



National Statistics Institute

ANNEX 3 – Guide for interviewers

Guide for interviewers:

AD HOC MODULE 2007: “ACCIDENTS AT WORK AND WORK RELATED HEALTH PROBLEMS”

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Introduction

In compliance with the Community Regulations, the ongoing survey of the Workforces takes place annually and includes a standard questionnaire known as an “ad hoc form”. The purpose of the form is to go into a specific topic relating to the labour market in greater detail and, for this very reason, its content varies from one year to another. For some time now, in a gradual, fully harmonised process, the form was used by all the Countries in the European Union in the second quarter of the year (April, May, June).

The ad hoc form provided in 2007, entitled “Health and safety in the workplace” (E.C. N° 341/2006), reflects the need to extend the amount of statistics available in relation to the level of health and safety in place of work.

More specifically, its **main objectives** are:

- 1) To find out the number of cases and number of workdays lost due to injury in the workplace or health problems connected with the working activity (hereinafter referred to as professional illnesses).
- 2) To analyse the differences that characterise injuries and professional illnesses by:
 - Factors connected with the characteristics of employment (profession, professional status, type of work tasks, duration of employment, working hours, etc.).
 - Factors regarding the characteristics of the company (economic activity sector, company size, etc.).
- 3) To investigate the presence of health risk factors in the work done.

The **reference population** is made up of persons 15 years of age and over, both employed and unemployed that have had previous working experience. The ad hoc form is divided into three subject sections and each relates to a sub-group of the reference population:

- The first refers to injury in the workplace and is put to the employed and unemployed that have worked within the last 12 months.
- The second deals with professional illnesses and is put to the entire reference population.

- Finally, the third deals with exposure to risk and is only put to those employed at the time of the interview.

The ad hoc 2007 form is administered in a specific HOC situation that comes after section E in the standard questionnaire. Correct identification of the reference population, however, comes about in the previous sections of the questionnaire. In particular:

- In the General Schedule (SG19, SG21)
- In section C (C1)
- In section E (E1, E2, E3, E4).

Correct recording of the information derived from these questions will make it possible to unequivocally identify the reference population for the ad hoc form.

The **survey period** for the ad hoc form is the second quarter of 2007. It must therefore be administered to all the families for the reference period of April to June this year.

1. Form opening

HOC SECTION

<i>Accidents at work and work-related health problems</i>
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An initial script that the interviewer is obliged to read to all interviewees introduces the topic and summarises the main purpose.

HOC1 Script (reading obligatory)

Next questions are addressed to the employed people or people with a work experience and concern Accidents at work and work

After the initial script the part that indicates the interviewees' right to not reply to some of the questions deemed to be sensitive in terms of the standards for the protection of privacy, must also be read.

You can decide whether to answer these questions or not, as they are deemed sensitive in terms of the privacy law. We would be grateful if, given the importance of this survey, you would provide us with the information asked for.

Finally, there is a summary of the privacy law that is to be read if the interviewee asks for more information in this regard.

2. Accidents at work

The first part of the ad hoc form deals with injuries that occur while carrying out one's working activities. A work injury is taken as meaning a *"consequence of an event and external cause that takes place at work, and that results in the death, absolute or partial permanent disability, or temporary disability that results in absence from work"*¹. The violent nature of the event means that it excludes health problems that arise as a result of questions related to the working activity, such as the so-called professional illnesses (for example, backache following

¹ INAIL, *Rapporto Annuale 2005*, Roma 2006

incorrect movement of a heavy load is an injury, whereas backache that results from incorrect posture when working cannot be considered as such).

The HOC2 Script that introduces this part, explicitly refers to injury at work and refers to all those that are employed or the unemployed that have worked within the last 12 months.

HOC2 Script (reading obligatory)
Talk about accidents at work. Please, take into account every experience even if it has not been very relevant.

No minimum level of gravity is indicated, in relation to which an injury must be mentioned or not, as it is not possible to determine this clearly. Thus, the decision rests with the interviewee.

Next, the first question in the form is put.

