INSTRUCTIONS
FOR FILLING IN THE LFS AD HOC MODULE “ACCIDENTS AT WORK AND WORK-RELATED HEALTH PROBLEMS”

2007
The ad hoc module “Accident at work and work-related problems” is included into the LFS during the second quarter of 2007 in accordance to the contract with the European Commission under 2005 PHARE programme and following the Commission Regulation №341/2006. The purpose is:

- to gather information on the number of accidents at work, incl. accidents that are not registered by the National Social Security Institute according to the national legislation in the sphere of accidents at work, as well as on the number of workdays lost due to accidents at work;
- to gather information on the number of psychic diseases or physical health problems (not only work-related), caused or made worse by work, as well as on the number of workdays lost due to them;
- to analyze the discrepancies in frequencies of work accidents and work-related health problems by the employed characteristics: occupations, employment status, type of working time (full-time/part-time), type of work (permanent/temporary), work at atypical working time, length of insurance and others, as well as by enterprise/company characteristics – economic activity, number of employed persons;
- to obtain information on availability of a given factors at work, which can adversely affect the physical or mental well-being of employed persons.

Questions on accidents at work concern persons 15 years of age and over who are working during the reference period, as well as persons at the same age who are not employed, but have worked during the period of 12 months from the date of interview (or at least part of this period).

Questions connected to the health problems caused or made worse by work concern employed persons, as well as persons who are not working during the reference period, but have worked in the past.

Questions connected to the factors at work that can adversely affect the physical or mental well-being concern employed persons.

In order to identify persons who have to fill in the questionnaire “Accidents at work and work-related health problems” two additional questions are included in the core LFS questionnaire during the second quarter:

**Question AM1.** Filter question. Distinction between the employed and non-employed persons during the reference period is done based on question AM1. It is necessary in order to identify persons who have to be asked questions, included into the module and amongst them – those who have to answer questions on accidents at work. Defining of persons as employed or non-employed is based on the answers given to the core LFS questionnaire.

**Employed are persons who have answered “Yes” – 1 to at least one of the questions 3, 4, 5 or 6, included in the core LFS questionnaire (Individual questionnaire).** Code 1 has to be marked for those persons and question M1 of the module to be asked after that.

**Non-employed during the reference period are persons** who have answered “No” – 2 to all of the four questions 3, 4, 5 and 6, included in the core LFS questionnaire

Answer 2 has to be marked for persons who are not employed, but who according to question 41.A have worked during 2006 or 2007 and question M1 of the module has to be asked after that.
Answer 3 has to be marked for persons who are not employed, but who according to question 41.A have last worked during 2005 or earlier and next question M0 of the module has to be asked after that.

For persons who are not employed and who have never work (answer “No” – code 2 is given to question 40) answer 4 has to be marked and the interview stops for them i.e. module “Accidents at work and work-related health problems” has not to be filled in.

**Question M0.** The aim of question is to find out illnesses, disabilities or other physical or psychic health problems suffered by the person during the past 12 months prior to the interview, caused or made worse by his/her previous work. Question M0 is similar to question M7 included into the module and when filling it the instructions on question M7 listed below have to be applied.

**FILLING IN THE LFS AD HOC MODULE “ACCIDENTS AT WORK AND WORK-RELATED HEALTH PROBLEMS”**

Questions included into the module are asked after filling in the core LFS questionnaire.

Persons who have answered 1 or 2 to question AM1 included into the core LFS questionnaire(second quarter of 2007) have to answer the questionnaire “Accidents at work and work-related health problems”, as well as persons who have answered 3 to question AM1 and 1 to question MO at the end of the main questionnaire at the same time.

Information has to be presented by the person concerned or by other household member who can present it.

If information is gathered by a given person on the core LFS questionnaire, but he/she cannot be interviewed on the module “Accidents at work and work-related health problems”, the respective reason has to be recorded in question AM5. In case no information is gathered on a given person on the core LFS questionnaire, the module has not to be filled in.

Questions marked by letters AM (AM1, AM2, AM3, AM4, AM5) concern the interviewer. These questions have not to be read to the interviewed persons, but filled in by the interviewer, according to the respective written instructions.

