

## **Annex 3b**

### **Interviewer instruction to EU's supplement on "occupational accidents and work-related health problems 2007", a supplementary survey to Labour Force Survey 2007**

#### **Introduction**

According to a decision by the European Commission, all member states shall present information on problems that have a connection to occupational accidents and work-related disorders. Sweden has collected this type of information since 1991 via the survey on Work-related disorders (a survey that will not be conducted this year). To make a comparison among EU countries, the same variables must be collected in all countries. Eurostat has decided which variables that are to be collected.

#### **Introduction to the interviewees**

In the introduction in the interview form, we say something like:

"I will now ask some questions that deal with occupational accidents (personal injuries as a result of work), work-related disorders and various health risks at the workplace. These questions have been asked to all EU countries during this year."

Extra information that the interviewee wants to hear more about. This information is not available on the interview form.

"According to a decision by the EU Commission, all member states shall present information on these kinds of problems. Sweden has collected this type of information since 1991 via the survey on Work related disorders. To make a comparison among EU countries, the same variables must be collected in all countries. Eurostat has decided which variables that are to be collected."

#### **The interviews**

The questions comprise a supplement to the regular Labour Force Survey. This supplement is conducted with the help of computers in WINDATI.

#### **ONLY DIRECT INTERVIEWS ARE ALLOWED**

F8 is the key for DO NOT KNOW AND F9 for DO NOT WANT TO ANSWER. Hopefully the respondent will answer the question so that F8 and F9 are only used if it is impossible to get an answer.

#### ***Instruction for the form***

The form contains three main parts.

1. occupational accidents (questions 1-6)
2. work-related diseases and disorders (questions 7-16)
3. Factors that workers are subjected to in the workplace and which to a high degree can negatively influence health (questions 17-20).

#### **Part 1: Occupational accidents F1-F6**

**F1 -F3** *Asked to persons aged 15-74 who are employed or who are not employed at the time but have had work during the last year*

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**F1-2:**

The **last 12 months** in question 12aa refer to 12 months back in time from the interview date.

**Occupational accidents** - personal occupational accidents that occur at the workplace or other place where the injured person has been. **Only accidents that have occurred at work or that are in connection with work (within the frame of the work) shall be included.**

Even if the accident has occurred beyond the normal/regular line of work, but still within some kind of paid work, it shall be included. Accidents that occur during business trips shall be included.

**Sometimes it is difficult to determine what is an occupational accident:**

If a builder hurts his/her back by for example a rapid movement, this is also an occupational accident - BUT if he/she gets back pains a few days later or some time after heavy lifting, back pains are then considered as an occupational disease and shall be included in section 2. It is the acute event that is considered to be an occupational accident.

**However, accidents that occur on the way to or from work are not included here.**

**F3a/aa:**

**F3a** Was it a traffic accident or another type of accident?

**F3aa** Was the most recent accident a traffic accident or another accident?

PLEASE NOTE: The following questions F3-F6 only pertain to the most recent accident. **F1 -F3 Asked to persons aged 15-74 who are employed or who are not employed at the time but have had work during the last year**

**Traffic accidents refer to:**

Traffic accidents that have occurred in connection with work. (NOT AN ACCIDENT ON THE WAY TO OR FROM WORK) *That is, all accidents on public roads or public or private parking areas on the condition that the accident occurred due to work. The victim may be in a vehicle either as a driver/passenger or could also be a pedestrian. Traffic accidents include both accidents where the victim works as a professional driver (taxi, truck, bus) and accidents where the person is a victim of a traffic accident in connection with work (i.e. a person on the way to a meeting for work).*

**F4a-F4c:****Where did your most recent accident occur?**

The question is broken down to three sub-questions depending on whether the interviewee is employed or not.

**dF4a (Employed aged 15-74 without secondary occupation)** Did your accident (the most recent one) in your current occupation or occupation you had previously?

**F4b (Employed aged 15-74 with secondary occupation)** Did your accident (the most recent one) occur in your current occupation or occupation you had previously?

**F4c (Persons aged 15-74 who are not employed at this time but have had work during the last year, counting from the reference month (GRAD SÅ))** Did the accident occur in your most recent occupation or in some occupation you had previously?

**F4d (Persons aged 15-74 employed or not employed but have been during the last year)** Were you working one year ago, i.e. in the "topical month" of 2006.

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**ABSENCE FROM WORK DUE TO OCCUPATIONAL ACCIDENT****f5-6** (*Persons aged 15-74 employed or not employed but have been during the last year*)

Please note! If up has suffered *several accidents*, only the *most recent* accident should be given.