HOC1 Question	Identification of the person injured in the workplace.
HOC1	Thinking of the last 12 months, have you had any accident resulting in injury at work or in the course of work? Accidents during the journey from home to work or from work to home have to be excluded
• Yes	1 <input type="checkbox"/>
• No	2 <input type="checkbox"/>
• No answer	998 <input type="checkbox"/>

The following must be excluded:

- Accidents that occurred while travelling between home and the workplace.
- Accidents that occurred while moving between the workplace and canteen (for lunch for example).
- Accidents that occur at home or during leisure activities.
- Road accidents or accidents with means of transport during activities other than work.

On the other hand, events that occur during working activities must be included, even if they occur anywhere other than the normal workplace (e.g. Another branch of the same company, or while moving between the various branches of the same company) or working hours that differ from normal hours (e.g. while working overtime).

Below, as suggested by Eurostat, a series of events are given as example, and included among the causes of injury in the workplace:

- Road accidents that occur during working hours.
- Falls or aggression suffered in public places or arrival or departure points for means of transport (airports, stations, ports, etc.).
- Accidents that occur on board means of transport used during working hours (metro, tram, train, aircraft, etc.).
- Accidents that occur during work missions.
- Accidents that occur on the premises of another company to which the injured victim goes for work reasons.

In the case of a mission that involves leaving home without going via the normal place of work, should an accident occur this would be considered as injury in the workplace since the mission starts from the moment the worker leaves home. Missions are equated with work done by specialist technicians (plumbers for example) that go directly from their own home to the home of the client without going via their normal workplace (stores or assistance point in this case). Any accidents that occur in this situation are to be considered as injuries in the workplace.

Online help is provided for the HOC1 questionnaire to clarify what is meant by the “*last 12 months*” that is, the interval of time between the date of the interview and the next day in the previous year (e.g. if the interview is held on 15th April 2007, the period from 16th April 2006 to 15th April 2007 is considered).

For reasons of confidentiality as indicated previously, the “No answer” option is provided for as we are dealing with sensitive questions that the interviewee is not obliged to answer and this provision is made for them to refuse to answer the question.

If injury is found using the HOC2, the number of injuries is asked for:

HOC2 Question	Number of injuries suffered in the last 12 months
HOC2 How many accidents did you have?	
• One	1 <input type="checkbox"/>
• Two or more	2 <input type="checkbox"/>

Anyone that indicates more than one injury is asked to indicate the exact number in HOC3.

HOC3 Question	Exact number of injuries.
HOC3 Do you know the number?	
• Number of accidents.	_ _ _
• Don't know	997 _ _ _
• No answer	998 _ _ _

Thus, one determines which injury is to be referred to for the purposes of the form, that is, the one that occurred most recently.

HOC3 Script (reading obligatory)
In the following questions please consider the most recent of these accidents at work.

The next question, HOC4, discriminates between injury at work resulting from road accidents and those that occurred elsewhere.

HOC4 Question	Road accidents
HOC4 Was that injury caused by a road traffic accident?	
• Yes	1 _
• No	2 _

The importance of this question lies in the comparison with the administrative sources that provide data on injury in the workplace. It is best to clearly define what is meant by a road accident and, in order to clarify any doubts, online help has been set up for this question. An injury that occurred on the road (including parking spaces) is taken as being a road accident that occurred during work, the victims of which are those on board a means of transport (as driver or passenger), or pedestrians that are struck by a vehicle. In addition, the victims of these accidents can be workers whose professional activity involves transport (e.g. bus driver) or those that are on the road occasionally to move around in order to carry out their own working tasks.

Here too, injuries sustained when travelling between work and home are excluded, as are those resulting from using another means of transport (e.g. Accidents that occur in places other than on the road involving drivers of agricultural machinery or accidents that occur on rail or air).

All the activities that are not included among those expressly mentioned, must be coded as being in “*another job*”. Some examples:

- A further working activity that is carried out in addition to the first two indicated by the interviewee in sections C and D.
- A job previous to their current position that concluded less than 12 months before.
- A job prior to the last job in the case of an unemployed individual that finished less than 12 months before.