**Question M1.** The aim of question is to find out accidents encountered by person at work or in the course of work during the past 12 months.

The reference period – past 12 months, is calculated based on the date of the interview. For example, if the date of the interview is 15 April 2007, than the reference period is 16 April 2006 – 15 April 2007.

All accidents at work or at place different from working place, but in the course of work have to be considered, no matter registered or not by the National Social Insurance Institute according to the national legislation in the field of accidents at work. Accidents encountered by persons who are not ensured for work accident have to be considered also and namely: self-employed persons, unpaid family workers, registered agricultural producers and tobacco producers, employed persons, working without labour contract.

Work accidents include all accidental health injuries at work or in the course of work, connected to the performed work as well as to any work performed for the company interest, resulting in disability. Work accidents or accidents occurred at place different from working
place, but in the course of work and connected to the performed work only have to be considered. The following types of accidents are excluded:
- accidents occurred in the course of travelling between home and the workplace;
- accidents occurred during the lunch or other breaks in the course of travelling between workplace and usual place of meals (if situated outside the company building);
- home and leisure accidents;
- road traffic or transport accidents in the course of private activities.

Any accident occurred during working time, even if it has not occurred during the usual work or in the usual workplace of the person, has to be taken into consideration. It means that the accident may occur in a public place or means of transport, no matter if it is the usual workplace or during a journey in the course of work. The following accidents have to be considered:
- road traffic accidents in the course of work;
- slips, falls, aggressions, etc., in public places (pavement, staircases, etc.) or in the arrival and starting points (station, port, airport, etc.) of any means of transport occurred in the course of work;
- accidents on board of any means of transport used in the course of work (underground railway, tram, train, boat, plane, etc.);
- accidents occurring during a mission done for work (no matter travelling to home or working place);
- accidents occurred in the course of work within the premises of another company than the one which employs the victim, or in a private individual in the course of work

Accidents at lunch time, or any other break, but inside the premises of the enterprise should also be included.

**Occupational diseases or illnesses are not considered as accidents at work.** A criterion for distinguishing work accidents and illnesses is that the accident is a discrete occurrence, while the illnesses or other health conditions develop over a long time. For example, a work accident occurs if a health care worker has a needle stick injury and develops an infectious disease as a consequence. If a construction worker injures his back as a consequence of a sudden movement, it should be considered as an accident. While if a back pain develops over one day when he was carrying heavy loads, it should be seen as a non-accidental work-related health problem (it have to be recorded in question M7). Accidents include also cases of acute poisoning and wilful acts of other persons, but deliberate self-inflicted injuries are not considered accidents.

Code 1 is marked for persons encountered work accidents and question M2 is asked.
In case code 2 (answer “No”) or code 3 (“Cannot answer”) is marked, question M7 is asked.

**Question M2.** Number of accidents at work (one, two, three or more) encountered by person during the past 12 months has to be recorded.

Persons encountered two or more work accidents present information on the last one in the questions M3 to M6.

**Question M3.** The aim of question is to find out whether the most recent accidental injury is due to a road traffic accident or to any other type of accident.
Road traffic accidents include all accidents at work or in the course of work in public roads (highways, roads part of the country road network, streets in cities, municipal and private roads). Road traffic accidents include:
- collision between motor vehicles;
- collision between motor vehicles and pedestrians;
- collision between motor vehicles and obstacles or animals in the road;
- accident occurred to a single motor vehicle;
- collision between a motor vehicle and train, locomotive or other type of rail motor car.

Vehicles include motor vehicles, motor trucks, buses, trolley-buses, trams, motorcycles, tractors and others, as well as trailers joint to them.

The victim may be either on board of a means of transport (driver or passenger) or a pedestrian. Road traffic accidents include both accidents in which the victim’s main professional activity is related to the transport (e.g. lorry or bus drivers) and accidents in which the victim was occasionally in road traffic in the course of work (e.g. a manager going on his/her way to a business meeting outside of the enterprise).

The following are excluded from the road traffic accidents: accidents occurred in the course of travelling between home (usual place of meals also) and the workplace, home and leisure accidents or road traffic accidents or other transport accidents in the course of private activities.

