

**Ad hoc Module on
accidents at work and
other work-related health
problems. Year 2013**

Methodology

June 2014

1. Background

The Community Labour Force Survey (LFS) is performed in coordination throughout the scope of the European Union, in accordance with the terms envisaged in Council Regulation 577/98 concerning the organisation of a sample survey on the economically active population in the Community (Official Journal of the European Communities L-77, of 14 March).

In the case of Spain, the LFS is included in the Economically Active Population Survey (EAPS). The EAPS has been adapted to the aforementioned regulation since the first quarter of 1999.

This regulation indicates that the second quarter of each year, a series of questions should be added to the LFS on specific issues related to the labour market, and for this reason, until 2005 in Spain, the ad-hoc module was conducted for said quarters, together with the EAPS.

In 2005, Regulation 430/2005 was published, opening the possibility of providing a set of structural variables for an annual sub-sample that was representative of the year as a whole. In case of using an annual sub-sample, it was established that information collection corresponding to the modules should be carried out together with the sub-sample variables throughout the year and for one-sixth of the sample.

Therefore, as of 2006 in Spain, the questionnaire corresponding to the module is included throughout the year, in each sixth interview, which is where the information on the sub-sample variables is collected.

In 2013, the researched topic was work-related accidents and health problems, in accordance to Commission Regulation 249/2011 of 14 March 2011.

The questions were addressed to all persons 16 years of age and over who were employed, or were not employed but had previous professional experience.

This module was financed jointly by Eurostat.

It must be taken into consideration that the information provided by this module is not comparable with the information provided by the Ministry of Employment, since the results of the module are based on a survey conducted on a group of persons whereas those of the ministry come from an administrative source.

Lastly, it is important to mention that the additional chapter in this standard is not an exceptional subject, but rather corresponds to a subsection of chapter 4 from the *ESS guidelines on seasonal adjustment*: the dissemination of the metadata from the seasonal adjustment. The INE standard has preferred to separate this matter in a different chapter, in order to grant it greater relevance, given that the INE considers that clarity is of vital importance in this matter.

2. Design of the survey and fieldwork

The sampling design of the ad hoc module on *work-related accidents and health problems* coincides with that of the EAPS, since it is carried out together with it, for one-sixth of the quarterly sample, throughout the entire year. The most important characteristics therein are described below (for greater detail, see the National Statistics Institute publications *EAPS. Technical manual* and *EAPS. Survey description, definitions and instructions for completing the questionnaire*).

The EAPS is a continuous, quarterly sample survey that encompasses the entire national territory. It is aimed at the population that resides in main family dwellings, that is to say, those used throughout the whole year, or most of it, as the regular and permanent dwelling. Neither group households (hospitals, residences, barracks, convents....) nor secondary or seasonal dwellings, are included in the survey.

It has a stratified, two-stage sampling. The census sections are the units in the first stage and the family dwellings are the units in the second stage. All persons residing in the selected dwellings are included in the survey.

The sample size is 3,822 sections; an average of 18 dwellings per section are interviewed, reaching around 65,000 dwellings in the effective (actual) sample per quarter.

The sample has been distributed spatially, following a commitment allocation between the uniform and proportional, for the purpose of giving estimates by province (NUTS 3) and by Autonomous Community (NUTS 2).

In contrast, the sample is uniformly distributed along the thirteen weeks that comprise each quarter, interviewing around 5,000 dwellings each week.

The section sample is divided into 6 sub-samples called rotation shifts, and each quarter, the dwellings in a rotation shift are substituted; with this mechanism, each family is interviewed for six consecutive quarters, and is replaced by another family from the same section at the end of the six-quarter period.

The fieldwork is carried out by the interviewers that the National Statistics Institute has in each of its 52 delegations. The first interview is personal, and the second and subsequent interviews are by telephone, except if the family does not have a telephone or prefers the personal interview.

The personal interviews are conducted in each of the 52 delegations, whereas the telephone interviews are carried out in 7 delegations, where the CATI (Computer Assisted Telephone Interviewing) centres are located. All of the interviews are carried out with a laptop or desktop computer. The delegation work system is weekly, and basically proceeds as follows:

- Interview week
- Revision and filtering week
- Week for sending the questionnaires to Central Services (by teleprocessing)

In December 2012, an Internet link was created so that the provincial delegations could consult the module questions and the instructions for its completion.

The fieldwork was carried out between 7 January 2013 and 4 January 2014, corresponding to the reference period from 31 December 2012 to 29 December 2013.

Sample size and non-response are presented in Table 1.

Table 1. Sample size and non-response in sixth interviews throughout the four quarters of 2013

	Total	
	Absolute value	Percentage
Initial sample	46,989	100
Refusals	1,954	4.16
Absences	3,525	7.50
Unavailable	687	1.46
Total non-response	6,166	13.12
Original interviewed sample	40,823	86.88

The sample that was finally interviewed consisted of 40,823 dwellings. None were discarded by the centralised treatment.

Table 2. Real interviewed sample in sixth interviews

	Total	
	Absolute value	Percentage
Original interviewed sample	40,823	100
Sample loss due to centralised treatment	0	0
Real interviewed sample	40,823	100

The number of persons susceptible of being surveyed in the 2013 module was 77,313. In 4 cases there was no response in the module questions.

3. Questionnaire

Module on accidents at work and work-related health problems

(Persons of 16 or more years of age who are currently in employment or have previous work experience)

(TRAPLU<>b or EMPANT=1)

For persons in employment (TRAPLU<>b) or persons not in employment who left work no more than one year before the Sunday of the reference week (EMPANT=1 and {ANODOM-TANTA}*12+MESDOM-TANTM<=12) or persons who do not know the date on which they left work (EMPANT=1 and TANTA=0000).

Otherwise, move on to M14.

1. In the 12 months before the Sunday of the reference week, did you have any accidents during working hours or on the way to or from your workplace? (Do not include illnesses.)

- Yes

1 ☐

- No

6 ☐

- Unknown

0 ☐

Move on to M14.

2. Were you injured in any of the accidents?

- Yes

1 ☐

- No

6 ☐

- Unknown

0 ☐

Move on to M14.

3. How many accidents resulting in injury occurred in that period?

- One

1 ☐

- Two or more

6 ☐

Move on to M5.