**F5 Were you absent at all from work because of your accident?**

All absenteeism, even if only a few hours, is counted as absence (i.e. even medical treatment at hospitals/clinics/emergency wards etc) should be marked **YES**.

**F6a-b IF ONE CAN GO BACK TO WORK AGAIN?**

All days of absence from the time of the accident up until the return to work shall be included, i.e. including workdays, Saturdays, Sundays, holidays etc. However, only the time that is strictly connected to the inability to return to work due to the accident shall be included.

*For example: If the interviewee has been sick for two months due to the injury that was caused by the latest accident, but the interview has for some other reason not returned to work at the time of the interview - e.g. four months after the accident - then alternative 9, "one month - less than three months after the accident" shall be given. This is because the interviewee has only been sick for two months due to the accident.*

**F6a** When were you able to go back to work after the accident?

- 1 Still absent from work→F6b
- 2 Same day as the accident→F7
- 3 1 day after the accident →F7
- 4 2 days after the accident→ F7
- 5 3 days after the accident→ F7
- 6 4 days after the accident→ F7
- 7 5 days but less than 2 weeks after the accident→ F7
- 8 2 weeks - less than 1 month after the accident→ F7
- 9 1 month - less than 3 months after the accident→ F7
- 10 3 months - less than 6 months after the accident→ F7
- 11 6 months - less than 9 months after the accident→ F7
- 12 9 months or more after the accident→F7

No answers→ F7

**F6b** Do you expect to go back to work?**Part 2: Work-related diseases F7-F16**

INTRO: The following questions deal with diseases and disorders that are work-related.

Questions F7-F16 deal with diseases, handicaps or other physical or mental disorders/health problems (**NOT INJURIES THAT ARE THE RESULT OF AN OCCUPATIONAL ACCIDENT, see page 2 in this instruction re definition of occupational accident**) that the person has suffered during the past 12 months (prior to the interview) and that have been caused or worsened by work.

**F7a/aa - F10**

*The question is asked to persons aged 15-74 who are employed or who are currently not employed but have had a job during the last year or who do not have work now but who have worked before*

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**F7a/aa**

**F7aa** IF YES ON F1)Have you had any physical or mental disorders during the last 12 months that were caused by or worsened by your work?

**F7aa** IF NO ON F1)Have you had any physical or mental disorders during the last 12 months that were caused by or worsened by your work?

**The last 12 months** in question 7aa refer to 12 months back in time from the interview date.

Question 7a/aa refers to work-related diseases etc. that one has/has had during the *last 12 months*. NOT injuries that have resulted from one or more OCCUPATIONAL ACCIDENT(S).

All conditions of aches/pains that up has had during the last 12 months shall be given on the condition that they have occurred or worsened due to work. The problems/disorders/diseases that we want information on are all work-related including those where the up has not been absent from work. The disorders may have lasted longer than one year, but the determining factor for listing them is that the up has/has had disorders or that the disorders have become worse.

*If the up has not had any disorders as a result of work during the last 12 months, the disorders shall not be listed.*

Mental disorders can for example be *stress, poor relationships at work, depression, anxiety*. We know that the term can be sensitive, but try to clarify for the interviewee that we mean disorders other than physical ones.

**F9a/aa**

**F9a** What type of sickness/disorder have you had?

**F9aa** What type of sickness/disorder have you had? Please list the most serious disorder

If several disorders have been listed in F8, the up should only consider the **most serious** one

Regardless of whether the disorder was caused by or worsened due to work, only the most serious disorder is to be considered. Of course this is a subjective assessment, but the question only refers to the disorder that from a medical perspective is considered the most serious and that has the most influence on being able to carry out working duties.

**Listen to up's spontaneous answers. Otherwise read the alternatives aloud.**

**F10a-b**

**F10a** Has the disorder you have given involved limitations for you to carry out your work or normal daily life?

Include all limitations both within and outside working life.

**F10b** Have these limitations involved considerable limitations or lesser limitations?

INCLUDE ALL LIMITATIONS BOTH WITHIN AND OUTSIDE WORKING LIFE.

**EXAMPLE:** If a skin problem that has been caused by or worsened by work and this skin problem considerably limits daily activities, it is coded as **1=Considerably**

**F11-13 ABSENCE AS A RESULT OF DISORDER**

*The question is asked to persons aged 15-74 who are employed or who are currently not employed but have had a job during the last year*

All days of absence from the time of the accident (within the 12-month period) up until the return to work shall be included, i.e. including workdays, Saturdays, Sundays, holidays etc.

