

Instructions for LFS 2007 ad hoc module on accidents at work and work-related health problems

Ad hoc module 2007 refers to the Commission Regulation 341/2006 of 24 February 2006.

The aim of the ad hoc module 2007 is to provide an evaluation of the effectiveness of measures taken under the Community strategy on health and safety at work set out and realised in 2002–2006. AHM gives information to indicate the occurrence of accidents at work and of work-related health problems and in particular focused on the number of cases and absence from work because of accidents at work or because of work-related health problems. It is focused on analysis of the differences in the extent of these work-related health problems according to occupation, professional status, economic activity and size of company, age, permanency of the work, impact of working hours, etc.

Ad hoc module 2007 will be conducted **on the first visit** (respectively according to the quarter of inclusion of Census Area to sample) in household **for all quarters 2007**.

For survey on accidents at work the target population concern everybody aged 15 or more who has have a job in the reference week or has finished last job during the past year.

For survey on work-related health problems the target population concern everybody aged 15 years and over who is working or has worked in the reference week or has worked previously.

For survey on factors at work that can adversely affect mental well-being or physical health the target population concern everybody aged 15 or more who has have a job in the reference week

The questionnaire for AHM 2007 is integrated into standard LFS program equipment. Respondent selection is controlled by program. Survey of AHM questionnaire should follow the regular LFS survey.

Reference period for questions F0701-F0709 presents **last 12 months** including the interviewing date, e.g. if interview is held on 13.4.2007 the reference period concerns 14.4.2006 – 13.4.2007.

Explanation of individual questions:

F0701 - Accidental injury occurred during the past 12 months

The aim of the question is to know if the person has had an accident at work during the past 12 months, and in case yes, how many accidents at work he/she had during that period of time.

Only those accidents that related to the working activity of the respondent are considered. Other types of accidents are excluded, which occurred in the course of travelling between home and the workplace, accidents occurring in the course of leisure and holiday and all road traffic accidents in the course of private activities.

It is necessary to distinguish cases of accidental injuries from work-related occupational illnesses. For example if a construction worker injures his back in a sudden movement, it should be considered as an injury. While if a back pain has develop as consequence of long-lasting carrying of heavy loads over one day, it should be seen as a non-accidental work-related health problem.

Deliberate self-inflicted injuries, including e.g. self-inflicted injury with a broken spoon of custodial prosecuted, are not included in the task.

All accidents occurred during occupational (working) activity or during working time are included (regardless of place of the accident).

Any injury occurred during the working time, even if it has not occurred in relation to the usual work or in the usual workplace of the person, has to be taken into consideration as a work-related accident. 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.

Work-related accidents applies to all types of following accidents: road traffic accidents in the course of work (e.g. professional drivers); 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, accidents occurring during all other activities done for work.

Accidents at lunch time (snack, lunch etc.) on the workplace (in the sense of definition of question ZamOKECT/K), should also be included. For example civil servant having a lunch in the cafeteria scald himself/herself with a soup is considered as accident at work. While if the person leaves the premises of the company to go for a lunch at outside restaurant premises, the possible accident happening during this journey is considered not to be accident at work.

Accidents occurred during a mission are included, including even the transportation from/to the mission.

F0702 - Traffic accident

The aim of the question is to know whether the most recent accidental injury at work was due to a road traffic accident or to some other type of accident. This separation will enable to compare the ad hoc module results with administrative accident statistics, because there are national differences in the way of dealing with accidents happening in road traffic.

Only those accidents that occurred at work or in the course of the work are considered - see definition in F0701. All other types of accidents in the course of private activities are excluded.

Road traffic accidents include all accidents at work or in the course work. The victim may be either on board of a means of transport 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).

All other accidents at work should be coded by Code 2. This applies also to accidents that are related to machines that are used outside of the public roads (e.g. forklift trucks, bulldozers, tractors in farming fields, forestry-related machines in forests, etc.). Accidents that happen inside the premises of the company on non-public roads within the factory area are also coded with code 2.