Code 1 is marked only in case the accident is due to road traffic accident.

All other accidents at work are given code 2.

Code 2 is given also to accidents that happen outside the public roads – at forestry territories, agricultural areas, enterprises area, construction places, underground and open mines, tram stations, garages and similar. The accident may apply to machines which are used outside of the public roads (e.g. forklift trucks, bulldozers, tractors in farming fields, forestry-related machines in forests, etc.). If such a machine was on a public road at the time of the accident, it should, however, be coded with Code 1.

Question M4. This question provides information about the job that caused the accident at work – main, second, last, etc. The aim is to be able to link the information about the accident with the characteristics of the corresponding job done when the accidental injury occurred, which are obtained by other variables of the core LFS questionnaire.

Code 1 – “Main current (first) job” is marked for employed persons only in case the accident occurred at the main job. Main current job corresponds to the job description presented by person in part “Main job” of the “Individual questionnaire”.

Code 2 – “Second current job” is marked only in case the accident has occurred at the person second job and for persons who, according to the “Individual questionnaire” have a second job. The job description is presented by the persons in part “Second job” of the “Individual questionnaire”.

Code 3 – “Last job” concerns persons not in employment only and in case the accident has occurred at the person last job i.e. the job described in part “Previous working experience of non-employed persons”.

Code 4 – “Job one year ago” concerns job done by the person one year ago in case this job is different from the person main current one (for the employed persons) or is different from the person last job (for non-employed persons). In case the job done one year ago is the last one for the person – code 3 has to be marked (smaller one). It will allow to analyse a possible link between the accident and the main reason for having left this last job.
Code 5 – “Some other job” is marked in case the work accident has occurred at a job different from pointed in codes 1 to 4, i.e. this job is not described in the core LFS questionnaire. For example:
- the person has a second job at the time of last job;
- the person has a second job at the time of job one year ago;
- the person has changed his/her job 2 or more times within the reference period and started working at the main current job 6 months ago;
- the person has worked at his/her last job 3 months and prior has been working at another job within the reference period.

**Question M5.** Aim of the question is to define the **number of calendar days or completed months of absence from work due to accidental injury or disability** for persons who return to work at the date of interview or recover after the accidental injury.

Code 1 has to be marked for persons who have not started work yet and have not recovered after the accidental injury (including also persons who have left their job and are waiting to start new one after the recovery and persons, which temporary job contracts have expired before the recovery, but who are awaiting to start work again).

Code 2 is marked for persons who have not lost days or who started work at the date of accidental injury.

Number of days have to be pointed in boxes “number of days” for persons who lost up to 30 calendar days, incl. Saturdays, Sundays and days-off. **The day of the accidental injury has not to be included.**

Number of completed months has to be pointed in boxes “number of months” for persons who lost more than 30 calendar days.

If the person has started work after the period of recovery, but a certain time later has to stop working due to the complains connected to the accidental injury – days of the additional absence from work are not included.

If the person has recovered after the accidental injury, but at the date of the interview has not started work yet due to any other reasons, code “00” has not to be used. Number of days/months for recovery after the accidental injury only has to be pointed (days of absence due to the accidental injury). For example, just after the recovery from the accidental injury – 15 days, the person takes 10 days off (annual leave or illness, which is not connected to the accidental injury). In this case 15 days have to be pointed.

Also the number of paid or unpaid leave, used for recovery from the accidental injury has to be included.

In case the person has return to his/her work or started to work after the accidental injury and has been capable for work, the days lost due to any other reason, even somewhat connected to the injury are not included into the number of days/months lost. For example, if the person has been incapable for work in 2 months period due to the accidental injury, has been dismissed or has left his/her work due to some physical problems, connected to the accidental injury and has find new job 8 months after the accidental injury – 2 months has to be recorded.

In case the person has been absent from work for a given period and has started part-time work in order to be integrated gradually – the number of days has to be recorded only during which the person has not work at all.