4. Did the accident occur during working hours, or on the way to or from your workplace?

- During working hours (including travel between different workplaces, e.g., for a meeting)

1 ☐

Move on to M6.

- While travelling between home and workplace or between usual mealtime location and workplace

6 ☐

Move on to M14.

5. How many of the accidents occurred during working hours? (Exclude travel to or from the workplace).

- None

1 ☐

Move on to M14.

- One

2 ☐

Move on to M6.

- Two or more

3 ☐

When answering the following questions, please refer to the most recent accident that occurred during working hours.

6. Was it a road traffic accident?

- Yes

1 ☐

- No

6 ☐

- Unknown

0 ☐

7. The job being done when the accident occurred was...

Interviewer: If the respondent gives more than one answer, mark the one appearing first.

- Job previously reported as main job
(i.e., main job during *reference week*)
(answer available only if person is in employment: TRAPLU<>b) 1 ☐
- Job previously reported as second job
(i.e., second job during *reference week*)
(answer available only if person is in employment and has more than one job: TRAPLU=1) 2 ☐
- Job previously reported as last job
(i.e., last job before the *reference week*)
(answer available only if person is not in employment: TRAPLU=b) 3 ☐
- Job held as at {date one year before the Sunday of the reference week}
(answer available only if respondent reports he/she was in employment one year before the Sunday of the reference week: RACPAS=1) 4 ☐
- Some other job 5 ☐
- Unknown 0 ☐

For persons in employment who were off work during the reference week by reason of illness, accident or temporary disability (TRAPLU<>b and AUSENT=1 and RZNOTB=04) or persons not in employment who worked at some point during the 12 months before the Sunday of the reference week (EMPANT=1 and (ANODOM-TANTA)*12+MESDOM-TANTM<=12) or persons who do not know the date on which they left work (EMPANT=1 and TANTA=0000).

Otherwise, go to M10.

8.

If EMPANT=1 and [(ANODOM-TANTA)*12+MESDOM-TANTM<=12 or TANTA=0000]:

Were you off work because of the accident?

If TRAPLU<>b and AUSENT=1 and RZNOTB=4:

Were you off work during the reference week because of the accident?

- Yes 1 ☐
- No 6 ☐ | Move on to M10.
- Unknown 0 ☐

9. Do you expect to resume work?

- Yes 1 ☐
- No 6 ☐ | Move on to M14.
- Unknown 0 ☐

10. In the 12 months before the Sunday of the reference week, for how long were you off work because of the most recent accident in that period?

Please try to provide a precise answer in days, weeks or months - whichever you find most appropriate - excluding the day of the accident itself.

Interviewer: Indicate whether the respondent gives an answer in days, weeks, or months, or is unaware of the time he/she was off work after the accident. Then use the right-hand column to enter the number of days, weeks or months reported by the respondent.

If the respondent does not report a whole number of days, weeks or months, use the space provided to note his/her response verbatim. At the end of the interview, code the response in days, weeks or months before validation.

- In days 1 ☐ M11 days
- In weeks 2 ☐ M12 weeks
- In months 3 ☐ M13 months
- Unknown 0 ☐
- Enter response verbatim

14.

If M2=1: **Other than the physical problems caused by the accident you have told me about, did you in the 12 months before the Sunday of the reference week suffer any illness or physical or mental health problem?**

If M2<>1: **In the 12 months before the Sunday of the reference week, did you suffer any illness or physical or mental health problem?**

- | | | | |
|-----------|---|--------------------------|----------------------------------|
| - Yes | 1 | <input type="checkbox"/> | |
| - No | 6 | <input type="checkbox"/> | Move on to first box before M27. |
| - Unknown | 0 | <input type="checkbox"/> | |

15. Do you think that that health problem (or any of those health problems if more than one were suffered) was caused or made worse by your current or past job?

- | | | | |
|-----------|---|--------------------------|----------------------------------|
| - Yes | 1 | <input type="checkbox"/> | |
| - No | 6 | <input type="checkbox"/> | Move on to first box before M27. |
| - Unknown | 0 | <input type="checkbox"/> | |

16. How many illnesses (or physical or mental health problems) did you have in the 12 months before the Sunday of the reference week that were caused or made worse by work?

- | | | | |
|---------------|---|--------------------------|-----------------|
| - One | 1 | <input type="checkbox"/> | Move on to M17. |
| - Two or more | 6 | <input type="checkbox"/> | |

When answering the following questions, please refer to the most serious illness or health problem.

17. How would you describe that illness or problem?

Interviewer: Fill out on the basis of the respondent's unprompted response. If more than one code applies (i.e., if the illness had more than one effect), choose the one that the respondent considers most serious or which affects him/her to the largest extent. If no unprompted response is forthcoming, read out the list until the respondent chooses an option.

- | | | | |
|------------------------------------------------------------------------|----|--------------------------|-----------------|
| - Bone, joint or muscle problem | 01 | <input type="checkbox"/> | |
| - Breathing or lung problem | 02 | <input type="checkbox"/> | Move on to M19. |
| - Skin problem | 03 | <input type="checkbox"/> | |
| - Hearing problem | 04 | <input type="checkbox"/> | |
| - Stress, depression or anxiety | 05 | <input type="checkbox"/> | |
| - Headache and/or eyestrain | 06 | <input type="checkbox"/> | |
| - Heart disease or attack, or other problems in the circulatory system | 07 | <input type="checkbox"/> | |
| - Infectious disease (virus, bacteria or other type of infection) | 08 | <input type="checkbox"/> | |
| - Stomach, liver, kidney or digestive problem | 09 | <input type="checkbox"/> | |
| - Other types of health problem | 10 | <input type="checkbox"/> | |
| - Unknown | 00 | <input type="checkbox"/> | |

18. Which parts of the body does that bone, joint or muscle problem mainly affect?*Interviewer: Read out the list of options except "unknown" until the respondent chooses one.*

- Neck, shoulders, arms or hands? 1 ☐
- Hips, knees, legs or feet? 2 ☐
- Back? 3 ☐
- Unknown 0 ☐

19. Does the illness or health problem limit your ability to carry out day to day activities either at work or outside work?

