

**STATISTICAL SERVICE  
OF CYPRUS  
MINISTRY OF FINANCE  
NICOSIA**

**LABOUR FORCE SURVEY 2007**

**AD HOC MODULE:**

**“ON ACCIDENTS AT WORK AND WORK-RELATED HEALTH  
PROBLEMS”**

**INSTRUCTIONS TO THE INTERVIEWERS**

**NICOSIA**

## **1. INTRODUCTION:**

The ad hoc module on “**Accidents at Work and Work-Related Health Problems**” has been incorporated in the Labour Force Survey (LFS) and covers ***only*** the second quarter that is the period April-June 2007. This module is being conducted at the same time in all member states during the second quarter of the current year 2007 and refers only to people aged 15 or more who or have worked in the past.

## **2. SCOPE:**

The principle aim of this module is to collect statistical data regarding accidents at work, work-related health problems and the occurrence of factors at work that can adversely affect the health status of workers. Particularly the following issues would be considered:

- Number of accidents at work and days lost because of accidents at work.
- Number of cases and days lost because of non-accidental work-related health problems.
- Analysis of the factors linked to the occurrence of accidents at work and work-related health problems based on:
  - The employment characteristics of the worker, e.g. occupation, professional status, full-time or part time distinction, permanency of the job, duration of the career, atypical working hours, etc.
  - The employer’s characteristics, e.g. economic activity, size of company, etc.
- Occurrence of factors at work that can adversely affect health.

## **3. COVERAGE:**

The 2007 LFS ad-hoc module refers ***only*** to people **aged 15 or more** who **work or have worked in the past**.

## **4. THE QUESTIONNAIRE**

The questionnaire consists of the following three sections:

### **4.1 FIRST SECTION**

The first section of the questionnaire (questions M1-M6) deals with Accidents at Work encountered by persons having worked in the past 12 months. Particularly the six first questions refer to persons aged 15 or more who during the reference week worked or had a job from which they were temporarily absent, as well as persons who have worked during the past 12 months.

### **4.2 SECOND SECTION**

The second section of the questionnaire (questions M7-M13) deals with the occurrence of work-related health problems during the last 12 months and refers to

persons aged 15 or more who during the reference week worked or had a job from which they were temporarily absent, as well as persons who had worked in the past.

### **4.3 THIRD SECTION**

The last section of the questionnaire (questions M14a-M17) deals with the occurrence or not of factors at work that can adversely affect the health status of the worker, i.e. either the mental well-being or the physical health. This part of the questionnaire refers to persons who during the reference week worked or had a job from which they were temporarily absent.

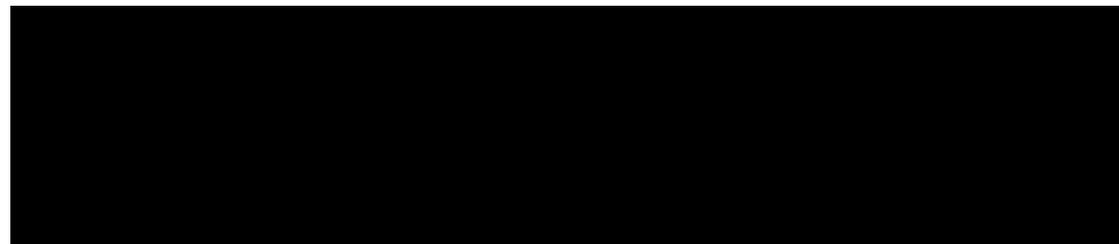
## **5. ANALYSIS OF THE QUESTIONNAIRE**

### **5.1 FIRST SECTION**

As mentioned above this part of the questionnaire refers to Accidents at Work encountered by persons having worked in the past 12 months.



Specifically the first part of the questionnaire consists of questions M1-M6 referring to persons who during the reference week worked or had a job from which they were temporarily absent, as well as persons who have worked during the past 12 months.



The aim of this question is to find out if the person has had an **accident (serious or not) resulting in injury at work or in the course of work** during the past 12 months. If the respondent answers YES then question M2 follows in order to find out how many accidents he had, whereas if the answer is NO, this question is used as a filter, since persons who didn't have such an accident should skip the next questions and continue with the second part of the questionnaire (question M7).

Only those accidents that occurred at work or in the course of work of the interviewed person are **considered**. All accidents at work should be considered (even the non serious accidents resulting only in bruises or scratches), irrespective of whether the respondent had to consult a health professional or not.

All other types of accidents are **excluded**:

- Commuting accidents occurred in the course of travelling between home and the workplace or between the workplace and the place where the person usually has lunch,
- Home and leisure accidents,
- Road traffic or transport accidents in the course of private activities.

