

**CENTRAL STATISTICAL OFFICE
SOCIAL STATISTICS DIVISION**

**EXPLANATORY NOTES
CONCERNING COMPLETION OF THE LFS MODULE
QUESTIONNAIRE ZD-G**

***ACCIDENTS AT WORK AND WORK-RELATED HEALTH
PROBLEMS***

PART ONE

GENERAL RULES

I

Legal basis of the survey

The module „ACCIDENTS AT WORK AND WORK-RELATED HEALTH PROBLEMS” comprises a supplementary part of the Labour Force Survey (LFS). The legal basis of both surveys constitutes Regulation of the Council of Ministers of September 5, 2006 on the Programme of Statistical Surveys of the Public Statistics for the year 2006 (Journal of Laws No. 170, item 1219).

The module survey “Accidents at work and work-related health problems” is one of the surveys mentioned in the Programme of ad hoc modules for the Labour Force Survey, which are to be carried out in the European Union Member States in the years 2007 – 2009 (European Commission Regulation No. 384/2005 of March 7, 2005). The law introducing the above mentioned module survey in the European Union countries is the European Commission Regulation No. 341/2006 of February 24, 2006.

II

General information about the survey

The module survey is an additional survey carried out simultaneously with the basic survey. In case of the LFS module surveys, they comprise surveys concerning particular labour market related issues, carried out one-time on the sample of dwellings selected to the Labour Force Survey in a specified quarter.

The term of the interview – one-time in the second quarter of 2007

The reference period (observed) of the events examined in part 1 and 2 concerns exclusively the last 12 months preceding the surveyed week.

In order to define clearly the reference (observed) period, it is assumed that it covers the period between the date of the last day in the survey week and the date one year ago.

Example: if the interview concerns the week between 9 and 15 April 2007, the observed period is considered from 16 April 2006 to 15 April 2007.

Whereas, the events presented in the **part 3** of the questionnaire concern the **currently performed job**.

III

Survey objective

The objective of the module survey is providing information concerning the incidence of work-related health problems not caused by accidents at work, the incidence of accidents at work, and factors at workplace that adversely affect mental well-being or physical health, in particular:

- determination of the number and kinds of work-related health complaints not connected to an accident at work, and absenteeism (the number of calendar days) caused by these complaints,
- determination of the number of accidents at work and absenteeism (the number of calendar days) caused by these accidents,
- determination of the scope of incidence of factors at the work that adversely affect mental well-being or physical health.

In particular, the survey results will be used in the analysis on accidents incidence and work-related health problems depending on features characterising:

- employed persons (occupation, occupational status, full- or part-time work, permanent or temporary employment, work seniority, etc.),
- employers (kind of activity, enterprise size, territorial location).

Regarding work-related health problems not caused by accidents at work the practical goals are:

- determination of the incidence health problems resulting from work, or worsened by work (i.e. not only those that are defined as occupational diseases in national system),

- determination of the incidence of newly emerging kinds of diseases connected with work that are not included yet in the classification of occupational diseases (particularly health problems of the musculoskeletal system and psychosocial ones),
- analysis on the incidence of work-related health problems in connection with the LFS survey variables.

Regarding accidents at work, the practical goals are:

- determination the number accidents at work resulting in absence from work shorter than four days,
- in case of accidents at work resulting in absence from work of 4 days and more, comparison of the results of the module survey with the results obtained from the “Statistical Card of Accidents at Work”, carried out in accordance with the European methodology of the surveys on accidents at work – „European statistics on accidents at work” (ESAW), compiled by the employers,
- determination of the number of accidents not reported by the employers to the system of registration of accidents at work.

Regarding working conditions the main objective is comparing the obtained information from the module survey with the information obtained from the statistics carried out by the employers.

IV

Form and range of the survey

The module survey: “Accidents at work and work-related health problems” comprises a **one-time survey** within the framework of the “Labour Force Survey” and is carried out according to the sample survey method on a sample of households in dwellings selected to the LFS in the second quarter of 2007.

The subjects of the survey are persons aged 15 years and more, members of the households in the dwellings selected to the survey for which the ZD File was completed, and who work or have ever worked.

V

Organization of the survey

Applies § 4 of the Explanations for the Labour Force Survey.