- Yes, considerably 1 ☐
- Yes, to some extent 2 ☐
- No, not at all 3 ☐
- Unknown 0 ☐

20. Which job caused or made worse the illness or health problem discussed earlier?*Interviewer: Mark the first possible option.*

- Job previously reported as main job
(i.e., main job during *reference week*)
(answer available only if person is in employment: TRAPLU<>b) 1 ☐
- Job previously reported as second job
(i.e., second job during *reference week*)
(answer available only if person is in employment and has more than one job: TRAPLU=1) 2 ☐
- Job previously reported as last job
(i.e., last job before the *reference week*)
(answer available only if person is not in employment: TRAPLU=b) 3 ☐
- Job held on the date twelve months before the Sunday of the reference week
(answer available only if respondent reports he/she was in employment one year before the Sunday of the reference week: RACPAS=1) 4 ☐
- Some other job 5 ☐
- Unknown 0 ☐

For respondents satisfying M8 <>1 and:

- in employment and off work during the reference week by reason of illness, accident or temporary disability (TRAPLU<>b and AUSENT=1 and RZNOTB=04)
or
- not in employment, but have previous work experience (EMPANT=1)

Otherwise, move on to box before M23

21

If EMPANT=1:

Were you off work because of the illness or health problem?

If TRAPLU<>b and AUSENT=1 and RZNOTB=04:

Were you off work during the reference week because of the illness or health problem?

- Yes

1 ☐

- No

6 ☐

- Unknown

0 ☐

Move on to box before M23

22. Do you expect to resume work?

- Yes

1 ☐

- No

6 ☐

- Unknown

0 ☐

Move on to first box before M27.

If person is less than 70 years old (i.e., EDAD<70) or left work not more than a year ago (i.e., TANTA<> blank, 0000 and ((ANODOM-TANTA)*12+MESDOM-TANTM<=12 if 1<=TANTM<=12 or (ANODOM-TANTA)*12<=12 if TANTM=blank))

Otherwise, move on to first box before M27

23. In the 12 months before the Sunday of the reference week, for how long were you off work because of this health problem?

Please try to provide a precise answer in days, weeks or months - whichever you find most appropriate.

Interviewer: Indicate whether the respondent gives an answer in days, weeks, or months, or is unaware of the time he/she was off work after the accident. Then use the right-hand column to enter the number of days, weeks or months reported by the respondent.

If the respondent does not report a whole number of days, weeks or months, use the space provided to note his/her response verbatim. At the end of the interview, code the response in days, weeks or months before validation.

- In days

1 ☐ M24 ☐☐☐ days

- In weeks

2 ☐ M25 ☐☐ weeks

- In months

3 ☐ M26 ☐☐ months

- Unknown

0 ☐

- Enter

response verbatim

For persons in employment (TRAPLU<>b)

Otherwise, end of module.

The following questions relate to the job you had in the *reference week*, including work at any second job you may have.

27-28-29-30-31-32. Do you think you are exposed at work to any of the following factors that can affect physical health?

- Difficult work postures or work movements

Yes No Unknown
1 6 0

☐ ☐ ☐

- Handling of heavy loads

☐ ☐ ☐

- Noise or strong vibration

☐ ☐ ☐

- Chemicals, dust, fumes, smoke or gases

☐ ☐ ☐

- Activities involving strong visual concentration

☐ ☐ ☐

- Risk of accidents

☐ ☐ ☐

If more than one "Yes" response to questions M27 to M32 (i.e., if M27=M28=1 or M27=M29=1 or M27=M30=1 or M27=M31=1 or M27=M32=1 or M28=M29=1 or M28=M30=1 or M28=M31=1 or M28=M32=1 or M29=M30=1 or M29=M31=1 or M29=M32=1 or M30=M31=1 or M30=M32=1 or M31=M32=1

Otherwise, move on to M34.

33. Which of the above factors to which you are exposed at work do you believe poses the greatest risk to physical health?

- Difficult work postures or work movements (option available only if M27=1) 1 ☐
- Handling of heavy loads (option available only if M28=1) 2 ☐
- Noise or strong vibration (option available only if M29=1) 3 ☐
- Chemicals, dust, fumes, smoke or gases (option available only if M30=1) 4 ☐
- Activities involving strong visual concentration (option available only if M31=1) 5 ☐
- Risk of accidents (option available only if M32=1) 6 ☐

34-35-36. Do you think you are exposed at work to any of the following factors that can affect mental well-being?

Yes No Unknown
1 6 0

- Severe time pressure or overload of work ☐ ☐ ☐
- Violence or threat of violence ☐ ☐ ☐
- Harassment or bullying ☐ ☐ ☐

If more than "Yes" response to questions M34 to M36 (i.e., if M34=M35=1 or M34=M36=1 or M35=M36=1)

Otherwise, end of module.

37. Which of the above factors to which you are exposed at work do you believe poses the greatest risk to mental well-being?

- Severe time pressure or overload of work (option available only if M34=1) 1 ☐
- Violence or threat of violence (option available only if M35=1) 2 ☐
- Harassment or bullying (option available only if M36=1) 3 ☐

End of module

4. Instructions for completing the questionnaire

Module on the transition from working life to retirement (2012 Economically Active Population Survey)

A INTRODUCTION

Up until 2005, in the second quarters of each year, a series of particular subjects relating to the labour market were introduced into the Economically Active Population Survey. Since 2006, these questions have been asked throughout the year, but only to one-sixth of the sample, specifically to the dwellings that are on their sixth interview. Said questions are included in the so-called Ad hoc module, which is carried out in coordination with the Labour Force Surveys of other European Union countries, pursuant to Council Regulation 577/98, of 9 March 1998, regarding the organisation of a sample survey on the economically active population in the Community (Official Gazette of the European Communities L 77, of 14 March).

The draft of the Commission Regulation specifies the detailed information to be collected in the 2013 EAPS module on work-related accidents and health problems. The 2013 module is the first of a three-year program of ad-hoc modules, that encompasses the years 2013, 2014, 2015 and is defined by the Commission Regulation 220/2010. It was developed by a Task Force made up of LFS experts of the General Directorate for Employment and health and work safety experts from the following countries: Bulgaria, Czech Republic, France, Hungary, Italy, Cyprus, Holland, Switzerland and United Kingdom. The Task Force met twice in 2010 and 2011 and later agreed on final improvements via online query in March 2011. The LAMAS group monitored the compilation process of the module in June and December 2010 and June 2011. In the June 2011 meeting, the LAMAS group supported the draft proposal of the 2013 module regulation and positively acknowledged the following support documents compiled for its development: explanatory notes, questionnaire model and the transcoding scheme. Social Statistics directors approved this Regulation draft of the Commission in the meeting held on the days 21 and 22 September 2011. An ad-hoc module on the same topic was carried out in 2007 and the Task Force tried to reduce the changes between them as much as possible, in order to measure the tendency as well as improve the comparability among countries for some variables, and make implementation at national level easier.