Occupational diseases or illnesses are also **excluded**. An accident is a discrete occurrence, illnesses or other health conditions which develop over a long time should not be included. In some rare cases it may be difficult to make a difference. For example if a health care worker has a needle stick injury and develops an infectious disease as a consequence, the onset is accidental and it should be considered as an accident. 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 (Second Part, Questions M7-M13). The concept of an accident includes also cases of acute poisoning and willful acts of other persons. However, deliberate self-inflicted injuries are excluded.

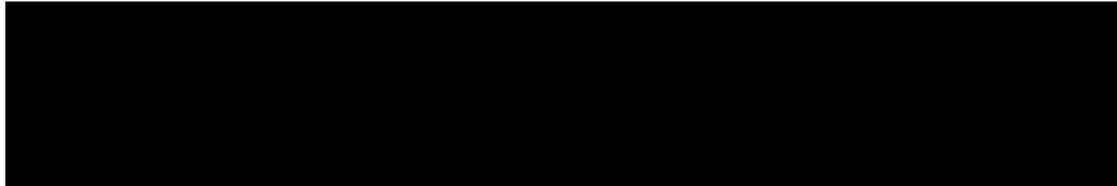
The term “in the course of work” means “whilst engaged in an occupational activity or during the time spent at work”. Any accident occurred during working time, even if it has not occurred during the usual work or in the usual workplace of the person, has to be taken into consideration. From this follows that, during work, all types of accidents in a public place or means of transport, either if it is the usual workplace or during a journey in the course of work, should be considered as an accident at work and are included.

This applies also to the following types of accidents: 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 and 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. Finally, accidents at lunch time, or any other break, inside the premises of the enterprise should also be included. Accidents which occurred when the person left the premises of the company to go for a lunch at home or other outside location should not be taken into consideration. It should be noticed that if the person goes for a mission directly from home (without going first to his usual workplace), he/she is on mission already when leaving home and consequently any accidents occurring should be included.

Using the phrase “within the past 12 months”, all accidents occurred in the period of time between the 15th of April 2006 and the 14th April 2007 (the last day included) should be included (suppose that the interview takes place on the 14th April 2007).

Example:

A) If an interviewer while going to a household for an interview has an accident, whether that is a road traffic accident or not, this should be considered as an accident at work.



The aim of this question is to find out whether the respondent had 1 or more accidents at work resulting in injury during the past 12 months. If the answer is “One” the accident should be described and the respondent continues to M4, whereas if the answer is “Two or more” then the most recent accident should be described and the respondent continues with the next question in which details for the most **recent** accident are asked.

General Comment:

If the person says that he had an accident at work resulting in injury during the past 12 months (i.e. says “Yes” in M1), but cannot answer in question M2 (i.e. he can’t determine the number of accidents he had), the most recent accident should be described, code “1” should be assigned and should continue to M4.

M3 Questions M4, M5 and M6 refer to your most recent accident at work

Question M3 reminds the persons who had 2 or more accidents at work that questions M4-M6 refer to their most recent accident at work. If they had only one accident, then question M4 is asked directly, without asking question M3 first.

M4	Was the injury caused by a road traffic accident? <i>(Accidents in public or private car parks are included)</i>								
				210	210	210	210	210	210
	Yes .....	1	↓	<input type="checkbox"/>					
	No .....	2		<input type="checkbox"/>					

If the accident at work that resulted in injury was a road traffic accident (i.e. the injury was caused from a road traffic accident) then the answer to this question should be YES, otherwise the answer should be NO. Regardless of what the answer is, question M5 follows.

Road Traffic Accident at work:

- All accidents at work or in the course of work which happened in public roads, public or private car parks and in which any kind of vehicle was involved, such as a car, a bus, motorcycle, bicycle, etc. should be included.
- 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 transport (e.g. lorry or bus drivers) and accidents in which the victim was occasionally in road traffic in the course of work.

- Accidents which happened in public roads while traveling from one place to another –in the course of work– and are related to machines such as forklift trucks, bulldozers, etc. should be included in road traffic accidents at work.

**Accident at Work other than Road Traffic Accident:**

- Accidents which occurred in a private place while working with machinery such as forklift trucks, bulldozers, tractors in farming fields, forestry-related machines in forests, etc. are considered as accidents at work but not as road traffic accidents.
- Generally all other accidents at work should be assigned code “2”.
- An accident occurred at work in a public road but was not related to any vehicle it should be considered as an accident at work, but not as a road traffic accident.

M5	<b>Which job were you doing when the accident occurred?</b>								
	<b>Interviewer: Read out the answers and code the first one that applies</b>								
			213	213	213	213	213	213	
	Main current (first) job .....	1	↓	<input type="checkbox"/>					
	Second current job .....	2		<input type="checkbox"/>					
Last job (person not in employment) - Questions 25-31 .....	3	<input type="checkbox"/>		<input type="checkbox"/>					
Job one year ago precisely - Questions 62-64 .....	4	<input type="checkbox"/>		<input type="checkbox"/>					
Some other job .....	5	<input type="checkbox"/>		<input type="checkbox"/>					

In this question the interviewer should start reading out the answers and code the first one that applies. The questionnaire continues with question M6.