F0703 - Duration of absence as a consequence of the accident

The aim is to know the number of calendar days during which the victim was unfit to work. 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 (including also Sundays, state holidays, etc.). If the victim has not, at the day of the interview, recovered from the accidental injury there are two separate detailed

categories: has not recovered but expects to resume work later (Code 1), and will not resume to work again (Code 02). Both resumption on the previous workplace, which person had have before the accident, and return into other than previous job should be considered.

Only days lost strictly related to 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, s/he should estimate the specific duration of absence in accordance with codes 3-11.

If the victim has already returned to work, days when the person was able to work but did not do it due to other reasons should not be taken into consideration. For example 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, the code is 8.

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.

It is necessary to distinguish the periods off work considered in this variable and the similar question F0708 for work-related non-accidental health problems. While this question considers the date of accident and resumption of work, question F0708 considers the number of days lost. That induces a difference of 1 day in the labels of the codes, even though the same date is considered. For example, the code 6 in this question corresponds the code 5 in question F0708.

F0704 - Job done when accidental injury occurred

The aim of the question is to provide information about the job done when accident at work occurred and to link the information about the accident with the corresponding characteristics of the job done, which are obtained by other variables of the core LFS questionnaire.

The job can be the main current (first) job, or the second current job, the last job (if the person is not in employment), or the job one year before the survey, or the job is none of these, the answer is "some other job". If the job is at the same time the last one and the job one year ago, the job has to be coded as code 3, as the last one, in order to use the available characteristics.

If the accident occurred in some other job than answered by respondent in the core LFS questionnaire, code 5 should be used. This code also applies in situations where a second job existed at the time of the "last job" or "job one year ago" and the accident occurred in this second job.

E.g. The main job one year ago of the respondent was post officer, the accident occurred during activities in the second job as insurance agent. The current main job is still post officer, the second job is simultaneously scrubwoman. The code 5 should be used in this example.

F0705 - Illness(es) suffered during the past 12 months

The aim is to know if the respondent had suffered from an illness, disability or physical or psychic health problem **caused or made worse by work** during the past 12 months. In case "Yes", from how many such cases.

The reference period is the 12 months prior to the date of the interview. This period includes the date of the interview (ex: complaint suffered at any moment between the 15 April N-1 and the 14 April N for an interview the 14 April N).

Any complaint suffered by the person has to be included if the person considers himself/herself that this complaint are the work-related problems (should not be influenced by cases of officially reported or recognised by the authorities). All cases of health problems even those without time off work should be included.

In infectious diseases, like a common cold or flu, it is difficult for the person to identify where exactly occurred the causative infection, only the cases should be included after consideration whether the nature of his/her work is such that in this work it would be more probable to have such a disease in comparison to other or to other types of work or to the everyday life environment, lifestyle etc., e.g. ticket inspector, doctors, teachers, cashiers in supermarket.

More important than identification of exact date when diseases occurred is the duration of the disease within last 12 months. If the victim has not suffered from the work-related health problem during the 12 months reference period the case should not be included.

F0706 - Type of the most serious health problem suffered during last 12 months

The aim of the question is to know the type of the complaint caused or made worse by the work.

In cases where the person suffered from more work-related health problems, only the most serious of these is considered for this. There should be no distinction between complaints caused by work and those made worse by work, only seriousness of the complaint should be emphasized. 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.

Cancer disease should be coded, if possible, according to the anatomical location, e.g. lung cancer into 04 and skin cancer into code 5. If this is not possible the code 11 should be used.

F0707 - Impact on ability to carry out normal day to day activities

The aim is to know to what extent the most serious complaint caused or made worse by work limits the respondents' ability to carry out usual day to day activities.

While the health problem is caused or made worse by work-related activity, the limitation in day-to-day activities covers also day to day activities outside work. E.g. 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 1.

F0708 - Absence off work due to the health problem caused or made worse by work

The aim is to know the number of calendar days during which the victim was unfit to work because of the due to the most serious complaint related to work.

This variable concerns the number of days off work. All days in between the beginning of absence and the resumption of work have to be taken into consideration (incl. Sundays, state holidays, etc.). The variable only covers the days lost strictly related to the complaint. Respondent should consider only the days lost due to the **most serious health problem**. In the same way, all the 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 any other type of accidents have to be excluded. Duration of absence in relation to the most serious accident is included in question F0703.