The 2013 ad-hoc module tries to provide a set of data to monitor and analyse the progress towards the objectives established in the Commission Notification of 21 February 2007 titled "Improving quality and productivity at work: Community strategy on health and safety at work (2007-2012)" and the Council Directive 89/391/EEC of 12 June 1989 on the application of measures to encourage improvements on the safety and health of workers at the workplace.

In accordance to these needs, the objective of the 2013 ad-hoc module is to answer the following questions:

- ¿How many accidents that have caused injury occur at work?,
- ¿How many persons have problems caused or aggravated by their job?,
- ¿how many persons are exposed to factors that may have adverse effects over their physical health or mental well-being?
- ¿What type of accidents, health problems and risk factors are produced?,
- ¿What is the labour impact in terms of lost days or disability?
- ¿Which persons are affected individually and in terms of work and labour market characteristics?

B TARGET POPULATION OF THE MODULE

The 2013 ad-hoc module is addressed to persons **16 years of age and over** who are **employed or** are not employed but **have previous professional experience**.

C INSTRUCTIONS TO COMPLETE THE QUESTIONNAIRE

The following section develops the instructions for its completion.

Code "0" (Does not know) must be used solely if the person is unable to select any of the other response codes. This should not be read by the interviewer. This norm is applicable to all questions that allow "Does not know" as a response.

The questionnaire will be answered by persons who are **16 years of age and over** who are **employed or** are not employed but **have previous professional experience**.

In addition to this general filter, specific additional filters affecting each of the questions are indicated with them.

Question 1 will be answered by persons who are **16 years of age and over**:

- employed (TRAPLU<>b)

or

- not employed who at the most stopped working one year before Sunday of the reference week (EMPANT=1 y {ANODOM-TANTA}*12+MESDOM-TANTM<=12) or do not know the date in which they stopped working (EMPANT=1 y TANTA=0000).

1. *En los 12 meses anteriores al domingo de la semana de referencia, ¿tuvo algún accidente durante la jornada laboral, o en alguno de los trayectos hacia o desde su lugar de trabajo? (no incluya las enfermedades).*

- Sí
- No
- No sabe

1	<input type="checkbox"/>	Pasar a M14
6	<input type="checkbox"/>	
0	<input type="checkbox"/>	

In this question only one option may be indicated from the list of answers.

The objective is knowing whether the person has had a work-related accident during the last 12 months before the Sunday of reference.

The reference period is an exact year starting from Sunday of the reference week backwards. For example, if Sunday of the reference week is 13 January 2013, the period of time considered will be from 14 January 2012 to 13 January 2013.

The concept of work-related accident adjusts to the definition given by European statistics on work-related accidents so as to guarantee comparability.

In this way, it includes all accidents that occur at the workplace or during work. An accident is understood to occur "during work" if it occurs while the worker is carrying out a professional activity or during the time the worker is at work. This way, it includes any accidents that occur during the working day, whether or not they occur during the regular working day or in the regular workplace. For example, any accident that occurs in a public place or on a public transportation service during the working day, whether or not it is that person's regular workplace or whether the accident occurs while commuting during work, will be considered a work-related accident and it will therefore be included. As a result, the following types of accidents shall be considered work-related accidents: traffic accidents during work; slips, falls, aggressions, etc., in public places (street, stairs...) or in entry or exit points of public transportation services (stations, ports, airports...) during work; accidents that occur while on board any transportation service used during work (metropolitan, train, bus, boat, airplane...); accidents that occur while carrying out a task for work; accidents that occur during work within the premises of a different company. Finally, work-related accidents are also those that occur during lunchtime or any other break, provided that it occurs within the premises of the company, as well as those that occur while carrying out trade union tasks.

'In itinere' accidents are included, that is, accidents that take place while going to or coming from the workplace, for example: from the home to the workplace or vice versa, or from the workplace and the place for lunch outside the company or vice versa.

It includes the accidents that do not involve a medical leave of absence as well as those that do not require any medical treatment.

The rest of accidents are excluded: domestic accidents, accidents that occur during leisure activities, traffic accidents that occur during private activities...

Occupational disorders and illnesses are also excluded, and are collected further ahead (questions 14 to 26). An accident is an isolated event, therefore it does not include illnesses or other health conditions that develop during a long period of time. In some specific cases, it may be difficult to decide whether a particular problem shall be considered an accident or not. For example, if a health-care worker accidentally pricks him/herself with a needle and consequently develops an infectious disease, it shall be considered an accident given the source of the problem is accidental. If a construction worker has a back injury as a

consequence of a sudden movement, it is considered an accident whereas if the back pain develops throughout the day in which the worker has been carrying heavy weights, it shall be considered a health problem and it will be collected in questions 14 to 26.

The concept of accident also includes acute poisoning and intentional actions by other persons; however, deliberate self-harm is excluded.

Question 2 **will be answered** by the persons who answered 'Yes' (Code 1) in the previous question.

2. ¿Sufrió alguna lesión a causa de alguno de ellos?

- | | | | |
|-----------|---|--------------------------|-------------|
| - Sí | 1 | <input type="checkbox"/> | |
| - No | 6 | <input type="checkbox"/> | Pasar a M14 |
| - No sabe | 0 | <input type="checkbox"/> | |

In this question only one option may be indicated from the list of answers.

The objective of this question is to know whether or not the work-related accident/s the person has during the twelve months prior to the Sunday of reference, including 'in itinere' accidents, involved an injury.

An accident that causes an injury involves physical harm.

It includes accidents that cause injuries that do not require a medical leave of absence nor medical treatment.

It does not include accidents in which the person has been involved but did not cause an injury.

Question 3 will be answered by the persons who answered 'Yes' (Code 1) in the previous question.

3. ¿Cuántos accidentes que le produjeran alguna lesión tuvo durante dicho periodo de tiempo?