This question provides information about the job that caused the accident at work. 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.

At this point it would be useful to recall that this question will be asked to persons who during the reference week worked or had a job from which they were temporarily absent, as well as persons who have worked during the past 12 months.

**Main current (first) job – Quest. 3-13:**

This code should be applied for persons who during the reference week worked or had a job from which they were temporarily absent (i.e. for persons who work) and had the accident in their main (first) job.

**Second current job – Quest. 21-24:**

The person worked during the reference week or had a job from which he was temporarily absent (he is considered as a person who works) and besides his main job he also has a second job and the accident occurred in this second job.

**Last job (person not in employment) – Quest. 25-31:**

Refers to persons who are not in employment at present, but used to work and stopped working within the past 12 months and the accident occurred in their last job.

**Job one year ago – Quest. 62-64:**

Refers to persons who had the accident in the job they did 1 year before the interview.

Note:

If the person used to work but stopped working within the past 12 months prior to the interview and had the accident in the job he did 1 year before the interview which is at the same time his last job, then “Last job” should be recorded, which is the first answer that applies.

If the person is in employment, his job one year ago is the same with his main (current) first job and the accident occurred in this job, then the first applicable answer should be recorded, i.e. “Main current job”.

**Some other job:**

If the job during which the accident occurred is none of the above described jobs, then the last answer should be recorded. Specifically, if the accident occurred in the Second job and in that period the person had a “Main (first) job” which is reported either as “Last Job” or as “Job one year ago”, then “Some other job” should be recorded. In other words, when the person refers to the Main job he reports the “Last job” or the “Job one year ago”, but at the same time he had a Second job and the accident occurred in this Second job, “Some other job” should be coded.

M6		How many days after the accident did you go back to work? (or you went back on the same day)? (weekends and public holidays in between should be included) Absences which are NOT directly due to the accident are excluded						
		211-212	211-212	211-212	211-212	211-212	211-212	
	Still off work because has not recovered from the accident, but expects to <u>resume</u> work later .....							
	Still off work and expect <u>never to work again</u> because of the accident .....							
	<b>RETURNED TO WORK :</b>							
	On the same day as the accident or no time off.....							
	The day after the accident .....							
	From the second but before the fifth day after the accident.....							
	From the fifth but before 2 weeks after the accident.....							
	From 2 weeks but before 1 month after the accident .....							
	From 1 month but before 3 months after the accident .....							
	From 3 months but before 6 months after the accident .....							
	From 6 months but before 9 months after the accident .....							
	9 months or later after the accident .....							

The objective of this question is to find out the number of calendar days during which the victim was unfit to work because of the accident.

After asking this question, the respondent continues to the second part of the questionnaire and specifically to question M7.

This variable defines the number of days lost due to the accident for those cases where the victim either has started work or has already recovered from the accidental injury. All days when the person was unfit for work from the day of the accident until the resumption of work have to be taken into consideration (normal working days or not, including Sundays, public holidays, etc.).

If the victim has not returned to his work yet, there are two possible answer categories:

- If the respondent has not, at the day of the interview, recovered from the accidental injury, but expects to resume work later when he recovers, then code “00” should be assigned.

- If the respondent has not returned to his work due to the fact that he has not, at the day of the interview, recovered from the accidental injury and expects never to return to that work again because of the accident, but he expects that as soon as he recovers from the accidental injury he would be capable to do some other job, then code “00” should be assigned. What really matters is from one side the fact that the person does not work due to the consequences of the accidental injury and from the other side the expectation to be able to work again, even in a different job.
- If the respondent has not returned to his work due to the fact that he has not, at the day of the interview, recovered from the accidental injury and he expects never to work again in any job due to the accidental injury, then code “01” should be assigned.

Note:

Only days lost strictly related to the inability to work resulting from the accidental injury have to be counted. Consequently, when the victim has already recovered from the accidental injury but has not worked again at the day of the interview, only the time needed for the recovery -after which he was able to work again- should be taken into consideration. In that case codes “00” and “01” should not be recorded since the reasons for which the person has not worked again are not related to the accident.

For the calculation of the working days lost only days lost directly related to the accident should be included. For example, if the respondent has recovered completely from the accident but he is not capable to do the same work due to the accident’s physical consequences and some time passed until he found a new job, only the time needed for recovery should be considered and not the total time until he returns to employment. Specifically, if the person was unfit to work during 2 months due to the accident, but was made redundant due to the physical consequences of this accident, and found a new job only 8 months after the accident, then code “07” should be applied and not code “09”.

If the person didn’t work for a certain period of time and then started to be integrated back to work gradually, for example working part-time, only the days when he/she was not working at all are counted.