VI

General methodological rules

The module survey is carried out with the use of the additional LFS questionnaire with the symbol ZD-G: *ACCIDENTS AT WORK AND WORK-RELATED HEALTH PROBLEMS*

The answers for the questions included in the questionnaire should be given by the person the questionnaire concerns. However, in some cases (e.g. temporary absence of the person, inability to make contact with the person) the interview can be carried out with another member of the household, providing that he or she can provide adequate information concerning the questions included in the survey.

VII

The interviewer's proceedings during the interview

Applies § 7 of the Explanations for the Labour Force Survey.

VIII

General rules of the questionnaires completion

Applies § 8 of the Explanations for the Labour Force Survey.

NOTICE:

In answer to all questions included in the module questionnaire ZD-G, only one correct answer should be encircled, with the exception of questions 17 and 19 where the answer must be coded for each of subpoints.

IX

The way of proceeding in case of refusal or lack of possibility to carry out the interview

In case when the respondent refuses to complete the questionnaire, the interviewer should explain the objective of the survey and assure that obtained information will be used exclusively for statistical purposes.

If the respondent continues refusing or in other case of inability to complete the interview only the address part of the module questionnaire should be completed. Therefore, in item 08 of the ZD - G questionnaire, one of the following symbols should be coded:

- 1** there is ZD File, but there is no module questionnaire, because the respondent refused to provide information concerning accidents at work and work-related health problems,
- 2** there is ZD File, but there is no module questionnaire, due to the absence of the person whom the questionnaire concerns, and inability or unwillingness of other persons to supply information in his or her stead.

X

Obligation to keep statistical confidentiality

Applies § 10 of the „Explanatory Notes for the Labour Force Survey”.

PART TWO

DETAILED RULES OF THE QUESTIONNAIRE COMPLETION

XI

Subjective range of the survey

The ZD-G questionnaire concerns only persons for whom the ZD questionnaire was completed, with the exception of persons who have never worked, i.e. in question 59 questionnaire ZD have coded answer "2". After main performing the basic interview, i.e. completion of the ZD questionnaire, the jest answer for question 59 of the ZD questionnaire should be checked. If the answer with code "1" is encircled, or there is no answer for this question, then the module questionnaire should be completed. In other case (question 59 code "2") – the module survey is not carried out.

The module survey objective is increasing the scope of information obtained in the main survey. In order to facilitate work of **the interviewers** as well as persons controlling their work, **in the address part of the ZD-G questionnaire, in the item 09, the answer for question 60 of the ZD questionnaire "When did the respondent stop working" (months and year) was presented.** The included statement in this form will allow quick specification of the subpopulation answering the successive block of questions. It will also facilitate effective control of the correctness and completeness of the interviews' implementation.

XII

The address part of the questionnaire

The address part of the questionnaire is completed by the interviewer on the basis of information inserted in the Household File and ZD questionnaire without asking the respondent questions. In adequate positions should be inserted:

:

- **in item 01** – two-digit voivodship code,
- **in item 02** - the within voivodship dwelling number (the number that is inserted in the top, left corner of the ZG File),
- **in item 03** - within-dwelling household number assigned by the interviewer,
- **in item 04** - the ZD File number,
- **in item 05** - the number of the respondent from the ZG File (section 1A, part 1 column 1),
- **in item 06** - respondent's sex (symbol from the ZG File, section 1A, part 1, column 8),
- **in item 07** – the respondent's year of birth (from the ZG File, section 1A, part 1, column 9),
- **in item 08** – „*reason for lack of the questionnaire*” should be completed in case of inability to perform the interview, as well as in case when respondent answered the questions from ZD-F questionnaire. In case of inability to perform the interview one of the codes described in Part I, § 9, point 2 should be used; whereas in the situation when the interview is completed symbol “0” should be inserted.
- **in item 09** – should be inserted symbol corresponding to the answer for question 60 of the ZD questionnaire, i.e. two-digit code of the month and four-digit code of the year according to the date of leaving the last job by the respondent. If the position is unfilled – for employed persons – symbol “0” should be inserted.

XIII

Section 1

WORK RELATED HEALTH PROBLEMS SUFFERED DURING THE LAST 12 MONTHS (it does not concern problems caused by an accident at work that happened during the last 12 months)

Questions from 1 to 9

The questions in **section 1** are answered by all persons who have worked or used to work, regardless of their age, working time, or form of employment, therefore all persons covered with the module survey.