- | | | | |
|-------------|---|--------------------------|------------|
| - Uno | 1 | <input type="checkbox"/> | |
| - Dos o más | 6 | <input type="checkbox"/> | Pasar a M5 |

In this question only one option may be indicated from the list of answers.

The objective of this question is to know the number of aforementioned work-related accidents the person has had during the twelve months prior to Sunday of the reference week.

When the person has had more than one accident during the aforementioned period, code 6 'Two or more' will be indicated.

A work-related accident involving several injuries will be considered one single accident.

Question **4 will be answered** by the persons who have selected code **1** in question **3**, that is the persons who have claimed to have had a single work-related accident or during commutes to/from the workplace in the twelve months prior to the reference week.

4. El accidente, ¿ocurrió durante la jornada laboral o en alguno de los desplazamientos hacia o desde su lugar de trabajo?

- Durante la jornada laboral (incluye los desplazamientos entre diferentes centros de trabajo, por ejemplo para asistir a una reunión)

1 ☐ | Pasar a M6

- En alguno de los trayectos entre el domicilio y el puesto de trabajo, o entre el lugar habitual de comida y el puesto de trabajo

6 ☐ | Pasar a M14

In this question only one option may be indicated from the list of answers.

The goal is to determine if the accident occurred during the working day, that is, at work or during work (accident at the workplace) or in any of the commutes to/from the workplace ('in itinere' accident). As already indicated in the instructions corresponding to question 1, 'in itinere' accidents are those that take place during commutes to/from the workplace, for example: from the home to the workplace or vice versa, or from the workplace and the place for lunch outside the company or vice versa. It must be taken into account that when a worker is going to carry out a task in a place other than the regular workplace, and goes to this place straight from his/her home without first going to the regular workplace, it is considered that the person is carrying out the task in the moment the person leaves their home. Therefore, any accident that may occur from that moment on is considered an accident during work and not an 'in itinere' accident. This situation also includes persons who do not have a permanent regular workplace, such as interviewers, representatives, etc. This way, if an interviewer has an accident while going from his/her home to the place the interview takes place, the interviewer is considered to have had an accident during work, since commuting to the place in which the interview takes place is considered part of the job.

'In itinere' accidents are work-related accidents to all intents and purposes according to the Spanish legislation in force, but these accidents have no value from the perspectives of prevention and intervention. If the said accident occurred during the working day, the person answers questions 6 to 13, so as to collect the information regarding the accident. If it is an 'in itinere' accident, these questions will not be answered and the person goes directly to the questions regarding illnesses (questions 14 and following).

Question 5 will be answered by the persons who have selected code 6 in question 3, that is the persons who have claimed to have had two or more work-related accidents during the working day or during commutes to/from the workplace in the twelve months prior to the reference week.

5. De ellos, ¿cuántos ocurrieron durante la jornada laboral?
(no en los trayectos hacia o desde el puesto de trabajo).

- | | | | |
|-------------|---|--------------------------|-------------|
| - Ninguno | 1 | <input type="checkbox"/> | Pasar a M14 |
| - Uno | 2 | <input type="checkbox"/> | Pasar a M6 |
| - Dos o más | 3 | <input type="checkbox"/> | |

In this question only one option may be indicated from the list of answers.

As in question 4, only the accidents produced during the working day, not considering 'in itinere' accidents will be selected. The number of accidents occurred during the working day in the twelve months prior to Sunday of the reference week will be collected.

If code 1 is selected, all accidents the person has had were 'in itinere' accidents, and would therefore go on directly to the questions about illnesses (question 14 and following). If code 2 is selected, the person has had a single accident during the working day and would go on to the questions about the characteristics of the accident (questions 6 to 13). If code 3 is selected, the person has had two or more accidents during the working day, and would go on to the chart before question 6:

En las siguientes preguntas, por favor, refiérase al accidente más reciente ocurrido durante la jornada laboral

therefore questions 6 to 13 regarding the most recent accident will be answered.

Question 6 will be answered by the persons who have selected 1 in M4 or 2 or 3 in M5, that is, the persons who have had at least one accident during work in the twelve months prior to Sunday of the reference week. In case the person has had more than one accident, they will refer to the most recent one.

6. ¿Fue un accidente de tráfico?

- | | | |
|-----------|---|--------------------------|
| - Sí | 1 | <input type="checkbox"/> |
| - No | 6 | <input type="checkbox"/> |
| - No sabe | 0 | <input type="checkbox"/> |

In this question only one option may be indicated from the list of answers.

The objective of this question is to know whether the most recent accident that has occurred during the twelve months prior to Sunday of the reference week, and that has caused the person injuries, has been a traffic accident or another type of accident. This distinction will allow comparing the results of the 2013 ad-hoc module with the administrative statistics on accidents, which are different

among countries in terms of the treatment given to accidents that have occurred on the road during work.

A traffic accident is considered to be an accident that takes place in public thoroughfare or a public or private parking lot in which at least one car is involved. The victim may be inside a means of public transportation (driver or passenger) or a pedestrian. This category includes accidents in which the victim's main professional activity is related to transportation (for example, a bus driver) as well as those in which the victim is occasionally involved in a traffic situation during work (for example, a worker that is headed towards a work meeting outside their company).

The rest of accidents will be coded with a 6. If the accident occurred in regard with lift equipment, bulldozers, tractors in crop fields, etc. it will not be considered a traffic accident (coded with a 6), except if they are in public thoroughfare. In this case they would answer yes (code 1). Also not considered traffic accidents are those that take place in private streets or roads not open to the public, within the premises of a private company.

Question 7 will be answered by the persons who have answered question 6, that is, the persons who have at least one accident that has caused them an injury during work in twelve months prior to Sunday of the reference week. If the person has had more than one accident, they will refer to the most recent one.

7. El empleo que estaba desempeñando cuando se produjo el accidente era...

Entrevistador: Si el entrevistado da varias respuestas, marque la que aparezca en primer lugar.