Additionally, for a person working in more than one job (main and second) who had an accident in the main job which results in some days off from the main job but no days off from the second job, no days off should be considered. As mentioned before only days completely off work are counted.

Remark:

It should be noted that questions M6 and M12a (variables 211/212 and 218/219 respectively) both refer to the time off work due to an accident at work (or in the course of work) or due to a work-related health problem respectively. The difference in counting the time off work is caused from the fact that question M6 calculates the date of resumption of work whereas question M12a calculates the number of days off work due to the health problem. That induces a difference of one day in the labels of the codes, but not in the period of absence considered. For example for code “05”, a resumption of work from the fifth day but before two weeks after the accident, means that the number of days lost is at least four but less than two weeks.

## 5.2 SECOND SECTION

The second section of the questionnaire refers to the occurrence of work-related health problems during the last 12 months.

### WORK-RELATED HEALTH PROBLEMS SUFFERED DURING THE LAST 12 MONTHS

In particular the second part consists of questions M7-M11 which refer to persons who during the reference week worked or had a job from which they were temporarily absent (i.e. they reported 1 or 2 in question 1), as well as persons who had worked in the past (i.e. they reported 1 in question 25).

Questions M7 - M11 refer to persons who during the reference week worked or had a job from which they were temporarily absent (Question 1, codes 1,2) as well as persons who had worked in the past (Question 25, code 1)

M7	<b>During the past 12 months have you suffered from any illness (serious or not), disability or other physical or mental problem?</b> <i>(Any accidental injuries should be excluded)</i>								
	No .....	0	→ M14	214	214	214	214	214	214
	Yes .....	X	↓	<input type="checkbox"/>					

The aim of this question is to find out if the person has suffered from any illness (serious or not), disability or other physical or mental problem during the past 12 months. Any accidental injuries should be excluded. If the respondent answers “No” he should continue to the next section of the questionnaire (question M14), whereas if the answer is “Yes” then “X” should be coded and continue to the next question.

The reference period is the 12 months prior to the date of the interview. This period includes the date of the interview (e.g. complaint suffered at any moment between the 15 April 2006 and 14 April 2007 for an interview on the 14 April 2007).

M7a	<b>Do you believe that any of these was caused or made worse by your job or by work you have done in the past?</b>								
	No .....	0	→ M14	214	214	214	214	214	214
	Yes .....	X	↓	<input type="checkbox"/>					

The aim of this question is to clarify whether any of the health problems, disabilities or physical or mental problems mentioned in the previous question are considered by the respondent to be caused or made worse by work (past or current). If any of the complaints mentioned in M7 is caused or made worse by the current or a past job then the answer should be “Yes” and the questionnaire will continue to question M8. Otherwise “No” should be coded and the respondent will continue with the third section of the questionnaire (i.e. with question M14).

Any complaint suffered by the person during the 12 months reference period has to be included if the person considers that these complaints are caused or made worse by work (past or current). This means that the work-related health problems asked for should not be restricted to cases reported or recognized by the authorities, but all cases even those without time off work should be included provided the above criteria are satisfied.

If the complaint has been caused from an accident at work it should not be reported in question M7a.

In cases of infectious diseases, like a common cold or flu, it is difficult for the person to identify where and when exactly (work, home, elsewhere) the transmission of the causative infectious agent (virus, bacteria, etc.) occurred. In such diseases the advice to the person interviewed is to think whether the nature of his/her work is such that it would have caused the disease (i.e. that in this work it would be more probable to have such a disease in comparison to the everyday life environment or other types of work).

Any work at any time, even years back in time, has to be taken into consideration. In the latter case, the onset of the health problem could have been more than a year before the interview, but if the victim still suffered from this problem during the 12 months reference period, it should be taken into consideration. But, if the victim has not suffered from a work-related health problem during the 12 months reference period the case should not be included.

M8	How many different illnesses/health problems have you had in the past 12 months? (that have been caused or made worse by your job or by work you have done in the past)								
				214	214	214	214	214	214
	One (Describe).....	1	→ M10	<input type="checkbox"/>					
	Two or more (Describe the most serious).....	2	↓	<input type="checkbox"/>					

The answer to this question will clarify the number of different illnesses or health problems the respondent suffered from. If the person suffered from one such problem code “1” should be assigned and that problem should be described, whereas if the person suffered from two or more problems code “2” should be assigned and a description of the most serious of them should be given. It would be helpful to note again that all health problems (illnesses-serious or not-, disabilities or other physical health problems or mental health problems) that according to the respondent’s perspective were caused or made worse by his/her job or by work he/she have done in the past should be included. Problems caused by an accidental injury, either at work or not, should not be included.