The various lines taken in the question have a fixed number that does not change for the different formulas, which means that during the analysis phase the working activity involved can be identified precisely (e.g. “Secondary working activity” will always be codified as 2).

If option 4 is selected, “*Another job*”, question HOC6 will be displayed.

HOC6 Question	Another job done a year before
HOC6	Was this job carried out 12 months ago?
• Yes	1 <input type="checkbox"/>
• No	2 <input type="checkbox"/>

If the answer is affirmative the injury can be associated with the job done the previous year, the characteristics of which are subsequently indicated in section I.

The HOC7 question is used to ask about the period of absence as a result of the injury. This makes it possible to arrive at an objective estimate of the gravity of the injury.

HOC7 Question	Period of absence due to the injury
HOC7	How long you were away from work due to the accident?
• No time off	1 <input type="checkbox"/>
• Less than a day, start to work again the day after the accident	2 <input type="checkbox"/>
• 1 day	3 <input type="checkbox"/>
• 2 days	4 <input type="checkbox"/>
• 3 days	5 <input type="checkbox"/>
• From 4 days but before 2 weeks	6 <input type="checkbox"/>
• From 2 weeks but before 1 month	7 <input type="checkbox"/>
• From 1 month but before 3 months	8 <input type="checkbox"/>
• From 3 months but before 6 months	9 <input type="checkbox"/>
• From 6 months but before 9 months	10 <input type="checkbox"/>
• 9 months or more	11 <input type="checkbox"/>
• I am still off, but I expect to resume work later	12 <input type="checkbox"/>
• I expect never to work again because of the accident	13 <input type="checkbox"/>

Due to the complexity of the question, the electronic questionnaire includes online help. In this case, one must only consider the days on which the individual was unable to work due to the injury, including Saturdays, Sundays, and bank Holidays (that fall within the period). For example, if the period of absence ends on a Friday, Saturday and Sunday must not be counted, whereas if it ends on Monday, Saturday and Sunday are counted.

If at the time of the interview, the individual has not yet returned to work, the following cases may arise:

- If the individual is no longer able to work due to the injury, mode 13 is selected.
- If the individual has not yet recovered from the injury but manages to indicate when they will return, the period of time for which they are not able to work due to the injury is indicated, from the day of the event to the day of the interview.
- If the individual has not yet recovered from the injury and is not able to indicate when they will return to work, mode 12 is used.
- If the individual has recovered from the injury but has not returned to work, only the period of time for which they were unable to work as a result of the injury must be indicated.

If the absence from work is prolonged for other reasons beyond the period for recovery from the injury (holidays, leave, illness that is not a direct consequence of the injury, etc.) only the period of absence due to the injury must be considered.

If the return to work took place gradually (e.g. by working part-time), when counting the days of absence only the period for which they did not work is considered.

Where a number of jobs are done simultaneously, if the injury resulting from one of these does not prevent the worker from doing the others, only the time for which they are unable to do any of the activities must be considered.

It should be noted that the return to work does not necessarily have to be linked to the activity they were engaged in at the time of injury. For example, if during the period of absence due to the injury another job is found (which may be of a completely different type, also because they may no longer be able to do the previous job), the days of absence are calculated from the time of the injury until the time they are able to begin their new job.

Portions of days are coded using mode 1 *“No days, they returned to work the same day”* if the person returns to work within the same day, or mode 2 *“Less than one day, they started working again the next day”* if the injury occurs on one working day and the person returns to work the next day.

Finally, for these purposes, it is not fundamentally important that the period of absence due to the injury be covered by a medical certificate. For jobs for which there is a total or partial lack of insurance cover, the absence due to injury may be justified by other reasons (e.g. holidays). In this case it is important to consider the days on which it was not possible to work due to the injury sustained, irrespective of how this is motivated.

The HOC8 question deals with injuries sustained while travelling between the home and workplace. There are two formulas for this question, depending on whether the interviewee was also the victim of injury at work or not.