- El que ha declarado anteriormente como empleo principal
(es decir, su empleo principal durante *la semana de referencia*)
(esta respuesta sólo aparece si la persona está ocupada: TRAPLU<>b) 1 ☐
- El que ha declarado anteriormente como segundo empleo
(es decir, su segundo empleo durante *la semana de referencia*)
(esta respuesta sólo aparece si la persona está ocupada y tiene más de un empleo: TRAPLU=1) 2 ☐
- El que ha declarado anteriormente como su último empleo
(es decir, su último empleo antes de *la semana de referencia*)
(esta respuesta sólo aparece si la persona no está ocupada: TRAPLU=b) 3 ☐
- El empleo que tenía el {*fecha de un año antes del domingo de la semana de referencia*}
(esta respuesta sólo aparece si la persona ha declarado que se encontraba trabajando un año antes del domingo de la semana de referencia: RACPAS=1) 4 ☐
- Otro empleo 5 ☐
- No sabe 0 ☐

In this question only one option may be indicated from the list of answers.

This question provides information on the job that caused the accident. The objective is relating the information regarding the accident to the characteristics of the work that was being carried out when it occurred, which will be taken from the main EAPS questionnaire. Therefore, the information compiled in the main

EAPS questionnaire shall be consistent with the answer that is codified for this question.

The possibility of answering with option 1 will only appear if the person is employed, that is, if C1<>blank, C1 being the first question of section C in the main EAPS questionnaire.

The possibility of answering option 2 will only appear if the person is employed and has more than one job, that is, C1=1.

The possibility of answering option 3 will only appear if the person is not employed, that is, if C1=blank .

The possibility of answering option 4 will only appear if the person has claimed to be working one year prior to Sunday of the reference week: I3=1, I3 being the third question in section I of the main EAPS questionnaire.

The job may be:

- either the main job (during the reference week), code 1, which is the job described in variables from C2 to 24, from the 1st to 5th interview, or from variables C2 to C38 in the 6th interview, of the main EAPS questionnaire;
- or the secondary job (during the reference week), code 2, described in variables C25 to C28 from 1st to 5th interview or C39 to C42 in the 6th interview, of the main EAPS questionnaire;
- or the last job prior to the reference week (if the person is unemployed), code 3, described in section E of the main EAPS questionnaire;
- or the job the person had a year before Sunday of the reference week, code 4, described in section I of the main EAPS questionnaire;
- or none of the above, code 5; for example, if a person has changed jobs twice, ten months ago and again six months ago and has had an accident in the previous job, eight months ago, code 5 shall be selected since option 3 will not be correct due to the fact that it refers to the last job of a person who is currently unemployed, and code 4 will not be valid either (job of a year ago). The last option of 'other job' will also be selected, for example, when the person was employed in the 'last job' or 'job of a year before' and at the same time had a secondary job in which the accident occurred and which generally cannot be identified with any of the jobs corresponding to codes 1 to 4.

If more than one code may be applied, the first one in order of appearance shall be selected.

For example, if a job is the last one (code 3) and the one from a year ago at the same time (code 4), it will be coded as 3 (last job). It therefore allows the analysis of a possible link between the accident and the main reason why the person stopped working in this job.

Code 4 (job a year ago) may be assigned when codes 1, 2 and 3 are not applicable and a reference is needed regarding the work carried out twelve

month prior to Sunday of the reference week so as to identify the job in which the accident took place.

Code 5 (other job) is applied to situations in which a secondary job from the past existed at the same time as the last job or in situations in which the job of a year ago and the accident occurred while carrying out the tasks of the secondary job.

Question **8 will be answered** by persons who have had at least one accident that caused an injury during work in the last twelve months prior to Sunday of the reference week and are persons who are:

- employed and have not worked during the reference week due to an illness, accident or temporary disability (TRAPLU<>b y AUSENT=1 y RZNOTB=04), or
- unemployed but have worked during the twelve months prior to Sunday of the reference week (EMPANT=1 y {ANODOM-TANTA}*12+MESDOM-TANTM<=12) or do not know the date in which they stopped working (EMPANT=1 y TANTA=0000).

8.

Si EMPANT=1 y [{ANODOM-TANTA}*12+MESDOM-TANTM<=12 o TANTA=0000]:

¿La razón por la que no ha trabajado es este accidente?

Si TRAPLU<>b y AUSENT=1 y RZNOTB=4:

La razón por la que no ha trabajado durante la semana de referencia, ¿es este accidente?

- | | | | |
|-----------|---|--------------------------|--------------|
| - Sí | 1 | <input type="checkbox"/> | |
| - No | 6 | <input type="checkbox"/> | Pasará a M10 |
| - No sabe | 0 | <input type="checkbox"/> | |

In this question only one option may be indicated from the list of answers.

The objective of this question and the following five (9 to 13) is to identify the persons who did not have a job due to the said accident at some point during the twelve month prior to Sunday of the reference week and to know the duration of the absence for this reason.

Specifically, question 8 is about identifying the persons who did not work during the reference week due to the said accident.

In some situations, a person is unemployed initially due to the disability that was caused by the injury produced by a work-related accident, but has already recovered from it and has overcome this disability, however continues unemployed. In this case, code 1 shall not be selected since the cause of being unemployed is no longer the accident.

Let us suppose, for example, the case in which a person has had an accident at work during the twelve months prior to Sunday of the reference week, that the day of the interview h/she is still receiving medical treatment because h/she has not recovered from the accident and has not had a job for the last two months because the contract ended in this period. Code 1 shall be selected for this

question, since the person still has not recovered from the accident, even though the labour relationship h/she had no longer exists.

Persons who claim 'Yes' (Code 1) are not asked about the time they were absent from work due to the said accident, in the twelve months prior to Sunday of the reference week (questions 10, 12 and 13).

Question **9 will be answered** by the persons who have answered that the reason why they have not worked is the accident they have referred to.

9. ¿Espera volver a trabajar de nuevo?

- Sí
- No
- No sabe

1	<input type="checkbox"/>	Pasar a M14
6	<input type="checkbox"/>	
0	<input type="checkbox"/>	

In this question only one option may be indicated from the list of answers.

The objective of this question is to distinguish between the persons who were unemployed during the reference week due the injury caused by the said accident, those who expect to work again and those who do not.

If the person has still not recovered from the accident once the reference week ends (Sunday of that week), code 1 shall be selected if h/she expects to return to work in the future, even though it has still not been possible to do so, and code 6 if the person does not expect to work again.

If the person has not recovered from the accident on Sunday of the reference week but has already recovered when the interview is conducted, code 1 shall be selected.

