



AD HOC MODULE

ACCIDENTS AT WORK AND WORK-RELATED HEALTH PROBLEMS

INTERVIEWER'S INSTRUCTIONS

Ad hoc module on accidents at work and work-related health problems is an internationally-based survey which is carried out within the Labour Force survey. ***The target population are all persons older than 15 who currently work, or have worked.***

The purpose of this module is to provide data which describe accidents at work and work-related health problems. The module will collect data on the number of cases and the number of days of absence from work due to accidents at work and the number of cases and days of absence from work due to work-related illnesses. Collected data will provide an insight in occurrences of factors which are harmful for human health and will enable the analysis of occurrences of accidents and work-related health problems according to the following characteristics of persons in employment:

- occupation
- status in employment
- length of working time
- duration of work contract (job permanency)
- total working experience
- atypical working hours etc.

and characteristics of employers:

- economic activity
- size of the enterprise
- sector of ownership.

Structure of the Ad hoc module on accidents at work and work-related health problems

Questions in this module are structured in three groups:

- questions on accidents at work and absence from work
- questions on illnesses/disabilities/other health problems which were caused/worsened by the person's job or the job person used to work on
- questions for persons who currently work related to exposure on factors which have or could have adverse effects on their physical and mental health.

For technical reasons, questions in the Ad hoc module are marked by AH1 to AH23. These questions should be asked to all respondents older than 15 who currently work or have previously worked, following to questions from regular LFS questionnaire.

The attention should be paid to the so-called "filters" – they were set by Eurostat in accordance with their practice of formulating a statistical survey. Until now, we have not used filters in this way and this is the first time they are implemented in a survey for the first time, interviewers and supervisors should closely monitor their correct implementation in practice.

That means that certain questions will be answered by certain group of respondents, however, questions are intertwined and can not be clearly separated when designing the questionnaire. Besides, some questions will be replied by persons who fulfil two conditions – one of which will be marked by a skip (just as in the regular LFS questionnaire), while the other kind is the filter, which is related to characteristics of respondents (employed/unemployed; when was the last time he/she worked) and which will have to be applied by the interviewer in accordance

with the situation of each interviewed person. Concretely, the following filters were applied in this module:

F1. Persons older than 15 who currently work or do not have a job less than one year before interviewing.

These are the persons who replied the following in the regular LFS questionnaire:

Q29=1

or

Q30=1

or

Q29=2 and Q31=1.

Briefly, we can describe these persons as “employed”, and persons who currently do not work, but are absent from work for less than one year:

Q79 will point to the month and year of less than one year, that is, the year will be 2006 or 2007, and the month lower the month when person is being interviewed.

When carrying out the interview, the interviewer will simplify these conditions by asking the questions persons who in the LFS questionnaire were asked about his/her main job (working hours, number of employees in the enterprise, duration of working contract etc.) and persons who currently do not work, but have stopped working in the last 12 months (Q79).

F2. Persons older than 15 who currently do not work and are without work for longer than one year before interviewing.

These are persons who replied

Q79 ≠ 0

in the regular LFS questionnaire.

When carrying out the interview, the interviewer will simplify these conditions by asking the questions persons who in the LFS questionnaire were asked about their previous job (reasons for leaving job, seeking work, availability for work etc.).

F3. Persons older than 15 who currently do not work and are without work for less than 8 years before interviewing.

These are the persons who replied the following in the regular LFS questionnaire:

Q29=1

or

Q30=1

or

Q29=2 and Q31=1.

Briefly, we can describe these persons as “employed”, and persons who currently do not work, but have stopped working less than eight years ago:

Q79 will have years between 1999 and 2007.

When carrying out the interview, the interviewer will simplify these conditions by asking the questions persons who in the LFS questionnaire were asked about his/her main job (working hours, number of employees in the enterprise, duration of working contract etc.) and persons who currently do not work, but have stopped working (Q79) in the last eight years.

F4. Persons older than 15 who currently work.

These are the persons who replied the following in the regular LFS questionnaire:

Q29=1

or

Q30=1

or

Q29=2 and Q31=1.