The survey subject is the incidence of work-related health problems. The term „work-related” means that health problem emerged or worsened due to adverse factors present in the working environment (e.g. exposure to dust, chemicals) or because of work specifics (e.g. work in a noisy environment, necessity to carry heavy loads, work under constant pressure of time).

In this section, should be also included problems that were caused or made worse because of an accident at work only if the accident occurred before the last 12 months. If the health problem is the result of an accident at work, but the accident happened during the last 12 months it should not be included. This accident and its effects will be recorded only in section 2 of the ZD-G questionnaire.

Question 1

It is a filter question (answer with code “1”) and it selects persons who during the last 12 months suffered health problems caused or worsened because of the hitherto performed work, both: the present one and the one performed in the past.

The term **health problem** includes illness (e.g. contagious, occupational), physical disability, as well as other problems with mental and physical health. In this question important is feeling such complaint during the last 12 months, regardless its seriousness and duration. Feeling health complaint does not have to be connected to absence from work. Person may feel such complaints and at the same time carry out work without any breaks.

Work-related health problems may be observed among all persons included in the module survey, and not only among the currently employed. Even persons at older retirement age who have not been working for many years can feel health complaints that emerged in the course of paid work or worsened because of work.

For example:

- *elderly woman currently not working retiree who had had problems with her spine since childhood, during her occupational career worked for many years as a seamstress; the mode of performed work worsened problems with her back, currently she does not work but during the last 12 months quite seriously suffered spine complaint (she suffered pain in her arm or leg);*

- *currently not working retiree who during the early youth worked as a lumberjack in a forest, cut trees with mechanical saw; after 20 years, he still feels negative effects of such work – his hearing ability is worsening, he has serious problems with holding even a small object in a his hand.*
- *currently working office lady whose work comprises mainly typing letters using a computer, during the last 12 months has often had conjunctivitis or the symptoms of the so-called dry eye resulting from many-hour work in front of a computer screen;*
- *young girl, who has recently started work in a large western corporation, she works 12-14 hours each day and is constantly under pressure whether she will manage to finish her work in due time. Often complains about rather strong headache or cannot sleep at night; while after negative assessment by her supervisor she suffers temporary depression.*

All such cases comprise work-related health problems, **because in the respondents' opinion they were caused or made worse because of hitherto performed work and were suffered during the last 12 months.**

Question 2

Determines how many of such health problems the surveyed person suffered during the last 12 months.

Question 3

Determines the type of only **one most serious health problem** during the last 12 months. As the main complaint is considered the one that in opinion of the surveyed person had the greatest impact on everyday activity (both at work as well as outside work) in the surveyed period.

- *If a person answers that he/she has a general problem with spine (as the whole) item 3 should be encircled, although some persons who suffer spinal degeneration are able to localise precisely the place they feel pain because of that, e.g. in the leg. In such cases the code should be symbolised according to this more detailed answer.*
- *All mental disorders should be included in item 7.*

- *What should be the code in case when the skin problem was a result of infection, e.g. by chicken pox (kindergarten teacher caught chicken pox from the children). Obviously in item 10 – contagious disease.*
- *Often observed among teachers problem with voice (vocal chords) should be included in item 11.*

Questions 4, 5, 7 and 8

Concern only one, the most serious complaint reported in question 3 **in case when the interviewed person suffered a few health problems, the interviewer should make sure that the answers concern this one problem exclusively.** Therefore, the interviewer asking successive questions should particularly stress this, e.g. persons in question 3 answered that he/she has a skin problem. The successive questions may be asked as follows: Do the skin problems hinders your? How many calendar days jointly you did not work because your problems with skin...?, etc.

Question 4

Determines to what extent this most serious complaint limits performing everyday activity at work, as well as during the leisure time, according to the subjective assessment of the surveyed person. The interviewer should not question the received answers.

Question 5

Concerns the combined number of days off work resulting from the main complaint **during the last 12 months.** When determining this number, all days since the moment of the beginning of a complaint causing inability to work and the date of returning to work, i.e. all calendar days (including Saturday and Sunday), and not only the ones covered with sickly leaves. If a person was granted two sickly leaves because of this complaint during the last 12 months (covering jointly 14 calendar days including Saturday and Sunday), moreover, he/she took additional 5 days of leave in order to cure this complaint, as after the previous breaks he/she still did not feel well, all these days should be added. Thus, their total number is 19; therefore, in question 5 should be included answer 04, i.e. at least 2 weeks, but less than one month.