HOC8 Question Injuries while travelling between home and work	
HOC8 α In the last 12 months have you had any accident during the journey from home to work or from work to home? For those that have not been injured in the workplace.	
β In the last 12 months have you had any accident also during the journey from home to work or from work to home? For those that have been injured in the workplace.	
• Yes	1 <input type="checkbox"/>
• No	2 <input type="checkbox"/>

Travelling between home and work refers to the distance travelled to move from one's home to the workplace, irrespectively of the means of transport used. This type must obviously also consider travelling from the workplace to home. Any deviations from the normal route for other reasons (shopping, relaxation, etc.) must not be considered and thus any injuries sustained on these occasions are not considered.

This question includes online help to directly govern what is meant by injury while travelling between home and the workplace.

If injuries while travelling between home and the workplace are found, questions HOC9 and HOC10 (very similar to HOC2 and HOC3 seen previously) are used to quantify the extent.

HOC9 Question Number of injuries suffered while travelling between home and work in the last 12 months	
HOC9 How many accidents did you have?	
• One	1 <input type="checkbox"/>
• Two or one	2 <input type="checkbox"/>

HOC10 Question Exact number of injuries.	
HOC10 Do you know the number?	
• Number of accidents.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
• Don't know	997 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
• No answer	998 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

3. Work related health problems

The second part of the ad hoc form covers the area of professional illnesses, that is, all those illnesses or health problems that arise or are aggravated by the working activity. The HOC4 Script introduces the section, by giving a prior glimpse onto the matter dealt with.

HOC4 Script (reading obligatory)

Next questions concern illnesses caused or made worse by work.
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The HOC4 Script is intended for all those replying to the form, that is employed and unemployed with previous working experience, irrespective of when this ended.

The next question, HOC11 starts with “*Excluding injuries*” to stress that a new front is being introduced, that of illnesses resulting from work.

HOC11 Question	Identifying those that have suffered work-related health problems
HOC11	Apart from the accidents, within the last 12 months have you suffered from any illness, disability or other physical or mental problem caused or made worse by work?
• Yes	1 <input type="checkbox"/>
• No	2 <input type="checkbox"/>
• No answer	998 <input type="checkbox"/>

As stated above for injuries, a distinction must also be made when dealing with illnesses resulting from work. In this case, if a health problem is based on an injury, this is not considered as an illness caused or aggravated by the work by an injury, even if its negative effects are protracted over time.

As for injuries, an attempt is made to gather information on any physical or psychological problem, without going into the gravity of the phenomenon.

The time frame is still the last 12 months, it does not matter when the interviewee started suffering from the problem (which may be much longer than a year), but whether they have suffered this condition in the last 12 months. If, instead, a long-standing health problem resulting from work has resolved itself and not arisen for the last 12 months, it must not be indicated. This also applies in the case of anyone that has not worked for any reason

(pension, leave, unemployment, etc.) for the last year, but in the last 12 months has suffered the effects of work done previously.

The illness must be the result of working activity. Any other illness or health problem not strictly resulting from the work done must be excluded. For example, a cold or influenza resulting from contact with work colleagues with the same syndrome must not be considered as an illness caused by work, while the case is different when influenza is contracted at work because one works in an analysis laboratory where viruses and bacteria are worked with on a daily basis.

In this case too, in compliance with the privacy laws, the interviewee is given the possibility of not answering the question by using the code 998.

Subsequently, as for injuries, two questions follow to quantify the problems encountered.

HOC12 Question Number of illnesses or health problems over the last 12 months	
HOC12 How many illnesses or health problems have you suffered from?	
• One	1 <input type="checkbox"/>
• Two or one	2 <input type="checkbox"/>

HOC13 Question Exact number of illnesses	
HOC13 Do you know the number?	
• Number of illnesses or health problems	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
• Don't know	997 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
• No answer	998 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

In this case too, where a number of health problems are involved, the field must be restricted to only one of these, in this case the one considered most serious. If any doubt should arise in identifying the most serious, the illness must be considered that causes most difficulty in terms of recourse to medical treatment and, anyway, the illness that has the greatest impact on the daily life of the person afflicted by it.