General Comment:

If the person reports that he/she suffered from a health problem caused by work in the reference period (i.e. the answer to M7a is “Yes”), but cannot answer question M8 (i.e. he/she cannot determine the number of health problems he/she suffered from), code “1” should be assigned, the most serious problem should be described and the questionnaire will continue with M9.

M9 Questions M10-M13 refer to your **most serious health problem** (that has been caused or made worse by your job or by work you have done in the past)

M9 is a reminder for persons who suffered from 2 or more illnesses that questions M10-M13 refer to their most serious illness. If they had only one illness the reminder shouldn't be read out and M10 should be asked directly.

M10	Description/ Type of health problem			215-216	215-216	215-216	215-216	215-216	215-216
	Bone, joint or muscle problem which mainly affects neck, shoulders, arms or hands.....	00							
	Bone, joint or muscle problem which mainly affects hips, legs or feet.....	01							
	Bone, joint or muscle problem which mainly affects back .....	02							
	Breathing or lung problem (incl. lung cancer) .....	03							
	Skin problem (incl. skin cancer).....	04	↓	_ _	_ _	_ _	_ _	_ _	_ _
	Hearing problem .....	05		_ _	_ _	_ _	_ _	_ _	_ _
	Stress, dipression or anxiety.....	06							
	Headache and/or eyestrain.....	07							
	Heart disease or attack, or other problems in the circulatory system .....	08							
	Infectious disease (virus, bacteria or other type of infection) .....	09							
	Other health problems (e.g. cancers of the intestinal organs) .....	10							

The objective of this question is to find out the type of the complaint caused or made worse by work, or in the case of several such complaints, the type of the most serious one.

In cases where the person suffered from more than one work-related health problem during the 12 months reference period, only the most serious of these is considered. In this assessment there should be no distinction between complaints caused by work and those made worse by work, only the seriousness of the complaint should be assessed. There is of course a subjective element in such an assessment of the most "serious" of the health problems related to work. Nevertheless, it should be the complaint most severe from a medical point of view, in general the complaint which had the biggest impact on his/her activities.

As there is no specific code for cancer, it should be coded, if possible, according to the anatomical location, for example lung cancer as "03 Breathing or lung problems" and skin cancer as "04 Skin problems". If this is not possible, then code "10 Other types of complaint" should be used (for example in case of cancers of the intestinal organs).

Remarks:

- If the respondent reports "pain on the spinal column", code "02" should be assigned,
- If the respondent reports "pain on the waist" and the problem is focused on the back side of the waist, code "02" should be assigned,
- If the pain is not clearly at the back side (e.g. pain at the sides and the ventral/abdominal side of waist), code "10" should be assigned,
- Problems on hips, legs and feet should be coded as "01",

- Code “07” should be restricted to headache as such (e.g. migraine) and headache which is not clearly linked to another more general health problem,
- Code “07” should be assigned if the person complains about sight problems (myopia, astigmatism or hypermetropia) caused or made worse by work (e.g. because of the use of a computer),
- Any irritant or allergic eye problems not caused by virus or bacteria should be included in headaches and or eyestrain,
- All skin or breathing problems caused by virus or bacteria should be considered as infectious diseases and coded as “09”,
- All mental problems caused or made worse by work should be coded as “06”.

Note:

If a health problem occurs that is caused from another problem, the initial cause of the problem should be coded if it has been diagnosed. For example in the case of a person suffering from headaches or pain on the legs caused by muscle problems on the neck then code “00” should be assigned for the cause of the problem and not codes “07” or “01” respectively.

M11	<b>Does this health problem limit your ability to carry out normal day to day activities either at work or outside work considerably, to some extent or not at all?</b>								
				217	217	217	217	217	217
	No, not at all.....	0	↓	<input type="checkbox"/>					
	Yes, to some extent .....	1		<input type="checkbox"/>					
Yes, considerably .....	2	<input type="checkbox"/>		<input type="checkbox"/>					

The aim is to find out to what extent (not at all, to some extent or considerably) the most serious health problem limits the person’s ability to carry out normal day to day 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 as “2”-Yes, considerably. After asking M11 the questionnaire continues to M12a if the respondent during the reference week worked or had a job from which he was temporarily absent or has worked during the past 12 months. If the respondent had worked in the past but hasn’t worked at all during the past 12 months then the interview continues with M12b.

**Question M12a refers to persons who during the reference week worked or had a job from which they were temporarily absent (Question 1, codes 1,2) as well as persons who have worked during the past 12 months.**

Question M12a refers to persons who during the reference week worked or had a job from which they were temporarily absent (stated “1” or “2” to question 1) as well as persons who have worked during the past 12 months.