If during 12 months a person was granted two sickly leaves because of this most serious complaints - 9 days each, with a few days break between the leaves,

then all days should be added, i.e. overall there will be 18 days off work and in question 5 should be marked answer 04, i.e. at least 2 weeks , but less than one month.

If a person did not work for some time and then became gradually return to work (e.g. working part-time), only these days should be included when he/she did not work.

If a person had two jobs and because of this complaint did not work in one of them, but worked in the other, the answer “1” should be inserted (not a full day or not at all) – as he/she worked during this period.

It should be remembered that a given number of days must correspond with the working time of the interviewed person during the last 12 months. It particularly concerns persons currently not working (economically inactive and unemployed) who in item 09 of the address part stated the date of work termination

Answer:

9 – concerns only persons who during the interview are absent from work because of this complaint, but at the same time believe that they will never go back to work. In this case the duration of absence from work is not important.

Person in similar situation who still hope that they will come back to work - should determine the duration of absence from work counting days until the surveyed week (of course only during the last 12 months). Depending on the determined duration of absence from work, the symbol within the range from **2 to 8** should be respectively coded for these persons.

10 – should be completed for persons who during the last 12 months did not worked a single day but the reason for this was other than the complaint (e.g. because of education, holiday or maternity leave, not having work - unemployed, not working retirees, etc.).

NOTICE!

In case when in question 60 of the ZD questionnaire, the respondent could not give the exact date of terminating the last job or refuses answering (in question 60 questionnaire ZD should be inserted symbol “99999”) the interviewer should mark answer with code “10”.in question 5 of the ZD-G questionnaire.

Question 6

In this question the interviewer should code the answer on the basis of the ZD questionnaire, WITHOUT ASKING RESPONDENTS QUESTIONS.

It is a filter question that specifies subpopulation of the surveyed depending on their status on the labour marker in the surveyed week.

In this question should be calculated when the respondent terminated work, from the survey year should be deducted the year of work termination from question 60.

Answer with code "1" is marked for persons who in question 60 have inserted the year 1998 or earlier (i.e. 9 years or more have passed since termination of work). These persons stop the interview at this question

Answer with code "2" is marked for persons who in question 60 have coded the year 1999 or later (8 years or less have passed since termination of work). These persons move to questions 8 and 9.

Answer with code "3" is marked for persons who did not answer question 60 (they are persons who worked or who did not work but had a job), therefore they are directed to question 7.

NOTICE!

In case when in question 60 of the ZD questionnaire the respondent cannot give the respondent could not give the exact date of terminating the last job or refuses answering (in question 60 of the ZD questionnaire should be inserted symbol „999999“) the interviewer should mark symbol "1" and finish the interview.

Question 7

Is addressed to persons who worked during the reference week or who did not work but had a job.

Definitions of a main and additional job are identical as in the main LFS survey (explanatory notes p. 25).

Mentioned in question 7 (questionnaire ZD-G) variants of answers concern the below indicated places of work where a complaint coded in question 3 began or was made worse. For better comprehension, the numeration of questions in the ZD questionnaire concerning the kind of activity of the place of work has been

used. In case of not understanding the questions/answers by the respondent, the description of places of work included in the ZD questionnaire should be used.

- 1) At the workplace indicated by the respondent as the main job in the basic interview with the ZD questionnaire (e.g. completed question 38),
- 2) at the current workplace indicated as an additional job (e.g. completed question 57),
- 3) at work performed by the respondent a year ago indicated in question 88 (if it was the work currently performed and indicated in question 38),
- 4) in other not mentioned workplace, i.e. a job not indicated in the ZD questionnaire; the example may be a case when the respondent had a few jobs A, B, C during 12 months: Job A was performed exactly one year ago (question 88 of the ZD questionnaire), job C – currently performed (question 38 of the ZD questionnaire), while job B was undertaken for a period of one month between these jobs and terminated, e.g. a month before beginning work C (this job cannot be characterised on the basis of the ZD questionnaire). Job B was the job that made the respondent's complaint worse, and as a result of that he/she changed a job.

NOTICE!

In case when the currently performed work (main or additional) is the same as the one performed a year ago (work seniority in this company longer than a year), then the interviewer should code the current job (main or additional). Deciding is the order of answers for the ZD-G questionnaire.

Question 8

Is addressed to unemployed or economically inactive persons who terminated the currently performed work within the period of last 8 years.