HOC5 Script (reading obligatory)
In the following questions please consider the most serious one the illnesses you suffered during the last 12 months and which were caused of made worse by your work.

The questions that follow refer to the health problem selected by the surveyor. The first question deals with the nature of the health problem.

HOC14 Question	Type of illness or health problem
HOC14	How would you describe this illness?
	<i>Bone, joint or muscle problem which mainly affects:</i>
	<ul style="list-style-type: none"> • <i>neck , shoulders, arms or hands</i> • <i>hips, legs, feet</i> • <i>back</i> • <i>Breathing or lung problem</i> • <i>Skin problem</i> • <i>Hearing problem</i> • <i>Stress, depression or anxiety</i> • <i>Eyestrain</i> • <i>Headache</i> • <i>Heart disease or attack, or other problems in the circulatory system</i> • <i>Infectious disease (virus, bacteria or other type of infection</i> • <i>Other types of complaint (specify) (HOC14_a) _____</i>
	1 <input type="checkbox"/>
	2 <input type="checkbox"/>
	3 <input type="checkbox"/>
	4 <input type="checkbox"/>
	5 <input type="checkbox"/>
	6 <input type="checkbox"/>
	7 <input type="checkbox"/>
	8 <input type="checkbox"/>
	9 <input type="checkbox"/>
	10 <input type="checkbox"/>
	11 <input type="checkbox"/>
	996 <input type="checkbox"/>

Among the various problems reference is not made to tumours, which are coded according to the area affected.

It often happens that a problem has an origin that differs from the effect that manifests itself; for example, a headache due to problems with the neck or skin problems resulting from viral or bacterial forms. In these cases the health problem is the original problem and not that resulting, and so in the first example the neck problem would be coded using code "1" and in the second case the bacterial infection using code "11". Where no difference is found between the origin of the problem and its effects, this is coded according to how it manifests itself.

In cases in which none of the modes provided covers the type of problem, the "Other type" mode can be used to key in the type declared by the interviewee.

The question that follows does not present any particular difficulty and evaluates the impact of the health problem on daily life.

HOC15 Question	Limitations resulting from the health problem
HOC15	Would you say this illness limits your ability to carry out normal day to day activities?
• Yes, considerably	1 <input type="checkbox"/>
• Yes, to some extent	2 <input type="checkbox"/>
• No at all	3 <input type="checkbox"/>
• Don't know	997 <input type="checkbox"/>

It should be pointed out that this relates to the person's daily life and not only their working environment. In addition, since this is very subjective by nature, the questions provides for answering "Don't know" if the person involved does not answer.

Questions HOC16 and HOC17 that follow are alternatives. The former is put to employed and unemployed that have worked within the last 12 months, while the latter is only put to the employed that have not worked during the last 12 months.

HOC16 Question	Period of absence due to illness or health problem
HOC16	In the last 12 months, how much time off work have you had because of this illness?
- <i>Less than one day or no time off</i>	1 <input type="checkbox"/>
- <i>At least one but less than four days</i>	2 <input type="checkbox"/>
- <i>At least four days but less than two weeks</i>	3 <input type="checkbox"/>
- <i>At least two weeks but less than one month</i>	4 <input type="checkbox"/>
- <i>At least one month but less than three months</i>	5 <input type="checkbox"/>
- <i>At least three months but less than six months</i>	6 <input type="checkbox"/>
- <i>At least six months but less than nine months</i>	7 <input type="checkbox"/>
- <i>At least nine months</i>	8 <input type="checkbox"/>
- <i>I expect never to work again due to this illness</i>	9 <input type="checkbox"/>
- <i>Do not know</i>	- 997 - <input type="checkbox"/>

This question partly echoes HOC7 above and, in this case too, online help is provided as a quick guide to classification.

