

**Annex to the labour force sample survey – module
'Accidents at work and work-related health problems'**

Instruction for the interviewer

In this sample survey the population will be asked about accidents at work and work-related health problems, as well as at the end of the interview there will be questions about the working environment and conditions that could affect the mental and physical well-being of workers.

Q_1 to Q_6a

The aim of the questions is to find out, whether the respondent during the last 12 months **has had some accident at work or in the course of work**, and if they have, then how many accidents have they had within this period. The term '*in the course of work*' means that one must take into account all accidents that occurred during working time, even if they have not occurred during the usual work or at the usual workplace.

This applies also to such accidents as road traffic accidents in the course of work, slips, falls, aggressions etc. in public places (pavement, staircases etc.), and in the starting and destination points (stations, ports, airports etc.) of any means of transport that occurred in the course of work; accidents on board of any means of transport used in the course of work (underground, tram, train, boat, plane etc.); accidents that occurred in the course of work within the premises of another company or private individual than the employer. Finally, one should also include accidents at lunch time or any other break in *the premises of the workplace* (if a person during this break leaves the premises of the workplace and then has an accident, this should be considered commuting accident and should not be included). All accidents corresponding to these examples always should be considered 'accidents at work'. Please bear in mind that if a person goes to perform their professional duties directly from home (not going first to their usual workplace), they are on duty already at the moment of leaving home, consequently all accidents occurred at that time should be included.

Attention! The interview should not include:

- accidents that occurred in the course of travelling between home (or usual place of meals) and the workplace (commuting accidents);
- home and leisure accidents;
- road traffic or transport accidents in the course of private activities;
- occupational diseases. An accident is a discrete occurrence, however, illness or other health worsening which are developing over a longer period/time should not be included. In some rare cases it might be difficult to make a difference. For example, if a worker cuts them with a needle thus causing a wound infection, it must be taken into consideration that this was caused by the accident and as such it should be considered. If a construction worker injures his back as a consequence of a sudden movement, it should be considered an accident. Meanwhile, if the back pain develops over a day when they were carrying heavy loads it should be considered a non-accidental work-related health problem (Q_7 or Q_7_1). The concept of an accident includes also cases of acute poisoning and deliberate acts of other persons against the respondent. Deliberate self-inflicted injuries should be excluded.

Q_4 Was that injury caused by...?

The aim of the question is to find out, whether the accident at work is related to a road traffic or some other accident. **Road traffic accidents** are all accidents on roads (or parking places) and which occurred in the course of work. The victim may be either on board of the means of transport (driver or passenger) or a pedestrian. Road traffic accidents includes both, accidents where the victim's professional duties are related to transport (e.g., bus or lorry drivers, conductors) and accidents in which the victim was occasionally in road traffic in the course of work (e.g., a manager on his/her way to a business meeting outside the enterprise). If an accident involves motor transport outside public roads (e.g., specialised transport in its

usual working environment – forklift trucks, bulldozers, tractors, forestry machines), as well as accidents at work that have occurred on roads within the premises of a factory, in ports or other premises of the workplace, as well as all other accidents at work should be marked with ‘2’ and in the next question Q_4a one should briefly describe the process of the accident.

Repeated note: please take into consideration that only accidents at work or accidents that occurred in the course of work should be included.

Q_6

The aim of the question is to find out the **number of calendar days** the respondent was not able to perform their professional activities. All calendar days from the cessation of work until the restart of work are taken into consideration, that is, also considering weekends and bank holidays. Any further episodes of time off work after the initial return to work, as well as absence which is not directly related to the accident should not be included. If on the day of the interview the victim has not yet recovered from the accidental injury, there are two possible categories: code ‘07’ for those who expect to resume work later, and code ‘08’ for those who will never work again because of the accident.

Only those days should be counted which were off work exactly because of the accidental injury. Therefore, if the victim has already recovered from the injury, but has not resumed work yet, code ‘07’ should not be used. Instead one should ask the person to determine a date on which they could have resumed work (e.g., have recovered from the accident).

When calculating the days for those who have already returned to work, days when the person was able to work but did not do it because of other reasons (even if the reasons are somehow linked to the accident). For example, if the person was not able to resume work two months after 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, one should use code ‘06’, then code ‘03’ = ‘at least one month but less than three months’ (2 months).

If a person did not work for a certain period and then started to get integrated back to work gradually, for example, working part-time, only the days when they were not working at all are counted.

Question Q_6a is intended for those who returned to work after five or more days after the accident. Also in this question all calendar days from the cessation of work until the restart of work are taken into consideration, that is, considering also weekends and bank holidays.

Q_7 to Q_13

The aim of the questions is to find out whether the person has some illness, physical disability or mental **disorders which were caused or made worse by work** (current or past), and from which it has suffered **during the past 12 months**. The criterion is, whether a person itself considers the complaint is caused or made worse by job (current or past). This means that the work-related problems asked for should not be restricted to cases reported by or recognized by medical authorities, but all cases even those without time off work should be included provided that the above mentioned criteria are satisfied. In case of infectious diseases, such as cold or flu, it is difficult to determine where and when exactly (home, work, else) a person became ill but in this case respondents should think about whether the nature of their work is such that could have caused the illness.