Persons who answer this question are not asked about the amount of time they were absent from work during the twelve months prior to Sunday of the reference week due to the injury caused by the accident (that is, they do not answer questions 10, 11, 12 and 13).

Question **10** will be answered by the persons who during the twelve months prior to Sunday of the reference week have had at least one work-related accident that is not 'in itinere' resulting in injury and are persons who are:

- employed and have been working during the reference week, or
- employed and have not been working during the reference week due to reasons other than illness, accident or temporary disability, or
- employed and have not been working during the reference week due to illness, accident or temporary incapacity and have not claimed that the reason they have not worked has been the accident they are referring to, or
- unemployed and have worked during the twelve weeks prior to Sunday of the reference week or do not know the date in which they stopped working and have not claimed that the reason why they have not worked has been the accident that is being referred to.

10. En los 12 meses anteriores al domingo de la semana de referencia, ¿durante cuánto tiempo estuvo sin trabajar debido al accidente más reciente de dicho periodo?

Por favor, intente dar una respuesta precisa en días, semanas o meses, lo que crea más apropiado, excluyendo el día del accidente.

Entrevistador: Indique si el entrevistado da su respuesta en días, en semanas, en meses o si no sabe el tiempo que estuvo sin trabajar tras el accidente y, a continuación, en la columna de la derecha, anote el número de días, semanas o meses que ha declarado el entrevistado.

Si el entrevistado no declara un número entero de días, semanas o meses, anote, en el espacio reservado para ello, su respuesta literal, y, al finalizar la entrevista, codifique la respuesta en días, semanas o meses, antes de validarla.

- | | | | | |
|--------------|------------------------|--------------------------|----------------------|---------|
| - En días | 1 <input type="text"/> | M11 <input type="text"/> | <input type="text"/> | días |
| - En semanas | 2 <input type="text"/> | M12 <input type="text"/> | <input type="text"/> | semanas |
| - En meses | 3 <input type="text"/> | M13 <input type="text"/> | <input type="text"/> | meses |
| - No sabe | 0 <input type="text"/> | | | |
| - Anotar | | | <input type="text"/> | literal |

This question **only** allows selecting **one option out of the codes 0, 1-3 or writing the exact answer** in the space provided.

If the person answers at least two of the three possible units, for example, in days and weeks as well as in the following possible answer: three weeks and two days, the interviewer will write down the exact answer in the space provided. If during the interview, the interviewer writes down the exact answer given by the interviewee, at the end of the interview and before validating it, the interviewer shall code this answer into an option among codes 1 to 3 of question 10 and the corresponding amount in questions 11, 12 or 13.

The objective of questions 10 to 13 is to know the number of calendar days the person has been incapable of working due to the accident, during the twelve months prior to Sunday of the reference week.

That number of days will be included if the person has already started to work by Sunday of the reference week, as well as if the person has still not started to work for reasons other than the accident.

The total count of the number of days during which the person has been disabled, will allow assessing its socio-economic loss and seriousness appropriately. It will also allow comparing this data with those obtained by European statistics on work-related accidents (which focus on serious accidents, which are those considered to make the person be absent from work at least four days.)

The 2013 module complements the information supplied by these statistics, also including the less serious accidents.

The number of calendar days a person was absent is the total of calendar days during which the person could not work due to an injury caused by the most recent work-related accident that is being referred to. The day in which the accident took place is not included. If there are several periods of absence of this type, the number of days resulting from adding the number of days of all the periods shall be written down.

All days of absence due to an injury during the twelve months prior to Sunday of the reference week will be written down, including the said reference week.

If the person has (or had) more than one occupation, h/she will be considered absent while not attending any of them. Cases in which the person returns to one or several of the jobs but not all of them will be considered return to work, that is, only total absences are counted.

Upon counting the days, it shall be taken into account the number of calendar days the person has been disabled for work due to the accident since the day after it occurred and until the return to work. Since calendar days are considered, Sundays, holidays etc. shall be included.

Only the days that have been lost strictly due to the disability caused by the accident shall be counted. If the victim had not returned to work on Sunday of the reference week but had already recovered from the accident, the date in which the person could return to work shall be estimated (that is, the date in which the person recovered from the accident starting with the date in which h/she was able to work again). Similarly, let us suppose that a person who has already returned to work on Sunday of the reference week and spent two month without being able to work due to the accident, lost his/her job due to the physical consequences of the accident and did not find another job until eight months after the accident. In this case, even though the reason why the person did not work during the second six months is related to the accident, since after the first two months h/she had recovered from it and could return to work (even though the person did not because h/she lost the job), the answer given in questions 10 to 13 shall correspond to two months, because it was possible to have returned to work after that time.

If the worker is disabled for a certain time, without working, and at a certain point gradually returns to work (for example, starts working part time while

recovering from the accident), the return to work date will be considered the date in which the person gradually returned to work, that is, the days counted as days in which the person was disabled are those in which h/she did not work at all.

If as a direct consequence of the accident the person is absent after returning to work (for example, because an after effect of the accident has aggravated the person's health), the time this absence lasts shall also be counted.

Therefore the number of days a person did not work may be formed by discontinuous periods of absence, providing they are a consequence of the accident.

Question **14 will be answered** by the persons who fulfill the general filter of the module, that is, persons who are 16 years of age and over who are employed or even though they are not employed have previous professional experience.

14.

Si M2=1: **Aparte de los problemas físicos derivados del accidente del que me ha hablado, en los 12 meses anteriores al domingo de la semana de referencia, ¿tuvo alguna enfermedad o algún problema físico o psíquico?**

Si M2<>1: **En los 12 meses anteriores al domingo de la semana de referencia, ¿tuvo alguna enfermedad o algún problema físico o psíquico?**

- | | | | |
|-----------|---|--------------------------|---------------------------------------|
| - Sí | 1 | <input type="checkbox"/> | |
| - No | 6 | <input type="checkbox"/> | Pasar a primer cuadro antes
de M27 |
| - No sabe | 0 | <input type="checkbox"/> | |

In this question only one option may be indicated from the list of answers.

The objective is to determine whether the person had an illness or physical or psychological problem, of any nature, in the twelve months prior to Sunday of the reference week. This excludes the injuries caused by accidents that took place during the working day, that is, the accidents described in the previous questions of the questionnaire.