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 the 14 April 2007 on Friday, and the person was off work because of the complaint from the 31 March to the 29 April 2006, from the 31 August to the 19 September 2006 and from the 9 April 2007 to the date of the interview, with a work stop estimated until the 19 April 2007, the number of days taken into consideration is: 16 (only from the 14 to the 29 April 2006) + 20 (31 March to the 29 April 2006) + 5 (9 April 2007 to 13 April 2007) = 41 days lost = code 7. Example presents the situation if the person expects the resumption of work at the date after the interview, then the absence after the interview should not be counted.

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.

If the person was not working at all during the whole 12 months reference period, due to other reasons than the complaint, either he/she was in training, holidays, slack work, maternity leave, unemployed, ill or retired, etc., the code 1 should be used.

If the person expects never to work again due to this illness, this variable has to be coded 2, whatever the actual number of days off work due to the complaint during the last 12 months. The resumption of work includes the previous job or some other job.

The number of days off work differs from question F0703 – see comment to question F0703.

F0709 - Job that caused or made worse the illness

The aim is to provide information about the job that caused or made worse the most serious complaint and to be able to link the information about this health problem, complaint, illness or disability with the characteristics of the corresponding job, which can be obtained by other variables of the core LFS questionnaire.

The job can be the already described main current (first) job, or the second current job, the last job if the person is not in employment, or the job one year before the survey. The job can be none of these, the answer is “some other job”.

If the job is at the same time the last one for unemployed and the job one year ago and it is a job that caused or made worse the illness, the job has to be coded as code 3, as the last one, in order to use the available characteristics.

For example the main job one year before the survey of the respondent was a post officer, she was infected from tropical disease during the last year when trying to insure the doctor as insurance agent (the second job). The current main job remains the post officer, the second job scrubwoman. In the example code 5 should be coded.

People reporting a complaint caused or made worse by a previous job that is some other job than described in standard questionnaire (codes 1-4), the code 5 should be counted. The code 5 also applies in situations where a second job existed at the time of the last job or job one year ago and the complaint was caused or made worse by this second job.

Reporting a complaint caused or made worse by a previous job, but having not worked during the last 8 years, the code 5 will be coded, because respondents described in standard questionnaire no data of the last job.

F0710 - Factors that can adversely affect respondent's mental well-being

The aim is to know whether the respondent considers that he/she has at the workplace particular exposures to any of the mentioned factors that can adversely affect his/her mental well-being. From the point of view of the worker him/herself, the existence of the factors at the workplace should be considered. Workplace refers to the usual unit or establishment where the respondent carries out his/her work activities (e.g. institution, business etc.). For certain workers, e.g. forestry workers, firemen, it should be taken as the general environment where the work is usually carried out.

Particular exposure refers to an exposure, which is clearly more frequent or more intensive than people experience in general day to day life. The factors may be due to either other people working in the same workplace or clients etc. not working but visiting the workplace. The respondent should indicate which of these factors he/she considers as the main factor from the point of view of adverse effects on his/her mental well-being.

The following definitions apply to the exposures mentioned:

- Harassment and bullying refer to intentional use of power against another person or group that can result in harm to physical, mental, spiritual, moral or social development. The cases of psychological violence are also included.
- 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 covered by the code 2.
- Time pressure and overload or work 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.

F0711 - Factors that can adversely affect respondent's physical health

The aim is to know 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. From the point of view of the worker him/herself, the existence of the factors at the workplace should be considered. Workplace refers to the usual unit or establishment where the respondent carries out his/her work activities (e.g. institution, business etc.). For certain workers, e.g. forestry workers, firemen, it should be taken as the general environment where the work is usually carried out.

Exposure 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.

The question concerns exposure only to the mentioned factors and in case there is a particular exposure to several of these the respondent should indicate which of these factors he/she considers as the main factor, the most frequent or the most intensive from the point of view of adverse effects on his/her physical health. Physical health refers to all aspects of health other than mental health.