All the jobs should be considered, even those, performed many years ago. In the latter case the onset of the health problem could have been more than a year before the interview but if the victim has still suffered from it during the past 12 months. If the respondent during the past 12 months has not suffered from a work-related problem caused a year ago, the case should not be included.

Q_10

The aim of the question is to find out in case of a problem or several problems related to or caused by work, the nature or the **most serious** problem, which has had the greatest impact on the person's day-to-day activities.

Only one answer possible! Record according to spontaneous answer. If no spontaneous answer, start to read the list until an alternative is chosen by the respondent.

As there is no special code allocated to carcinomas (cancer), it should be coded in accordance with its anatomical location or code '11' = 'Other complaints'.

Q_11

The aim of the question is to find out **to what extent** the most serious health problem, caused or made worse by work, **limits** the ability of the respondent to carry out his/her day-to-day activities.

Q_12a or Q_12b

The aim of the question is to find out the **number of calendar days** when the victim was not able to work because of the health problem, caused or made worse by work. All days in between the onset of the complaint and the resumption of work have to be taken into consideration (not only working days, but also weekends, bank holidays, etc. Also all repeated absences from work, caused by the same illness, should be included; the number of days should be counted together. If the person has not worked during the past 12 months due to some other reasons, use code '03'. If at the date of the interview the respondent does not work because of health problems caused or made worse by work (but expect to resume work later), the time off (for the past 12 months) should be counted up to the date of the interview. If a person did not work for a certain period and then started to get integrated back to work gradually, for example, working part-time, only the days when they were not working at all are counted.

If the person has not been working at all during the last 12 months (**Q_12b**), but because of reasons not related to the complaint caused or made worse by work, use code '3'. If the person has not been working at all during the last 12 months and this is due to the complaint caused or made worse by work, use codes '1' and '2', depending on whether the person still expects to return to work later.

Q_13

The job can be the main current job, code '01' or the second current job, code '2'. It can also be either the last job done by the person who is currently not in employment, code '3', or the job done one year before the day of the interview, code '4'. If the job is at the same time the last one and the job one year ago, use code '3' (note first that applies).

Finally, if the job is none of these, the answer is 'some other job', code '5'. 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. People reporting a complaint caused or made worse by a previous job, but having not worked during the last 8 years are not included in the filter because for them the job that caused or made worse the complaint is by definition '5' - 'some other job'.

Q_14 to Q_18

The aim of the questions is to find out whether the respondent would consider that at their physical **workplace there is a particular exposure to any of the mentioned factors that can have adverse effects on his/her mental and physical health**. Particular attention should be paid to cases, when the exposure to these factors is more intensive and frequent than people experience in their everyday life. Basically the approach is as follows: communication and mental health at work place should be evaluated **from the point of view of the person employed**.

Workplace refers to the usual geographical environment of work where the respondent carries out their everyday working activities. Usually it is a particular place or establishment, but for certain workers (e.g., forestry workers, firemen), it should be taken as the general environment where the work is usually carried out.

In questions from Q_14(abc) to Q_15 the respondents are asked about harassment, bullying, violence, overload or other factors that could have adverse effects on the **mental health** of the workers. Particular exposure refers to the cases when the exposure to these factors is more intensive and frequent than people experience in their everyday life. These factors (e.g. overload or violence) may be due to either other people

working in the same workplace as the respondent, or client etc., not working at but visiting the workplace. 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 they consider the main factor from the point of view of adverse effects on their mental health. These factors are described by the following definitions:

- **harassment and bullying** relate to deliberate use of force against a person or group of persons which can cause physical, moral, mental or social harm (sometimes also the term psychological violence is included and used);
- **violence** relates to physical force which is used against a person or a group of persons and causes physical, sexual or psychological harm. In the question Q_15 coded '2' should be real experienced cases as well as the threat of such cases;
- **time pressure and overload** relate to the time when the respective work is to be done or to the amount of the work to be done if the requirements exceed the person's forces and abilities.

In questions Q_16(abcd) to Q_18

Workplace is used in the same meaning as in question Q14. The respondents are asked questions about the impact of working environment factors (chemicals, dusts, smokes etc.) on the respondent's health or the existence of other factors (difficult work postures, particular work movements, vibration, noise, risks of accident etc.) that can have adverse effects on the **physical health** of the workers.

Particular attention should be paid to cases, when the exposure to these factors is more intensive and frequent than people experience in their everyday life. Physical health refers to all other aspects of health than mental health.

Aim: The aim is to find out whether the respondent considers that at their geographical workplace there is a particular exposure to some of the mentioned factors that could have adverse effects on their physical health. Basically the approach is as follows: communication and mental health at work place should be evaluated from the point of view of the worker. Workplace refers to the usual geographical environment of work where the respondent carries out their everyday working activities. Usually it is a particular place or establishment, but for certain workers (e.g., forestry workers, firemen) it should be taken as the general environment where the work is usually carried out. 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 they consider the main factor from the point of view of adverse effects on their physical health.

Culture, Education, Science and Health Statistics Section

In case of questions and uncertainty please call or write:

Dacei Krievkalne 7366691 (local - 191), Dace.Krievkalne@csb.gov.lv

Ilzei Burkevicai 7366742 (local - 742), Ilze.Burkevica@csb.gov.lv