Only days missed due to the illness are taken into consideration (Saturdays, Sundays, and Bank Holidays are included if within the periods of absence) and only those in the last 12 months (periods of absence prior to the last year, even if due to the same problem, must not be counted). When calculating the days of absence, reference must be made only to the illness in question. Days of absence due to other illnesses or injuries must be excluded.

Various periods of absence due to the same illness are added to one another.

Mode 1 “No days” is also used for those absent from work for less than one working day, whereas if the individual is no longer able to work, mode 9 is used irrespective of the number of days of absence accumulated as a result of the illness. For those that are still absent and intend returning to work, the days of absence completed up to the time of the interview must be counted.

If the return to work after absence due to illness took place gradually (e.g. by working part-time), when counting the days of absence only the period for which they did not work is considered.

Where a number of jobs are done simultaneously, if the health problem resulting from one of these does not prevent the worker from doing the others, only the time for which they are unable to do any of the activities must be considered.

It should be noted that the return to work does not necessarily have to be linked to the activity they were engaged in at the time the illness arose, but could be different. For example, if during the period of absence due to the illness another job is found (which may be of a completely different type, also because they may no longer be able to do the previous job), the days of absence due to the illness are calculated from the time of the start of the period of absence until the time they are able to begin their new job.

Finally, for these purposes, it is not fundamentally important that the period of absence due to the health problem be covered by a medical certificate. For jobs for which there is a total or partial lack of insurance cover, the absence due to work-related illness may be justified by other reasons (e.g. holidays). In this case it is important to consider the days on which it was not possible to work due to the problem, irrespective of how this is motivated.

HOC17 Question	Reason for not working during the last 12 months
HOC17	What is the reason you have not been in employment during the last 12 months?
. <i>It was due to the complaint caused or made worse by work:</i>	
- <i>and I expect never to work again due to this illness</i>	1 <input type="checkbox"/>
- <i>but I expect to resume work in future</i>	2 <input type="checkbox"/>
- <i>Other reasons</i>	3 <input type="checkbox"/>
- <i>Do not know</i>	997 <input type="checkbox"/>

Since HOC17 is addressed to those that have not worked in the last 12 months, it does not contain time intervals.

In this case an initial distinction must be made between reasons related to the health problem and other reasons. Generally, the difference lies in recovery from the illness or lack thereof. If one has suffered a work-related illness in the past, but this has not occurred in the last 12 months, mode 3 must be indicated. If the person is still suffering from the health problem the possibility of them being able to return to work or lack thereof must be evaluated, irrespective of the type of work (both that suspended due to the illness and a new job).

Other reasons include all causes other than the health problem. These causes can include, for example, study or training, holidays, economic crisis in the company, maternity, unemployment or pension, and all the causes not connected with the health problem in question.

Due to their subjective and complex nature, questions HOC16 and HOC17 include the mode “*Don’t know*” to be used only when the person involved does not answer the interview.

Question HOC18 (which is very similar to HOC5) is only put to employed people and unemployed that have worked within the last 8 years. The interviewee is asked what working activity they were engaged in that gave rise to the health problem. This question is important for linking the illness to the characteristics of the work activity carried out.

The question is formulated in 3 different ways, depending on the profile of the interviewee.

The first of these is intended for employed people that also carry out another working activity.

HOC18 Question		Work done that gave rise to the health problem	
HOC18	α	Was the job that caused or made your illness worse the one you previously mentioned as?	
		Main current (first) job	“definition” or
		Second current job	“definition” or
		Some other job?	
<hr/>			
		• Main current (first) job	1 <input type="checkbox"/>
		• Second current job	2 <input type="checkbox"/>
		• Some other job	4 <input type="checkbox"/>

The second version is administered to employed people that do not carry out any working activities other than the main activity.

HOC18 Question		Work done that gave rise to the health problem	
HOC18	β	Was the job that caused or made your illness worse the one you previously mentioned as the main current job (“definition”) or some other job?	
<hr/>			
		• Main current (first) job	1 <input type="checkbox"/>
		• Some other job	4 <input type="checkbox"/>

Finally, the third formulation refers to unemployed with previous working experience.