M12a	<b>In the past 12 months, how much time off work have you had because of this health problem? (or you haven't had any time off)? - public holidays and weekends in between should be included</b>					
			218-219	218-219	218-219	218-219
	Expects never to work again due to this problem.....	01				
	Less than one day or no time off.....	02				
	1 - 3 days.....	03				
	4 days but less than 2 weeks.....	04				
	2 weeks but less than 1 month.....	05	→ M13			
	1 month but less than 3 months.....	06				
	3 months but less than 6 months.....	07				
	6 months but less than 9 months.....	08				
	9 months or more.....	09				

The scope of M12a is to find out the number of calendar days during which the victim was unfit to work due to the most serious complaint related to work. Question M13 follows.

This question concerns the number of days of work lost due to the most serious complaint related to work. All days in between the onset of the complaint and the resumption of work have to be taken into consideration (normal working days or not, including Sundays, bank holidays, etc.).

The question only covers the days lost strictly related to the complaint. In particular, if there is more than one complaint, only the days lost due to the most serious one are taken into consideration. In the same way, all other absences from work during the last 12 months, in particular due to any illness not related to work, or to an accident at work, or to other types of accidents (home and leisure accidents or road traffic accidents not in the course of work), have to be excluded.

Only the absence during the 12 months period prior to the date of the interview is considered. If the person had time off work before this period, even if this absence was in a continuous connection with the absence occurred during the period of the last 12 months, only the days off work during the 12 months reference period have to be counted as days lost. Additionally, if there were several absences from work due to the most serious complaint during the last 12 months, they have to be cumulated. For example, the interview takes place on the 14<sup>th</sup> April 2007 and the person was off work because of a complaint from the 1<sup>st</sup> April 2006 to the 30<sup>th</sup> April 2006, from the 1<sup>st</sup> September 2006 to the 20<sup>th</sup> September 2006 and from the 10<sup>th</sup> April 2007 to the date of the interview, with a work stop prescribed until the 20<sup>th</sup> April 2007, the number of days taken into consideration is: 16 (only from 15 to the 30 April 2006) + 20 (in September 2006) + 5 (from 10 to the 14 April 2007) = 41 days lost = code “06” = “1 month but less than 3 months”. If the person is off work at the time of the interview because of the most serious complaint caused or made worse because of work –the one stated in M10- (but expects to resume work later), then the absence should be counted until the date of the interview (within the time limit of the past 12 months).

If the person didn't work for a certain period of time and then started to be integrated back to work gradually, for example working part-time, only the days when he/she was not working at all are counted.

Code “09” should be used for a person who stated that he/she suffers from a health problem caused or made worse by work (M8 = “1”) and due to that problem he/she is

off work for more than 1 year, but he/she expects to find a new job after his/her recovery.

**Remark:**

It should be noted that questions M6 and M12a (variables 211/212 and 218/219 respectively) both refer to the time off work due to accident at work (or in the course of work) or due to a work-related health problem respectively. The difference in counting the time off work is caused from the fact that question M6 calculates the date of resumption of work whereas question M12a calculates the number of days off work due to the health problem. That induces a difference of one day in the labels of the codes, but not in the period of absence considered. For example if question M6 has been coded as “05”, a resumption of work from the fifth day but before two weeks after the accident, this means that the number of days lost is at least four but less than two weeks.

**Question M12b refers to persons who had worked in the past but haven't worked at all during the past 12 months**

As mentioned before this question refers to persons who had worked in the past but haven't worked at all during the past 12 months. It will be asked after question M11.

M12b	<b>The fact that you have not been in employment during the last 12 months, was due to the health problem caused or made worse by your work, or not?</b>								
		X	↓	218-219	218-219	218-219	218-219	218-219	218-219
	Yes.....	00	→ M13	□	□	□	□	□	□
	No, it was due to other reasons (e.g. normal retirement, family or personal reasons, a problem not caused or made worse by work) .....			□	□	□	□	□	□

Since M12b refers to persons who had worked in the past but haven't worked at all during the past 12 months, the objective is to clarify if the reasons for not working within the reference period are related or not to the health problem caused or made worse by work (the problem stated in M10). Persons answering “Yes” continue with the next question and those answering “No” directly move to M13.

**Other reasons (code 00):**

This code should be assigned to persons not working at all during the whole 12 months' reference period, due to other reasons than the complaint, for example because of training, holidays, slack work, maternity leave, unemployment, illness or retirement, etc.

M12c	<b>Do you believe that you will be able to work again?</b>								
		01	↓	218-219	218-219	218-219	218-219	218-219	218-219
	No, expects never to work again .....	09		□	□	□	□	□	□
	Yes, expects to resume work in future .....			□	□	□	□	□	□

The question is for clarifying whether the respondent expects to recover and be able to work again. Irrespectively from the answer, the questionnaire continues to the next question.

Question M13 refers to persons who during the reference week worked or had a job from which they were temporarily absent (Question 1, codes 1,2) as well as persons who have stopped working 7 years ago or later (i.e. from 2000 and later)

Question M13 refers to persons who during the reference week worked or had a job from which they were temporarily absent (Question 1, codes 1-2) as well as persons who have stopped working 7 years ago or later (i.e. from 2000 and later).