Mentioned in question 8 variants of answers concern the below mentioned places of work where the health complaint indicated in question 3 appeared or worsened. Similarly as in question 7, for better comprehension in the examples was given the numeration of questions of the ZD questionnaire concerning the kind of activity of the respondent's place of work.

- 1) Respondent's last workplace – mentioned in question 65 of the ZD questionnaire (with the exception of persons who stopped working in 1999, for them question 65 of the ZD questionnaire will be unfilled),

- 2) the respondent's place of work performed exactly one year ago (mentioned in question 88 of the ZD questionnaire if it differs from the one currently performed),
- 3) other, not mentioned above place of work (impossible to identify kind of work in the ZD questionnaire), e.g. respondent terminated the last performed work a month before the interviewer's visit, and he/she performed this work for only 2 months. Directly before beginning that work he/she had worked in other firm where his health complaint appeared or was made worse (but during 12 months covered by the observation).

NOTICE!

If the work performed lately is the same as the one performed a year ago, the answer "at the last job" should be coded.

Question 9

Is a filter question allowing determination of:

- 1) persons not working who terminated their last job earlier than one year before the survey – for this persons the interview should be ended,
- 2) persons not working who terminated their last job during the last 12 months before the survey,
- 3) persons who worked during the reference week or who did not work but had a job.

Example:

We should subtract one year from the date of the reference week (we take under consideration only month and year).

The survey week is in April:

- answer with code "1" is marked for persons, who in question 60 of the ZD questionnaire have coded March 2006 or earlier,
- answer with code "2" is marked for persons, who in question 60 questionnaire ZD have coded April 2006 or later.
- answer with code "3" is marked for persons who work or do not work but had a job, these persons do not answer question 60 of the ZD questionnaire).

In this question the interviewer should code the answer on the basis of records in the ZD questionnaire without actually asking the respondent.

Question 10 should be asked persons who had in question 9 coded answer „2” or „3”

XIV

Section 2

Accidents at work of persons who worked during the last 12 months (excluding occupational diseases)

Questions from 10 do 16

Questions of **section 2** are answered by all persons currently working or not working but having a job, as well as those months.

The objective of section 2 of the module questionnaire is determination whether during the last 12 months the respondent was injured at an accident at work (one or more).

As **an accident at work** is considered a sudden event caused by an external reason resulting in an injury or death that happened **in connection with work**:

- in the course of or in relation with performing by an employee his/her usual tasks or the supervisors' requests;
- in the course of or in relation with performing by an employee his/her tasks on behalf of the employer even without the supervisor's request;
- during the period of staying by an employee at the employers disposal on the way between the employer's premises and the place of performing tasks due to employment contract;

An accident equivalent to accident at work is considered an accident where the employee was injured:

- during employee's business trip in circumstances different than the ones defined in point 1, unless the accident was caused with the employee behaviour which was not related to the performance of ordered tasks;
- during the course of training within the scope of common self-defence;
- at performing tasks ordered by the trade unions functioning at the employer.

As an accident at work is also considered a sudden event caused by external reason and resulting in injury or death that occurred in the course of:

- performing sports activities during competition and training by a person receiving sports scholarship;
- performing paid work on the basis of work order during a period of serving prison sentence or temporary detention;
- carrying out a mandate by members of Sejm (Parliament) or Senate receiving salaries;
- training or traineeship connected with receiving a scholarship on the basis of work order issued by the Powiat Labour Office;
- performing by a member of agricultural producers' cooperative, agricultural farmers' cooperatives or other person treated equally with cooperative members work for the benefit of these cooperatives;
- performing work or cooperation during performing work on the basis of agency agreement, order agreement, or agreement concerning service providing;
- performing usual activities related to conducting or cooperation in conducting non-agricultural economic activity;
- performing religious activities or activities connected with entrusted pastoral or monastic functions by clergymen;
- serving supplementary forms of military service;
- education at the National School of Public Administration by students who receive scholarships,

The term **"in course of performing work"** means "during occupational activity or during working hours". Each accident during hours of work even if it did not happen during the usually performed activities or at the place of work of the surveyed person must be considered.

Therefore, “during working hours” all kinds of accidents that happened in public places or means of transport, irrespective whether it were usual places of work, or during a trip in the course of the performed work, should be considered as accidents at work and included.