**Question M6.** Concerns persons who has not recovered from the accidental injury at the moment of interview and are still not working. Whether the person expects to return to his/her job after the accidental injury (no matter the duration of absence) or in case of more serious injury – will not recover and continue work has to be recorded.
**Question M7.** The question concerns all persons who are working during the reference period or who have worked in the past. Aim of the question is to find out illnesses, disabilities, and physical or psychic health problems suffered by the person during the period of 12 months up to the date of interview, caused or made worse by present or previous job.

Any illness or compliant has to be taken into consideration, suffered by the person during the pointed period and considered by the person as caused or complicated only or mainly due to the unfavorable working conditions. No matter whether the pointed illness or compliant is registered as an occupational disease or connected with absence from work and recognized by the authorities.

The work that caused the illness can be performed more than 12 months ago and the start of illness can be before the pointed period. In such case, code 1 has to be recorded if the person has suffered or has health problems during the last 12 months. Code 2 has to be recorded in case the person has not suffered by the mentioned illness during the last 12 months.

Infectious diseases, like common cold or flu, are included here if the person decides that the nature of his/her work is such that the probability to cause such a disease is higher compared to other type of work or compared to normal one.

**Accidents encountered by persons during the pointed period (accidents defined in question M1) should not be considered.** For example, if the person has encountered a work accident during the last 12 months and as a consequence has lost fingers of his/her hand. After the recovery the person starts work, but suffers health problems that are directly connected to the accident. In such cases code 2 has to be marked – it is not a separate health problem.

**Question M8.** Number of illnesses or health problems during the last 12 months up to the date of interview has to be pointed.

*Persons reporting two or more illnesses or health problems are asked to present information on the most serious one in questions M9 to M16.*

**Question M9.** Type of illness or compliant has to be pointed. Only one answer has to be marked. In case the persons has suffered more than one illness or health problem, caused by work, the type of most serious one has to be recorded, according to the person assessment. In general, as the most serious should be considered the illness, most severe from a medical point of view and which has the biggest impact on performing everyday activities. In defining most serious illness (compliant), no distinction should be made if the work performed has caused the illness or it is complicated by the work. Crucial is that the illness is connected to the work.

- Code 01 includes problems connected to the spin and waist area.
- Code 07 includes psychic diseases or problems connected to the job.
- Code 08 includes also problems like short-sightedness, long-sightedness, astigmatism, if considered as caused or made worse by work.
- Code 09 includes all illnesses considered as caused by virus or bacterial infections even in case they affect a separate part of the body, like eyes, skin, etc.

There is no separate code for neoplasm. These have to be coded depending on the anatomic organ (area) affected. For example lung neoplasm should be coded 04, skin neoplasm – 05. As an exception, code 11 – “other” has to be recorded.
**Question M10.** Aim of the question is to find out to what extent the most serious illness (complaint) caused or made worse by work limits the ability of the person to carry out his/her everyday activities.

The question concerns the most serious illness (complaint) caused or made worse by work, while the limitation of everyday activities includes activities either at work or outside work. For example, if a skin problem caused or made worse by work considerably limits the person’s day to day activities at home, it should be coded 3 - Yes, considerably.

**Question AM2.** Filter question. The aim is to distinguish employed or non-employed persons who have worked in 2006 and 2007, from non-employed who have worked last in 2005 or earlier. The distinction is necessary in order to identify persons who have to answer questions M11 to M13, connected to absence from work due to the illness (complaint) from those who have skip them and go to the question M14. The distinction of employed or non-employed persons who have worked in 2006 and 2007, from non-employed who have worked last in 2005 or earlier is done, based on question AM1.

Answer 1 is marked for employed or non-employed persons who have worked in 2006 and 2007 and question M11 is asked next.

Answer 2 is marked for non-employed who have worked last in 2005 or earlier and question M14 is asked next.

**Question M11.** The aim is to find out whether **during the last 12 months** the interviewed person has been absent from work due to the most serious illness (complaint) caused or made worse by work.

The observed period – last 12 months, is calculated from the date of interview. For example, if the interview is conducted on 15 April 2007 – the period covers 16 April 2006 – 15 April 2007.

Code 1 is marked for persons who have been absent from work and question M13 is asked next.

Code 2 is marked for persons who have not been absent from work and question M16 is asked next.

In case code 3 is marked (answer “Still at work”), question M12 is asked next.