Briefly, we can describe these persons as “employed”.

When carrying out the interview, the interviewer will simplify these conditions by asking the questions persons who in the LFS questionnaire were asked about his/her main job (working hours, number of employees in the enterprise, duration of working contract etc.)

QUESTIONS ON ACCIDENTS AT WORK, WHICH RESULTED IN INJURY

Filter F. should be applied to questions AH1 – AH6. These questions are related to accidents at work.

The aim of these questions is to collect data on accidents at work during the past 12 months, as well as their causes, possible absence from work and the job the person was working when that accident occurred.

Question AH1. During the past 12 months, have you had any accident resulting in injury at work, in the course of work, during the work-related journey or any movement which you usually perform at work?

Question AH2. How many accidents resulting in injury did you have during the past 12 months?

It should be noted that only accidents which occurred at work or in the course of work should be marked here. Occupational illnesses or illnesses which develop over a long time should not be marked, but only accidents which can be defined as a discrete event. Besides, the following types of accidents should not be included here:

- accidents which occurred while commuting to and from home and workplace and during the lunch time if the person leaves his/her usual workplace
- accidents which occurred at home and at leisure time
- traffic and other accidents which occurred in the course of private activities.

In some cases, it may be difficult to separate an accident from the professional disease or work-related illness. For example, if a nurse has a needle stick injury and develops an infectious disease as a consequence, this will be considered as an accident at work, because this illness was initially caused by accident at work. If a construction worker injures his back as a consequence of a sudden movement, this should also be considered an accident. However, if a construction worker develops a back pain as a consequence of long-term (daily) carrying of heavy loads, it should be considered a health problem or a work-related illness. The concept of an accident at work also includes cases of acute poisonings and injuries

resulting from an intentional act of other people. However, deliberate self-inflicted injuries should be excluded.

The term “in the course of work” should also be explained. It includes events which happened “while engaged in an occupational activity or during the time spent at work”. Therefore, accidents at work will include any accident occurred during the working time, even if it has not occurred during the usual work the person performs or in the usual workplace of the respondent. From this follows that all types of accidents during the work and working time should be included, whether it occurred in a public place or means of transport and whether it is the usual workplace of the respondent or during the work-related journey (but not to/from workplace/home).

The following types of accidents should also be included:

- road traffic accidents in any means of transport (tram, train, bus, airplane, ship etc.), as well as in public places where starting or ending the journey (tram station, bus/train station, airport, harbour etc.)
- accidents which occurred in public places (pavement, staircase etc.) occurring due to falls, slips, aggressions, attacks etc. or in any means of transport
- accidents which occurred during work-related missions to other companies or private persons
- accidents which occurred during a lunch time (or any other break) within the company which employs the respondent. However, if the person leaves the premises of the company to go home or other outside location to go to lunch, the accident is not considered occurred during this journey should be considered a commuting journey and it is not included in accidents at work.

It should be noted that if the person goes to a work-related mission on the beginning of his/her working day (directly from home, that is, without going to his/her usual workplace first), it is considered that his/her work already started when leaving home, therefore, any accidents occurring should be included in accidents at work.

Questions are related to the time of 12 months before interviewing, hence, the question AH2 refers to the respondent’s reply on the number of accidents occurring within the previous 12 months.

Question AH3. Cause of the last accident

The aim of this question is to find out if the most recent accident (if there were more than one) happened in a road transport or it was some other kind of accident.

Here again it should be noticed that the subject of this question are accidents which occurred at work or in the course of work of the interviewed person. All other types of accidents are excluded:

- accidents occurring during commuting to/from work/home and accidents during the lunch break if the person leaves the premises of the company which employs him/her
- accidents occurring at home and in leisure time
- traffic and other accidents occurring in course of private activities.

The term *road traffic accident* includes all accidents in public roads, public or private parks, if occurred in the workplace or in the course of work. The victim may be in on board of a means

of transport, as a driver or a passenger, or a pedestrian. Road traffic accidents include accidents in which the main professional activity is related to the transport (e.g. bus or lorry drivers) and accidents in which the victim was an occasional participant in the road transport in the course of his/her work (e.g. manager on his/her way to a business meeting outside of the company).