The interview ends for persons who have stopped working 7 years ago or later.

M13	<b>Which job were you doing that caused or made worse this health problem?</b>								
	<b>Interviewer: Read out the answers and code the first one that applies</b>								
	Main current (first) job .....	1	↓	220	220	220	220	220	220
	Second current job .....	2		□	□	□	□	□	□
	Last job (person not in employment) - Questions 25-31 .....	3		□	□	□	□	□	□
	Job one year ago precisely - Questions 62-64 .....	4		□	□	□	□	□	□
Some other job .....	5	□		□	□	□	□	□	

In this question the interviewer should start reading out the answers and code the first one that applies. The questionnaire then continues with the third section and question M14a.

This question provides information about the job that caused or made worse the health problem. The aim is to be able to link the information about the health problem with the characteristics of the corresponding job done when the health problem occurred.

**Main current (first) job – Quest. 3-13:**

This code should be applied for persons who during the reference week worked or had a job from which they were temporarily absent (i.e. for persons who work) and the health problem was caused or made worse due to their main (first) job.

**Second current job – Quest. 21-24:**

The person worked during the reference week or had a job from which he was temporarily absent (he is considered as a person who works) and besides his main job he also has a second job and the health problem was caused or made worse due to this second job.

**Last job (person not in employment) – Quest. 25-31:**

Refers to persons who are not in employment at present, but used to work and stopped working 7 years ago or later and the health problem was caused or made worse due to their last job.

**Job one year ago – Quest. 62-64:**

Refers to persons for whom the health problem was caused or made worse in the job they did 1 year before the interview.

Note:

If the person used to work but stopped working within the past 12 months prior to the interview and the health problem was caused or made worse due to the job he did 1 year before the interview which is at the same time his last job, then “Last job” should be recorded, which is the first answer that applies.

If the person is in employment, his job one year ago is the same with his main (current) first job and the health problem was caused or made worse due to this job, then the first applicable answer should be recorded, i.e. “Main current job”.

**Some other job:**

If the job due to which the health problem was caused or made worse is none of the above described jobs, then the last answer should be recorded. Specifically, if the problem was caused by the Second job and in that period the person had a “Main (first) job” which is reported either as “Last Job” or as “Job one year ago”, then “Some other job” should be recorded. In other words, when the person refers to the Main job he reports the “Last job” or the “Job one year ago”, but at the same time he had a Second job and the accident occurred in this Second job, “Some other job” should be coded.

**5.3 THIRD SECTION**

This section deals with factors at work that can adversely affect mental well-being or physical health.

FACTORS AT WORK THAT CAN ADVERSELY AFFECT MENTAL WELL-BEING  
OR PHYSICAL HEALTH

Particularly the third section of the questionnaire consists of questions M14a-M17 which refer to persons who during the reference week worked or had a job from which they were temporarily absent (i.e. Question 1, codes 1, 2).

Questions M14 - M17 refer to persons who during the reference week worked or had a job from which they were temporarily absent (Question 1, codes 1,2)

All the questions of this section deal with factors at the workplace. The answers of these questions are very subjective. The scope of this last section is to investigate if the respondent feels (i.e. from his/her personal perspective) that he/she is exposed to these factors at the workplace.

The questions cover all the current jobs of the respondent. The main (first) current job and the second (current) job (if it exists) will not be considered separately.

**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. For certain workers (e.g. forestry workers, firemen) it should be taken as the general environment where the work is usually carried out.

### **5.3.1 Consequences to mental health**

Questions M14a-M15 refer to the exposure to factors that can adversely affect mental health.

#### **Exposure (that can adversely affect mental health):**

The term “exposure” refers to existence of the mentioned factors that may adversely affect the mental well-being of the worker. All kinds of exposure which are clearly more frequent or more intensive than people experience in general day to day life should be taken into consideration. The factors may be due to other people working in the same workplace or clients not working but visiting the workplace.

M14a	<b>Would you say that at your workplace you have particular exposure to HARASSMENT or BULLYING that can adversely affect your mental well-being?</b>								
				221	221	221	221	221	221
	No .....	0	↓	<input type="checkbox"/>					
Yes .....	X	<input type="checkbox"/>		<input type="checkbox"/>					

The objective of the question is to clarify whether the respondent is exposed to harassment or bullying at his/her workplace that can adversely affect his/her mental well-being. Question M14b follows.

#### **Harassment or bullying:**

Refer to intentional use of power (not physical) against another person or group that can result in harm to physical, mental, spiritual, moral or social development. The term “psychological violence” is also sometimes used and is included in this category.