All other kinds of accidents such as:

accidents that happened during a journey between home and workplace (accidents during commuting),

accidents during the lunch break or any other break if a person leaves the establishment premises,

accidents at home and during leisure time,

road and transport accidents during personal activities,

should not be included.

An accident comprises a single event; whereas a disease or other health complaint that develops over a longer period should not be included in this section of the questionnaire.

However, in a few cases the events may be difficult to qualify in the appropriate section of the module questionnaire.

For example :

If a health service employee was injured with a needle and in consequence he/she developed infection, the circumstance indicate that this event should be treated as an accident at work (section 2 questionnaire ZD-G).

If a construction worker injures his spine as a result of a sudden move, this event is registered as an accident at work (section 2 of the ZD-G questionnaire).

If back pain begins on a day when the respondent carried heavy loads, then this event should be considered as non-accident health complaint related to work (section 1 of the ZD-G questionnaire).

The concept of accident includes also cases of acute poisoning and purposeful actions of other persons – also accidents that happened during work but outside the firm premises - (section 2 of the ZD-G questionnaire),

On the other hand, the intended self-injuries are not treated as accidents at work and they are included in section 1 of the ZD-G questionnaire.

Question 10

The question objective is determination whether the interviewed person suffered in accident that happened during the course of performing work - symbol “1” or not - symbols “2” and “3”. The persons who coded “2” should be asked question 17, whereas the person who coded symbol “3” ends the interview there.

Question 11

The question objective is determination whether the respondent who gave a positive answer suffered because of one accident at work (symbol “1”), or because of more than one (symbol “2”) accidents at work during the last 12 months.

Question 12

The question objective is determination whether the injury caused by accident at work occurred in **road traffic** or whether **it happened in other place**.

This distinction is necessary in order to allow comparison of the module survey results with the survey on accidents at work carried out by the CSO through the statistical card of accident at work – (Z-KW) completed by the employers .

“Road (traffic) accidents” include all accidents (at work or in the course of performing work) that occurred on public roads and car parks (public or private). *Among these accidents are not included events when the injured person was in the establishment rooms within its premises.*

The injured persons may be inside (on a deck) of a mean of transport - vehicle (driver or passenger) or outside as a pedestrian.

Road (traffic) accidents include both: accidents when the main occupational activity of the victim is connected with transport (*for example: lorry or bus drivers*) and also accidents when the victim was in road traffic as the result of performing work (*for example: an employee going to a business meeting outside the establishment premises*). These accidents should be coded with **symbol “1” (question 12)**.

All **other accidents at work** should be coded with **symbol “2”**. It also concerns the accidents connected with machines that are used outside public roads (*for example: fork-lift trucks, bulldozers, tractors on agricultural farms, machines used in forest, etc.*). If such a machine was situated on the public road when the accident occurred, **symbol “1”** should be coded. Accidents inside the establishment premises or on the non-public also within the establishment’s premises are coded with **symbol “2”** (they are not included in road accidents).

Question 13

The question objective is determination whether and when the interviewed person went back to work after the last accident at work.

Moreover, this question allows determination of the number of calendar days during which the victim was not able to work before of the accident.

Thus the mentioned symbol respectively means:

1. – returning to work on the same day when the accident occurred (without absence);
2. - returning to work on the next day, after the day of the accident (without absence);
3. - returning to work on the second day, after the day of the accident, but before the fifth one (1 - 3 days absence from work);
4. - returning to work on the fifth day or later, but before two weeks, after the day , when the accident occurred (4 days and more of absence from work, but less than 14 days);
5. - returning to work after the second week or later, but before a month after the day of the accident (14 days and more absence from work, but less than 30 days);
6. - returning to work after the after the month or later, but before three months after the month of the accident (30 days and more absence from work, but less than 90 days);
7. - returning to work after three months or later, but before six months after the month of the accident (90 days or more of absence from work, but less than 180 days);
8. - returning to work after six months or later, but before nine months after the month pf the accident (180 days and more of absence from work, but less than 270 days);
9. - returning to work after nine months or later (270 days and more absence from work);

- 10. - the surveyed person still has not return to work as he/she has nor recovered yet, but she/he expects to take up work in the future;
- 11. - the surveyed person still has not return to work, but he/she thinks that he/she will not be able to take work because of the accident.

These variables determine the length of absenteeism caused by the accidents, The absence includes all days when the victim was not able to work since the day of the accident to the day of resuming work.

