teachers. In autumn a training group for the international Ljubljana Marathon is organised. Our employees can also get professional advice from our experts. Cycling to and from work is highly supported. We have indoor and outdoor storage facilities for the bikes, as well as a school bike to use if some employee has a meeting within cycling distance. Our employees are also regularly informed of actions, healthy ways of life and different activities from the materials we get from national programmes.



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C. Described health topics

X	Smoking-prevention
X	Healthy eating
X	Physical activity
X	Stress

G. Stress

G.1. Organisation & structures

A coordinator on stress prevention is a school adviser.

The coordinator receives training in stress prevention during his education.

There are sufficient financial and material resources available for developing activities and a stress prevention programme.

Employees are involved in developing actions and measures on stress.

Every Thursday there is a meeting with employees where we discuss about the working plan for the next week. The stress situation is better now because everybody is included in the planning of the work.

G.2. Strategy & implementation

A risk assessment has been carried out regarding stress.

Employees are involved in identifying possible sources and causes of stress.

Measures are taken to adapt the work load (deadlines, work speed, quantity of work, etc.).

Measures are taken to tackle poor job content (increasingly changing tasks, project work, job enrichment, job enlargement).

Measures are taken to increase job control of employees where and if it is possible (flexible working hours, flexible breaks).

The organisation offers confidential counselling or support to employees who suffer from stress.

The organisation provides information on stress and discussion about this problem of our age.

There is also a special "relaxing" room with plants for peaceful relaxation.

G.3. Evaluation & results

The actions/measures on stress prevention are evaluated by discussion in the working group, by an employee survey, etc.