HOC18 Question		Work done that gave rise to the health problem	
HOC18	γ	Was the job that caused or made your illness worse the one you previously mentioned as last job (“definition”) or some other job?	
<hr/>			
		• Last job	3 <input type="checkbox"/>
		• Some other job	4 <input type="checkbox"/>

The reason for putting the question to the unemployed that ended the activity less than 8 years ago is due to the questions in Section E, which are put to the same group of interviewees and gather information on the characteristics of the work activity carried out, to which reference must be made if the health problem arose while in a job that has ended.

All the activities that are not included among those expressly mentioned, must be coded as being in “*another job*”. Some examples:

- A further working activity that is carried out in addition to the first two indicated by the interviewee in sections C and D.
- A job that preceded the present position.

- A job prior to the last job in the case of an unemployed individual that finished less than 8 years before.

The various lines taken in the question have a fixed number that does not change for the different formulas, which means that during the analysis phase the working activity involved can be identified precisely (e.g. "Secondary working activity" will always be codified as 2).

If option 4 is selected, "*Another job*", question HOC19 will be displayed.

HOC19 Question	Another job done a year before
HOC19 Was this job carried out 12 months ago?	
• Yes	1 <input type="checkbox"/>
• No	2 <input type="checkbox"/>

If the answer is affirmative the health problem can be associated with the job done the previous year, the characteristics of which are subsequently indicated in section I.

4. Exposure to risk factors

The third part of the ad hoc form deals with exposure to risk factors to the health of workers and is only put to the employed.

This section revolves around two groups of questions: from HOC20 to HOC24 referring to risk factors of a physical type, while questions HOC25 to HOC28 look at the presence of factors that affect the psychological sphere. The factors mentioned do not constitute an exhaustive list of all the possible health risk elements in the working environment. In order to partially allow for this, two further questions are provided that ask if, besides those listed, there are other factors that may have a negative influence on the worker's health.

The extremely subjective character calls for the presence of the "*Don't know*" mode for all the questions, when the answers are not provided by the person involved. In addition, the "*No answer*" mode is also provided because, since we are dealing with questions that the standard sees as not being sensitive, they may be too invasive and touch on delicate aspects of the individual's working life.

The introductory script underlines the fact that it refers to the work currently carried out. Where other working activities are engaged in, reference must be made to the **main** activity, information on which was gathered in section C. This explanation is also contained in the online help that can be activated via the script.

HOC6 Script (reading obligatory)
Next questions concern your perception about health and safety of your workplace.

Four questions follow that are intended to check for the presence of physical risk factors to the health of individuals in the workplace.

HOC20 Question Dust, gas, exhausts, fumes, chemical substances	
HOC20 Would you say that at your workplace you have particular exposure to chemicals, dusts, fumes, smoke or gases?	
• Yes	1 <input type="checkbox"/>
• No	2 <input type="checkbox"/>
• Don't know	997 <input type="checkbox"/>
• No answer	998 <input type="checkbox"/>

HOC21 Question Excessive noise or vibrations	
HOC21 Would you say that at your workplace you have particular exposure to noise or vibration?	
• Yes	1 <input type="checkbox"/>
• No	2 <input type="checkbox"/>
• Don't know	997 <input type="checkbox"/>
• No answer	998 <input type="checkbox"/>

HOC22 Question Harmful postures, moving heavy loads, or making movements that have a negative effect on health	
HOC22 Would you say that at your workplace you have particular exposure to difficult work postures, work movements or handling of heavy?	
• Yes	1 <input type="checkbox"/>
• No	2 <input type="checkbox"/>
• Don't know	997 <input type="checkbox"/>
• No answer	998 <input type="checkbox"/>

HOC23 Question Risk of injury	
HOC23	Would you say that at your workplace you have particular exposure to risk of accidents?
• Yes	1 <input type="checkbox"/>
• No	2 <input type="checkbox"/>
• Don't know	997 <input type="checkbox"/>
• No answer	998 <input type="checkbox"/>

In relation to HOC20 it should be stated that fumes are taken as including all those connected with the various work activity phases (e.g. those resulting from working metal in the steel

industry or those released by combining chemical substances). Thus fumes resulting from cigarette smoking must be excluded.