However, only the time that is strictly connected to the inability to return to work due to the accident shall be included. If up has had more than one disorder, **only the absenteeism connected with the most serious disorder shall be included.**

We are only interested in measuring absenteeism during the most recent 12-month period. Any absenteeism before that period shall not be included. Nor should any time spent on sick leave after the interview be considered. If up has had short or long periods of sick leave, **total** sick leave time is presented.

If the up has not worked at all during the 12-month period due to parental leave, unemployment, work training etc, the absence for this time is normally not included.

**EXAMPLE:** Up worked during the first 6 months of the reference period and was absent from work for 2 weeks during the period due to his/her disorder. After these 6 months he/she began a leave of absence. During the reference period's last 6 months, the up was unable to carry out normal/daily tasks due to his/her disorder that occurred at work. Time to be included for this up is: 2 weeks + 1 week = 3 weeks, i.e. code 5 - "at least two weeks but less than one month".

**F14 a-b** *Question is asked to persons aged 15-74 who do not have work now but have worked previously*

Question is asked to clarify whether the up has been placed outside of the labour market due to his/her work-related disorder or not.

F14a You have not worked during the last 12 months. Is this because of the disorder you have just described?

F14b Do you think that your disorder will prevent you from coming back to work again?

**F15** *Question is asked to persons aged 14-74 who do not have work now but have worked during the last eight years*

This question selects whether the disorder has become worse or occurred during the last eight months.

F15 Have these disorders become worse or been caused by the work you have had?

**F16a – 16d:**

The question is broken down to sub-questions depending on whether the interviewee is employed or not.

**Part 3 Factors that one has been subjected to at work that can have a negative influence on mental well-being or on physical health**

**F17-F20** *Asked to employed persons aged 15-74*

The survey is designed so that one shall describe if his/her work environment conditions have negatively influenced psychological well-being and/or physical health.

The workplace refers to the place where one normally carries out his/her work. The workplace for certain types of workers such as forestry workers, firemen etc. is the public environment where the job is conducted (for example in the forest).

- **Harassment and bullying** refer to intentional use of power against another person or group that can lead to negative effects on physical, psychological, spiritual, moral or social development. (The term "psychological violence" is sometimes used and is included in this definition.)
- **Violence** refers to physical violence against another person or group that leads to physical, sexual or psychological injury. Violence that has been carried out and the feeling of fear of being subjected to violence is coded as alternative 2 - Mainly violence or threat of violence
- Time pressure or a heavy workload/too much work refers to either the timeframe for which the work must be carried out or the amount of work that is to be carried out. And that these demands exceed what the individual has the ability to meet.

**F17** Have you been subjected to any of the following factors in your work that could have a negative influence on your psychological well-being?

F17a Harassment or bullying?

F17b Violence or threat of violence?

F17c Time pressure or too heavy a workload?

THIS SECTION REFERS TO THOSE FACTORS ONE IS SUBJECTED TO AND WHICH CAN HAVE A NEGATIVE INFLUENCE ON MENTAL WELL-BEING.

Exposure that refers to that which one has been subjected to, i.e. bullying, harassment, threats or violence that can negatively influence mental well-being. These factors, i.e. bullying, harassment, threats and violence can either be caused by people who work at the same place or by pupils, clients, customers etc. that one meets at the workplace.

**F18)if yes for at least one of F17a-c) Which factors have you particularly subjected to?**

ONLY ONE ANSWER TO BE GIVEN

*Particularly subjected to* refers to exposure that is more common or more intensive than what people experience in daily life.

The question *only* refers to the listed factors and if up has been especially subjected to any of these factors, he/she is to give *the factor that is most negative for psychological well-being*.

**F19** Have you been subjected to any of the following factors in your work that could have a negative influence on your physical health?

THIS QUESTION REFERS TO THOSE FACTORS THAT ONE HAS BEEN SUBJECTED TO AND THAT COULD HAVE A NEGATIVE INFLUENCE ON PHYSICAL HEALTH.

f19A Chemicals, dust, fire, smoke or gases

F19b Noise and vibrations

F19c Troublesome working postures, working movements or heavy lifting

F19d Risk of being subjected to occupational accidents

**F20 (if yes to at least one of F19a-d) Which of the factors you have given are you particularly subjected to?**

ONLY ONE ANSWER TO BE GIVEN

**Good luck!**

Madeleine Bastin (responsible for the survey)