M14b	<b>Would you say that at your workplace you have particular exposure to VIOLENCE, THREAT OF VIOLENCE or any other HARASSMENT that can adversely affect your mental well-being?</b>								
				221	221	221	221	221	221
	No .....	0	↓	<input type="checkbox"/>					
Yes .....	X	<input type="checkbox"/>		<input type="checkbox"/>					

This question aims at finding out if the person feels that he/she has particular exposure to violence, threat of violence or any other harassment at the workplace that can adversely affect his/her mental well-being. Question M14c follows.

#### **Violence or threat of violence:**

The term “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 are included.

M14c	<b>Would you say that at your workplace you have particular exposure to TIME PRESSURE or OVERLOAD OF WORK that can adversely affect your mental well-being?</b>						221	221	221	221	221	221
	No .....	0	↓	<input type="checkbox"/>								
	Yes .....	X		<input type="checkbox"/>								

The aim is to find out if the person feels exposed to time pressure or overload of work at his/her workplace that can adversely affect the mental well-being.

**Time pressure or overload of work:**

Refers 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.

**Question M15 refers to persons who answered positively to at least 2 of the questions M14a-M14c**

Question M15 will be asked only to persons who gave 2 or 3 positive answers to questions M14a-M14c (i.e. to persons who stated that at their workplace they are exposed to 2 or more of the factors mentioned).

M15	<b>Which of the factors mentioned above do you consider as the MAIN one?</b>						221	221	221	221	221	221
	Harassment or bullying.....	1	↓	<input type="checkbox"/>								
	Violence or sexual harassment or threat of violence .....	2		<input type="checkbox"/>								
	Time pressure or overload of work .....	3		<input type="checkbox"/>								

Question M15 aims to find out which of the factors reported in the previous questions is the most serious (the one that adversely affects mental well-being the most) according to the respondent. M16a follows.

**5.3.2 Consequences to physical health (not mental health)**

Questions M16a-M17 refer to the exposure to factors at the workplace that can adversely affect the worker’s physical health (not mental health).

**Physical Health:**

The term “physical health” refers to all aspects of health other than mental health (mental health is being considered in M14a-M15).

**Exposure (that can adversely affect physical health):**

This term refers to handling, touching, inhaling, etc. of agents (chemicals, dusts, fumes, etc.) or existence of other types of factors (work postures, movements, vibrations, noise, risk of accidents, etc.) that may adversely affect the physical health of the workers.

M16a	<b>Would you say that at your workplace you have particular exposure to CHEMICALS, DUSTS, FUMES, SMOKE or GASES that can adversely affect your physical health?</b>						222	222	222	222	222	222
	No .....	0	↓	<input type="checkbox"/>								
	Yes .....	X		<input type="checkbox"/>								

The person is asked whether at his/her workplace he/she has particular exposure to chemicals, dusts, fumes, smoke or gases that can adversely affect his/her physical health. M16b follows.

M16b	<b>Would you say that at your workplace you have particular exposure to NOISE or VIBRATION that can adversely affect your physical health?</b>						222	222	222	222	222	222
	No .....	0	↓	<input type="checkbox"/>								
	Yes .....	X		<input type="checkbox"/>								

The person will report if in his/her opinion he/she is exposed to noise or vibration at his/her workplace that can adversely affect his/her physical health. M16c follows.

M16c	<b>Would you say that at your workplace you have particular exposure to DIFFICULT WORK POSTURES, WORK MOVEMENTS or handling of HEAVY LOADS that can adversely affect your physical health?</b>						222	222	222	222	222	222
	No .....	0	↓	<input type="checkbox"/>								
	Yes .....	X		<input type="checkbox"/>								

The respondent will state whether he believes that at the workplace he/she is particularly exposed to difficult work postures, work movements or handling of heavy loads that can adversely affect his/her physical health. M16d follows.

M16d	<b>Would you say that at your workplace you have particular exposure to RISK OF ACCIDENTS that can adversely affect your physical health?</b>						222	222	222	222	222	222
	No .....	0	↓	<input type="checkbox"/>								
	Yes .....	X		<input type="checkbox"/>								

The person will answer positively or not depending on the particular exposure to risk of accidents at his/her workplace that can adversely affect his/her physical health.

**Question M17 refers to persons who answered positively to at least 2 of the questions M16a-M16d**

Question M17 will be asked only to persons who gave 2, 3 or 4 positive answers to questions M16a-M16d (i.e. to persons who stated that at their workplace they are exposed to 2 or more of the factors mentioned).

M17	Which of the factors mentioned above do you consider as the MAIN one?							
			222	222	222	222	222	222
	Chemicals, dusts, fumes, smoke or gases .....	1						
	Noise or vibration .....	2	<input type="checkbox"/>					
	Difficult work postures, work movements or handling of heavy loads .....	3						
	Risk of accidents .....	4						

Question M17 aims to find out which of the factors reported in the previous questions is the most serious (the one that adversely affects physical health the most) according to the respondent.

Question M17 is the last question of the questionnaire.