For other than described accidents, the interviewer should choose option 2 – *some other circumstance*. Specific accidents are those caused by heavy (construction) machines (such as forklift trucks, bulldozers, tractors used in fields, forestry-related machines etc.) If these machines were on public road when the accident occurred, then the accident should be coded with option 1. Accidents occurred while these machines work within the company which owns or within the factory area, performing its original functions, should be coded option 2.

Question AH4. The job done when the most recent accident occurred

The reply to this question should be linked with questions of the regular LFS questionnaire. The interviewer should find out whether it was the respondent's current main job (Q61, Q62), additional job (Q75, Q76), previous job (Q82, Q83) or any other main job which he/she performed at that time and which is not marked in the LFS questionnaire (e.g. second additional job for payment in cash or kind, which is not visible in the LFS).

If the job is at the same time the last one and the job one year ago (that is, could be both option 3 and 4), the first one which applies is marked: 3 – *the last job*.

If the injury occurred in the course of second additional job in the time when the respondent also worked in his/her "last job" or "the job one year ago", the option 5 – *some other job* should be chosen.

Questions AH5. and AH6. Duration of absence from work due to this accident

The aim of these questions is to find out the total number of days during which the respondent was not capable for work due to the accident.

All days when the person was not capable to work should be taken into consideration, counting from the day when the accident occurred, until the day when he/she returned to work. Note that all days should be included, that is, Saturday and Sundays, as well as public holidays and non-working days. Excluded are days when person did not work due to reasons other than the accident. For example, if the person was absent from work for 2 months due to the accident at work, following to which he/she was made redundant and did not work for another 3 months, the interviewer should chose option 3 (2 months) on question AH6. Furthermore, if the person did not work 3 weeks due to the accident, and then started to be integrated back to work gradually (working part-time), the question AH6 should mark only the time when he/she did not work at all, that is, option 2 (3 weeks). For persons who have not yet recovered on the day of interviewing, the interviewer should chose options 1 or 2 on AH5, according to their expectation.

QUESTIONS ON ILLNESSES, DISABILITIES AND/OR OTHER PHYSICAL OR MENTAL HEALTH PROBLEMS

Questions AH7. – AH9. Illnesses, disabilities, and/or other physical or mental health problems; their link with work

The aim of these questions is to find out whether the respondent has any illnesses, disabilities or physical or mental health problems which were caused or worsened by work/workplace (current or previous) and from which he/she has suffered during the previous 12 months. If the respondent has any of these health problems, the aim is to find out how many.

The question AH7 is replied by persons who currently work or have worked before.

Terms illness, disability and/or other physical or mental health problem relate to any such problem from which the person might have suffered in the last 12 months. This means that these should not be restricted to cases reported to medical doctors or medical authorities. The question AH7 should mark all cases of illnesses/disabilities and/or other physical or mental health problems, even those for which the respondent has not been absent from work.

The purpose of the question AH8 is to collect data on the cause of this health problem, that is, whether the respondent believes that the work he/she performs caused or worsened this problem. It should be noticed that cases like “simple” infectious diseases, such as flu, cold etc. could be difficult to identify where and when the respondent became infected (at home, at work or anywhere else). In such cases the interviewer can advise the respondent to think whether the nature of his/her work is such that there is a possibility of infection, that is, whether he/she considers that it is more probable to get infected at work or in his/her everyday life environment. Besides, the question AH8 relates to any work (employment), even if it was many years ago. In that case, the start (cause) of the health problem could have been more than one year before interviewing, but if the respondent replied that he/she suffered from this problem in the last 12 months, it should be included here. Alternatively, if the respondent replies that he/she has a “long-term” illness/disability and/or any other physical or mental health problems, from which he/she has not suffered during the past 12 months, these problems should not be included here.