For persons suffering the injury caused by the accident who recovered by the day of the interview, two symbols are possible: „10” for those who expect return to work, and symbol “11” for those who never come back to work because of the accident.

Code “10” should not be applied to persons who had not returned (by the day of the interview) to work despite recovering from the injury caused by the accident.

For these persons the correct symbol should be determined corresponding with the number of days of inability to work because of the injury caused by the accident (excluding days of absence from work not caused by the accident).

When calculating the days of the absence from work for these persons who had not returned to work, there should not be considered the number days when these persons were able to work, but not worked because of other reasons (even if the reason was in some way connected to the accident).

For example: if a person was not able to work during 2 months because of the accident, but due to various reasons found a new job within the 8th month after the accident, the code “6” is applied - after the month or later but before three months after the accident.

If the victim did not work for some time and then started gradually returning to work (*for example: working part-time*), only the days when the victim did not work at all should be included.

It should be noted that the period of staying off work analysed via the variables in question 13 and similar variables for health problems not related to the accident (**question 5**) are the same, but the variable for **question 13** refers to the date of taking up work, while the variable for **question 5** refers to the number of days of inability to work. It cause a difference of one day only in the symbols labels, but not in the duration of the analysed absence.

For example: for the symbol “4” – on the fifth day or later , but before two weeks after the accident” means that the number of days of inability to work was at least four days, but less than two weeks .

Question 14

It is a filter question (analogous as in question 9) allowing determining of:

- 1) persons not working who ended the last performed work during the last 12 months before the survey,
- 2) persons who worked during the surveyed week or did not work but had a job.

Example:

From the date of the reference week (only month and year are considered) should be deducted one year.

The reference week is in April:

- answer with code “1” is marked for persons who in question 60 of the ZD questionnaire have the date of April 2006, or later.

- answer with code “2” is marked for persons who worked or did not work but had a job (these persons do not answer question 60 of the ZD questionnaire).

In this question the interviewer should code the answer on the basis of the records in the ZD questionnaire without asking the respondent.

Persons who were in question 14 coded with answer “1” or “2” should be respectively asked question 16 or 15.

Questions 15 and 16 provide information about the place of work where the victim had the accident. The objective is combining the information concerning the accident at work (ZD-G questionnaire) with the characteristics of the work performed at the time when the injury caused by the accident occurred coming from other variables of the main ZD questionnaire.

Question 15

The description of answers analogous as in question 7.

Question 16

The description of answers analogous as in question 8.

Persons answering question 16 end the interview.

Section 3

Factors at work that can adversely affect mental well-being or physical health

Questions of section 3 are answered only by the currently working persons, i.e. those for which **in question 10, and also in question 14** of the ZD-G questionnaire the **symbol “2”** was respectively coded.

Questions w section 3 of the ZD-G questionnaire are targeted at determination of the factors (having a significant impact on mental well-being and physical health) respondent is particularly exposed to at the place of work.

When determining hazards at the workplace of the respondent, a personal assessment of the respondent concerning the incidence of such threats is taken under consideration and not the actual occurrence of such hazards confirmed with respective surveys.

As the **workstation (post)** is considered the place where the employee performs activities permanently or temporary. It is the geographical (territorial) environment of work, usually at the worker's local unit or establishment where the respondent performs work, but for some employees (e.g. foresters, fire-fighters) it should be referred to as general environment where the work is usually performed.

Exposure (threat) refers to the mentioned in the ZD-G questionnaire psychological factors (harassment and intimidation – including mobbing, violence or threat of violence, etc.), that may seriously influence mental well-being of an employee and physical factors that comprise work environment factors such as chemical factors – toxic, irritating, allergenic, carcinogenic, industrial dusts - fibrotic and other, radiations: laser, ionizing, ultraviolet, infrared, electromagnetic field, microclimate cold or hot, noise, vibration, factors related to strenuousness of work factors related to particularly dangerous machines, or other factors adversely influencing the worker's physical health. When assessing the hazard, also the event frequency and intensity should be taken into account.

Questions 17 and 18

The objective is determination whether the respondent believes that he/she is exposed at the place of work to particular factors that may have a serious impact on his/her mental health.

Factors (for example harassment or violence) may be related to other persons working at the same place of work, or they may be connected with customers, etc., persons not working there but visiting his/her place of work.