In case the person works at several jobs, but has been absent due to illness (complaint) just from one of them – answer 2 “No” has to be marked, because only days not worked at all are counted.

**Question M12.** Only persons who have pointed code 3 to the question M11 (“Still at work”) are answering this question. The aim is to know whether those persons are expecting to return to their work.

Code 1 is marked for persons who are expecting to return to their work and question M13 is asked next.

Code 2 is marked for persons who are not expecting to return to their work and question M16 is asked next.

**Question M13.** Number of calendar days/ completed months of absence during the last 12 months due to the most serious illness (complaint) caused by work has to be pointed.

All days, from the beginning of illness (complaint) to the return to work have to be taken into account (working days, Saturdays, Sundays, holydays, etc.) and not the days of absence due to the illness (complaint) only. In case the person has more than one illness (complaint), the days lost due to the most serious one have to be considered. All other days
off, during the last 12 months should be excluded (due to another illness or road traffic accident).

Only absence within the period of 12 months up to the date of interview is taken into account. In case the person has been absent from work before the pointed period, even if the absence is directly connected to the illness (complainant), only the days lost during the last 12 months should be taken into account. In case of several absences from work during the last 12 months due to the most serious illness (complaint), these have to be summed up. In case the person has been absent from work at the time of interview and due to the most serious illness (complaint) caused or made worse by work (but expects to return to job later), than the absence should include the days up to the date of interview (within the last 12 months). For example, if the interview takes place on 14 April 2007 and the person has been absent from work due to the illness (compliant) from 1 to 30 April 2006, from 1 to 20 September 2006 and from 10 April 2007 up to the date of interview and no expectations are existing to start work till 20 April 2007, than number of days taken into account should be: 16 (from 15 to 30 April 2006) + 20 (in September 2006) + 5 (from 10 to 14 April 2007 only) = 41 days.

The number of paid or unpaid leave, if used due to the reason directly connected to the illness, should be also included in the number of days off.

In case the person did not work during a given period of time and has started part-time work after that in order to be integrated gradually, the number of days not worked at all only have to be pointed.

**Question M14.** Concerns only persons who have last worked in 2005 or earlier. The aim is to find out whether the reasons for not working during the last 12 months are connected to the most serious illness (complainant) caused or made worse by work.

Code 1 is marked in case the reasons are connected to the illness (complainant) and question M15 is asked next.

Code 2 is marked in case the reasons are not connected to the illness (complainant) – for example visiting school, retirement, unemployment and others - and question M16 is asked next.

**Question M15.** Only persons who answered “Yes” (code 1) to the question M14 are asked this question. The aim is to find out whether the persons who do not work due to the most serious illness (complainant) caused or made worse by work are expecting to start work again.

Code 1 is marked for persons expecting to start work again.

Code 2 is marked for persons who are not expecting to start work again.

**Question M16.** The aim is to receive information on work that caused or made worse the most serious illness (complaint) – main, second, last, etc. The purpose is to link information on the illness (complaint) with the respective work characteristics.

Code 1 – “Main current job” is marked for employed persons only and in case the illness (complaint) is caused or made worse by the main work. The main current jobs correspond to the description of work given by the person in part “Main job” from the “Individual questionnaire”.

Code 2 - ”Second current job” is marked for employed persons only, who pointed second job (the description, of which is given in part “Second Job”) in the “Individual questionnaire” and in case the illness (complainant) is caused or made worse by the second job.
Code 3 – “Last job” concerns non-employed only and has to be marked in case the illness (complaint) is caused or made worse by the last job, i.e. the job described in part “Previous labour experience of non-employed persons”.

Code 4 - “Job one year ago” concerns job performed by the person one year before the survey and in the case this job differs from the main current job (for the employed persons) or from the last job (for non-employed persons).

If the job one year ago is the last job for the person – code 3 has to be marked. It will allow analyzing the availability of connection between the illness (compliant) and the reason for leaving the last job.