The question AH9 aims at collecting data on the number of such health problems, i.e. whether the respondent had more than one illnesses, disabilities or any other physical or mental health problems which were caused or worsened by respondent’s work in the past 12 months (excluded are those caused by accidents at work). If the respondent replies that there was only one such problem, option 1 should be marked. Alternatively, if the respondent has more than one health problem, interviewer will choose option 2 and mention that the following questions will relate to the problem the respondent identifies as the most serious one.

Question AH10. Type of the illness, disability or physical or mental work-related health problem

The aim of this question is to find out the about type of the most serious illness, disability or physical or mental health problem the respondent suffers from, and which was caused or made worse by the respondent’s work.

If the respondent replies that he/she has more that one such health problem, the interviewer should try to find out which one is considered to be the most serious one. When doing so, no

distinction should be done between health problems caused by work or those worsened by work – only seriousness of the problem should be assessed. As there is a personal (subjective) element in such assessment, it should be estimated from the medical point of view, that is, the interviewer should estimate which health problem has the biggest impact on respondent's everyday life.

Also, it should be noticed that there is no specific code for cancer; hence, this illness should be coded according to the anatomical location, e.g. the lung cancer into option 4 – *Breathing or lung problems*, skin cancer into 5 – *Skin problems* etc. If the respondent can not or does not want to talk much about his/her health problem, as well as in cases of illnesses of several intestinal organs (such as kidneys or gall) which are not mentioned here, the interviewer should choose option 11 – *Other types of complaint* and enter (describe) the illness in a few words.

Question AH11. Influence of the work related health problem/illness on day to day activities of the respondent

The aim of these questions is to find out the extent to which the most serious health problem (the one from AH10), caused or worsened by respondent's work, limits the person's abilities to carry out his/her normal day to day activities. The question relates to activities in the course of work, as well as private activities of the respondent, performed at work and in his/her leisure time. The interviewer should try to find out the respondent's personal (subjective) opinion, that is, assessment on the extent to which the person feels the influence of this health problem to his/her everyday life. According to this assessment, interviewer chooses options 1, 2 or 3.

Questions AH12 and AH13 Duration of the absence from work due to the most serious work-related health problem

The aim of these questions is to find out the total number of days during which the respondent was not capable for work due to the (most serious) illness, disability or physical or mental health problem which was caused or worsened by respondent's work.

All calendar days when the respondent was not capable for work due to the (most serious) health problem from the previous questions, should be included. Other absences from work during the past 12 months, due to any other health problems or accidents at work or other types of accidents (at home or in leisure time), should not be included here.

Also, only absences from work during the 12 months before the interview should be included. If the interviewer was absent from work before that, and absence continued in this period, only days of absence within the last 12 months should be counted here. Besides, if there were several absences from work due to the (most serious) health problem during 12 months before the interview, the interviewer should ask the respondent to cumulate the number of days of absence. For example, if the interview takes place on 14th April 2007, and the respondent was absent from work due to the health problem referred to in previous questions from 1st to 30th April 2006, from 1st to 20th September 2006 and from 10th April 2007 to the day of the interviewing and the expected day of return to work is 20th April 2007, then the cumulated number of days of absence is calculated in the following way: 16 days (from 14th to 30th April 2006) + 20 days (from 1st to 20th September 2006) + 5 days (from 10th to 14th April 2007, that

is, to the day of interviewing) = total of 41 days of absence from work. In this case, option 6 – *Between one and three months* should be chosen. It should also be mentioned that the information on the total number of calendar days is requested here, not just working days while person was or is absent from work. If the respondent is off work due to the health problem referred to in the previous questions at the time the interview takes place, the absence from work should be counted until the date of the interview, regardless of the expected duration of absence in the future.

If the person did not work for a certain number of days, and then started to be integrated back to work gradually (working part-time), the question AH12 should mark only the time when he/she did not work at all. It should also be noticed that, if the person did not work at all during the whole 12 months before interviewing due to some other health problem or any other reason (training, maternity leave, unemployment, pension etc.), the option 1 should be chosen in question AH13.