Question 17

Consists of the z subpoints from a to c, which should be treated as separate questions. Each of these questions may be analysed separately, therefore the respondent should successively answer “yes” or “no” for each of the subpoints:

Subpoint a

Overload of work and stress caused by time pressure refer to requirements concerning the time appointed for completion of the task or requests concerning the volume of work to be completed within the set time limit. These requirement exceed the respondent's physical and mental capacity. The time limit set for performing a particular task is not a deciding itself. There should be also considered the real possibility of meeting the employer's expectations, one's own psycho-physical abilities and the time necessary for completion of the tasks appointed by the employer (direct superior).

Subpoint b

Violence or threat of violence refers to the use of physical force against other person or a group of people that may lead to physical (injury), sexual or psychological harm.

Subpoint c

Harassment or bullying refers to the intended use of the means of physical pressure (including mobbing) against other person or a group of people which may harm the respondent's physical, mental, spiritual or social development. Other, related term: psychological violence is included in this category and is also used.

Question 18

In this question should be indicated the factor having the most harmful impact on a given workstation (post). If in question 17 only one factor was indicated (i.e. answer "yes" was coded only once), then in question 18 it should be repeated. Whereas, if two or three factors were indicated, the factor dominating in respect to adverse impact on the respondent's mental well-being or physical health should be chosen. Whereas, if in question 17 the answer "no" was indicated three times (symbol "2"), then in question 18 should be coded "does not apply" (symbol "4").

Questions 19 and 20

The objective is determination whether the respondent believes that he/she is exposed at the workplace to specific factors that may have serious impact on his/her physical health.

Exposure to hazardous factors refers to operating, handling, inhaling, etc. of chemical agents (chemicals, dusts, fumes, etc.) or existence of other types of factors (position of a body during work, moves, vibrations, noise, risk of accidents, etc.) that may seriously affect physical health of employees.

Main exposure refers to the exposure that in an obvious way appears more often or is more intensive than it may be expected from everyday life experience of people.

Physical health refers to all aspects of health not related to mental health.

Question 19

Consists of subpoints from *a* to *d*, which should be treated as separate questions. Each of these questions may be analysed separately, therefore the respondent should successively answer "yes" or "no" for each of the subpoints:

Subpoint a

In this question code "yes" concerns the case when in the respondent's opinion there is a real threat of chemical agents (toxic, irritating, allergenic, carcinogenic), industrial dusts (fibrotic and other), radiations (laser, ionizing, ultraviolet, infrared), electromagnetic field, microclimate cold or hot, or other factors adversely influencing the worker's physical health.

Subpoint b

This question concerns only two kinds of hazards: noise and/or vibration.

As noise are considered harmful sounds that may cause damage to hearing or other changes in the body, or significantly hinder performing of work (after exceeding the Highest Allowed Volume - HAV).

Pulse (vibration) takes place when operating manually hammering tools or machinery (e.g. riveting hammers, pneumatic hammers and chisels, motor saws, drills, rams, perforators) or at workstations (posts) because of the work of machines and technical devices.

Subpoint c

Question concerns various hazards for health related to strenuousness of work. Strenuous work is work carried out in a forced body position (e.g. crouched, bended), enforced by the working activities or caused by working environment (e.g. work in narrow canals), requiring hard physical effort (e.g. in the course of moving objects).

Subpoint d

In this question should be indicated the answer “yes” in case when in the respondent’s working environment there is observed exceeding of the Highest Allowed Concentration of the Highest Allowed Volume (HAC or HAV), there is performed work with the use of particularly dangerous machines (among particularly dangerous machines are included, e.g.: saws, surface planning, tenoning, lathing, milling, injection moulding machines, machines for underground work, lifts), or the work specifics causes risk of an accident (particularly high accident risk is observed in sections of the economy: mining and quarrying, manufacturing, electricity, gas and water supply, transport, and agriculture, hunting and forestry).

Question 20

In this question the factor presenting the most harmful impact on a given work position should be indicated. If in question 19 only one factor was indicated (i.e. the answer “yes” was marked only once), then in question 20 it should be repeated. While in case when two or three factors were indicated, the factor dominating in respect to a negative impact on the respondent’s mental well-being or physical health should be coded. If in question 19 the answer “no” was indicated four times (symbol “2”), then in question 20 position “does not apply” (symbol “5”) should be coded.

Question 21

In this question should be indicated whether the interview was answered directly by the respondent, or was it answered by other adult in his/her stead.