Where 2 or more of the factors mentioned are encountered, question HOC24 is used to ask which of these constitutes the factor they feel most exposed to.

HOC24 Question Selecting the most important physical factor	
HOC24	Which of these factors do you consider as the main factor?
• Chemicals, dusts, fumes, smokes or gases	1 <input type="checkbox"/>
• Noise or vibration	2 <input type="checkbox"/>
• Difficult work postures, work movements or handling of heavy loads	3 <input type="checkbox"/>
• Risk of accidents	4 <input type="checkbox"/>
• Don't know	997 <input type="checkbox"/>
• No answer	998 <input type="checkbox"/>

Obviously, only the modes that relate to the questions answered in the affirmative will be displayed.

Similarly, 3 questions are then put that look at the presence of psychological risk factors.

HOC25 Question Excessive workload	
HOC25	Would you say that at your workplace you have particular exposure to time pressure or overload of work?
• Yes	1 <input type="checkbox"/>
• No	2 <input type="checkbox"/>
• Don't know	997 <input type="checkbox"/>
• No answer	998 <input type="checkbox"/>

HOC26 Question Arrogance and discrimination	
HOC26	Would you say that at your workplace you have particular exposure to harassment or bullying?
• Yes	1 <input type="checkbox"/>
• No	2 <input type="checkbox"/>
• Don't know	997 <input type="checkbox"/>
• No answer	998 <input type="checkbox"/>

HOC27 Question Threats or physical violence	
HOC27	Would you say that at your workplace you have particular exposure to violence or threat of violence?
• Yes	1 <input type="checkbox"/>
• No	2 <input type="checkbox"/>
• Don't know	997 <input type="checkbox"/>
• No answer	998 <input type="checkbox"/>

Some definitions may clarify the manner in which the factors referred to above are seen:

- **Excessive workload:** The quantity of work to be done by the individual exceeds their capacity and the resources available to them, or the time allowed for completing the task is too short.
- **Arrogance:** Abuse of a position of authority in relation to a subordinate person or group of people.
- **Discrimination:** Unequal treatment to which the individual is subjected by various parties (colleagues, superiors or other people in the workplace). This may be due to social, cultural, racial, behavioural factors, etc.
- **Physical violence:** Use of physical force against a person or group of people, resulting in physical and/or psychological trauma.

These factors may relate not only to work colleagues or superiors, but also to outside people that interact with the individual's working environment (e.g. the company's clients).

Where 2 or more of the factors mentioned are encountered, question HOC28 is used to ask which of these constitutes the factor they feel most exposed to.

HOC28 Question Selecting the most important psychological factor	
HOC28	Which of these factors do you consider as the main factor?
<ul style="list-style-type: none"> • Time pressure or overload of work • Harassment or bullying • Violence or threat of violence • Don't know • No answer 	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 997 <input type="checkbox"/> 998 <input type="checkbox"/>

Obviously, only the modes that relate to the questions answered in the affirmative will be displayed.

In order to gather information on any other risk factors that have not been mentioned, question HOC29 is put.

HOC29 Question Presence of other factors	
HOC29	Apart from the factors you have told me about, would you say that at your workplace you have particular exposure to other factors?
<ul style="list-style-type: none"> • Yes • No • Don't know • No answer 	1 <input type="checkbox"/> 2 <input type="checkbox"/> 997 <input type="checkbox"/> 998 <input type="checkbox"/>

If the answer to question HOC29 is affirmative, the phenomenon is described by using HOC30 below.

HOC30 Question Description of other factors	
HOC30	Could you describe them?
<ul style="list-style-type: none"> • Yes (HOC30_a) • Don't know • No answer 	1 <input type="checkbox"/> 997 <input type="checkbox"/> 998 <input type="checkbox"/>