For respondents who, on the day of the interview, expect that they will never work again due to the (most serious) health problem referred to in the previous questions, interviewer will chose option 2, regardless the actual number of days of absence from work during the last 12 months. For all other respondents, other option should be chosen, according to the above described way of cumulating days of absence.

Question AH14. Job that caused or made worse the most serious illness, disability or physical or mental health problem

The reply to this question should be linked with questions of the regular LFS questionnaire. The interviewer should find out whether it was the respondent's current main job (Q61, Q62), additional job (Q75, Q76), previous job (Q82, Q83) or any other main job which he/she performed at that time and which is not marked in the LFS questionnaire (e.g. second additional job for payment in cash or kind, which is not visible in the LFS).

QUESTIONS ON CURRENT EMPLOYMENT – ON FACTORS WHICH HAVE ADVERSE EFFECTS ON MENTAL AND PHYSICAL WELL-BEING OF THE RESPONDENT

Questions AH15. – AH18. Questions on adverse influence of workplace/work environment on respondent's mental health

The aim of these questions is to find out whether the respondent believes that he/she is particularly exposed to the following factors which have or could have an adverse effect on his/her mental health:

- harassment/bullying on the workplace
- violence and threat of violence
- time pressure (insufficient time for executing tasks) or work overload .

The interviewer should ask these questions in a way to get the respondent's subjective opinion on exposures to the mentioned effects. The term workplace in these questions refers to the respondent's usual environment of work, usually the local unit or establishment where the respondent carries out his/her work activities. For certain occupations, such as forestry

workers, firemen etc., the workplace is their general environment of work where they usually perform their work.

The term “particular exposure” to mentioned effects refers to an exposure which is clearly more frequent or more intensive than people generally experience in their day to day life, and respondent believes or estimates that they have an adverse influence on their mental health. These factors may be due to other people working at the same work environment, due to of clients of the enterprise where the respondent works or other people who do not work there, but visit the workplace.

The following definitions apply to the mentioned factors of exposure:

- Harassment/bullying refers to an intentional use of power against another person or group that can result in harm to physical, mental, spiritual, moral or social development. A term psychological violence is also sometimes used and is included in this category.
- 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 option *I- Yes*.
- Time pressure and overload of 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 respondent.

Questions AH15 – AH17 relate to the exposure of respondents to the three above mentioned factors. If respondent have answered *I- Yes* to two or three questions AH15 – AH17, interviewer will ask the question AH18, aiming at getting a personal view on which factor he/she believes is the most adverse for his/her mental health. At the same time, respondents who have replied by *2 – No* to two or three questions skip to question AH19.

Questions AH19. – AH23. Questions on adverse influence of workplace/work environment on respondent’s physical health

The aim of these questions is to find out whether the respondent believes that he/she is particularly exposed to the following factors which have or could have an adverse effect on his/her physical health:

- chemicals, dust, fumes, smoke or gases
- noise or vibration
- difficult work postures, work movements or handling of heavy loads
- risk of accident.

The interviewer should ask these questions in a way to get the respondent’s subjective opinion on exposures to the mentioned effects. The identical definition of a workplace as in the previous group of questions is applied (questions on adverse influence of workplace on respondent’s mental health).

The term “particular exposure” to mentioned effects refers to handling, touching, inhaling etc. of agents (chemicals, dusts, fumes etc.) or existence of other types of factors (difficult work postures, movements, heavy loads, vibration, noise, risk of accidents etc.) which can adversely effect the physical health of the respondent who works in these conditions. The term “particular exposure” to mentioned effects refers to an exposure which is clearly more frequent or more intensive than people generally experience in their day to day life.

The term “physical health” refers to all aspects of health other than mental health. Questions AH19 – AH22 relate to the exposure of respondents to the three above mentioned factors. If respondent have answered *1- Yes* to two or more questions AH19 – AH22, interviewer will ask the question AH23, aiming at getting a personal view on which factor he/she believes is the most adverse for his/her physical health. At the same time, for respondents who have replied by *2 – No* to three or four questions, interview ends on question AH22.