Code 5 – “Some other job” has to be marked in case the illness (compliant) is caused or made worse by a work, different from the pointed in codes 1 to 4, i.e. this job is not described in the separate parts of the individual questionnaire. For example:
- the person has a second job at the time of last job;
- the person has a second job at the time of job one year ago;
- the person has changed his/her job 2 or more times within the reference period and started working at the main current job 6 months ago;
- the person has worked at his/her last job 3 months and prior has been working at another job within the reference period.

**Question AM3.** Filter question. The aim is to distinguish employed and non-employed persons. The distinction is necessary in order to define persons who have to answer questions on factors at work that can adversely affect person’s health. Defining of persons as employed and non-employed is based on their answers to the question AM1.

Answer 1 is marked for employed persons and question M17 is asked next.

Answer 2 is marked for non-employed persons and the interview stops.

**Question M17.** The aim of question is to find out if the interviewed person considers his/herself exposed to factors that can adversely affect his/her mental well-being – harassment, bullying, violence, etc. The exposure, which happens more often or more intensively, compared to the usual is meant.

The term “working place” means the local unit or the institution/organization, where the person is working. In case the work is usually performed outside the local unit or outside the institution/organization, the usual environment where the person works, should be considered as “working place” (for example: forest workers, fireman).

All current jobs of the person are meant – the main and the second, if available.

Factors (harassment or violence) can be caused by other persons, working at the same place or by clients, who are not working, but visiting the working place.

The harassment and bullying (maltreating) cover different types of undesired and unexpected behaviour towards a given person or group of people, which vary from unpleasant remarks to physical violence and so can affect the physical, mental, psychic, moral or social development. It can result from a given person’s characteristics, as gender and sexual orientation, ethnic affiliation, religious, political and other beliefs, disability, incl. discrimination (different treatment) based on these characteristics. It also can be expression of personal attitude, like envy or jealousy.

Permanent and tendentious criticism is included, permanent and intentional blaming, isolation, humiliation, threatening, intentional impediment of the work, causeless deprivation of tasks and responsibilities, limitation and termination of possibilities for training and promotion, imposition of causeless punishments, rummage in personal belongings and tools.
Violence refers to physical force against another person or group that results in physical, sexual or psychological harm. Both real experiences of such actions and a feeling of the threat of such actions have to be covered by code 2.

Time pressure and overload or work - code 3 - refer to demands concerning either the time during which the work needs to be executed or demands concerning the amount of work to be executed and these demands going beyond the abilities and resources of the person.

In case the person has pointed one factor only – question M19 has to be asked. In case more than one factor is pointed – question M18.

**Question M18.** Concerns factors pointed by the person in question M17 only. The aim is to find out, which of the pointed factors, according to the interviewed person, is the main one from the point of view of adverse effects on his/her mental well-being.

**Question M19.** The aim is to find out whether the respondent considers that he/she has at workplace particular exposures to any of the mentioned factors that can adversely affect his/her physical health – handling, touching, inhaling etc. of agents - chemicals, dusts, fumes etc. Exposure refers to an exposure which is clearly more frequent or more intensive than people experience in general day to day life.

Workplace refers to the usual geographical environment of work, usually it is the local unit or establishment where the respondent carries out his/her work activities, but for certain workers it should be taken as the general environment where the work is usually carried out (e.g. forestry workers, firemen).

Physical health refers to all other aspects of health than mental health.

The question concerns all current jobs of the persons – the main, as well as the second, if existing.

In case the person has pointed one factor only, the interview stops. Question M20 is asked next if the person has pointed more than one factor.

Factors like radiation, magnetic background, sudden changes of temperature, quite low or quite high temperatures, flashing light, etc. are not of interest and answer “No” (code 2) should be marked.

**Question M20.** The question concerns only factors, pointed by the respondent in question M19. The aim is to find out, which of the pointed factors, according to the interviewed person, is the main one from the point of view of adverse effects on his/her physical health.

**Question AM4.** Filter question. Duration of the interview (in minutes) on the additional module “Accident at work and work-related problems” only has to be filled in by the interviewer.

**Question AM5.** The respective reason should be filled in, in case the person is interviewed on the core LFS questionnaire, but is not interviewed on the additional module “Accident at work and work-related problems”.

Name of the interviewer and date of the interview has to be filled in at the end of questionnaire.