The reference period is an exact year starting from Sunday of the reference week backwards. For example, if Sunday of the reference week is 13 January 2013, the period of time considered will be from 14 January 2012 to 13 January 2013.

Question **15 will be answered** by the persons who claim to have had an illness or physical or psychological problem in the twelve months prior to Sunday of the reference week, that is, those who selected code 1 in question 14.

15. ¿Considera que ese problema de salud (o alguno de esos problemas si fueran varios) fue provocado o empeoró a causa de su trabajo actual o pasado?

- | | | | |
|-----------|---|--------------------------|---------------------------------------|
| - Si | 1 | <input type="checkbox"/> | |
| - No | 6 | <input type="checkbox"/> | Pasar a primer cuadro antes
de M27 |
| - No sabe | 0 | <input type="checkbox"/> | |

In this question **only one** option may be indicated from the list of answers.

The objective is to know whether the physical or psychological problems the person referred to in the previous question have been caused or aggravated by his/her current or past job.

It must include any health problem suffered during the indicated period of time providing the person considers that said problem has been caused or aggravated by their job, even if it is not included in the official list of occupational illnesses and regardless of whether it has caused the worker to be absent from work.

In the case of infectious illnesses such as the flu or a cold, it is difficult to identify when and where the infection took place (at work, at home, another place). In these cases, the interviewee shall be told to consider whether the nature of their job is such that it may have caused the illness, that is, if h/she thinks that it is more probable to contract the illness at their job than in normal conditions of other types of jobs.

This question shall consider any job at any moment of the person's life that caused or aggravated an illness, as long as the effects had been suffered in the twelve months prior to the reference week. For example, it includes the cases of a health problem whose source was the work carried out by the interviewee two years prior to Sunday of the reference week, but whose consequences have still been suffered at some point during the twelve months prior to Sunday of the reference week. However, it is not included if the illness has not been suffered during this reference period, and it would not have led to the answer "Yes" for question 14.

Question 16 will be answered by the persons who claim to have had an illness or physical or psychological problem that was caused or aggravated by their current or past job in the twelve months prior to Sunday of the reference week, that is, those who selected code 1 in question 15.

16. ¿Cuántas enfermedades (o problemas físicos o psíquicos) tuvo, en los 12 meses anteriores al domingo de la semana de referencia, que fueran provocadas por el trabajo o empeoraran a causa del trabajo?

- Una

1 ☐ | Pasar a M17

- Dos o más

6 ☐

In this question **only one** option may be indicated from the list of answers.

The illnesses that have been caused or aggravated due to their job will be taken into account equally. For example, a person who has had two different illnesses during the twelve months prior to Sunday of the reference week, and considers that one of them was caused by their job and the other one was aggravated by their job, shall select "Two or more" (code 6).

If code 1 is selected, the person had one single health problem caused or aggravated by their job during the twelve months prior to Sunday of the reference week, and goes on to the questions on the characteristics of said problem or illness (questions 17 to 26). If code 6 is selected, the person had more than one health problem caused or aggravated by their job and goes on to the chart in question 17:

En las siguientes preguntas, refiérase a la enfermedad o problema más grave

therefore, questions 17 to 26 will be answered in reference to the most serious problem.

When applying this criteria, there will be no distinction between the illnesses caused by the job and those that were aggravated by their job: only the seriousness of the illness or problem will be taken into account. There is obviously a subjective factor in terms of which illness the interviewee considers the most serious; in any case, it shall be the most serious from a medical point of view.

Question 17 will be answered by the persons who claim to have had one or more illnesses or physical or psychological problems that was/were caused or aggravated by their current or past job in the twelve months prior to Sunday of the reference week, that is, those who selected code 1 in question 15.

17. ¿Cómo describiría esa enfermedad o problema?

Entrevistador: Cumplimentar de acuerdo con la respuesta espontánea del entrevistado. Si hubiera más de un código aplicable (es decir, si la enfermedad tuviera más de un efecto), debe escoger aquel que el entrevistado considera más grave o que le afecta en mayor medida. Si no se produjera respuesta espontánea, lea la lista hasta que el entrevistado elija una de las opciones.

- | | | | |
|----------------------------------------------------------------------------|----|--------------------------|-------------|
| - Problema óseo, articular o muscular | 01 | <input type="checkbox"/> | |
| - Problema respiratorio o pulmonar | 02 | <input type="checkbox"/> | |
| - Problema dermatológico | 03 | <input type="checkbox"/> | |
| - Problema auditivo | 04 | <input type="checkbox"/> | |
| - Estrés, depresión o ansiedad | 05 | <input type="checkbox"/> | |
| - Dolor de cabeza y/o fatiga ocular | 06 | <input type="checkbox"/> | Pasar a M19 |
| - Enfermedad o ataque cardíaco, u otros problemas del sistema circulatorio | 07 | <input type="checkbox"/> | |
| - Enfermedad infecciosa (virus, bacteria u otro tipo de infección) | 08 | <input type="checkbox"/> | |
| - Problema de estómago, de hígado, de riñón o digestivo | 09 | <input type="checkbox"/> | |
| - Otro tipo de problema de salud | 10 | <input type="checkbox"/> | |
| - No sabe | 00 | <input type="checkbox"/> | |

In this question only one option may be indicated from the list of answers.

The objective is to know which is the type of illness the person had, or in case there was more than one illness, which one was the most serious.

If a person may select more than one code at a time and may clearly identify that one of them is the cause and the other one is the effect, the one that corresponds to the effect shall always be selected. For example, a person that has headaches caused by neck problems, provided this relation is established clearly (that is, that it has been diagnosed by a doctor and they are not the patient's speculations), shall select code '01' and not '06'. Similarly, if a person has respiratory problems as a consequence (sure, with no doubts) of a viral or bacterial infection, h/she shall select code '08' and not '02'.

Since a specific response code for cancer is not given, they shall be coded in agreement with their anatomical location whenever possible. For example, lung cancer will be coded with '02' (respiratory or lung problems), and skin cancer with '03' (skin problem). When it is not possible to choose any of the codes regarding the location of the cancer, '10' will be selected (other type of health problem). This would be the case of colon cancer, for example.

Question **18 will be answered** by the persons who claim to have had a bone, joint or muscle problem in the twelve months prior to Sunday of the reference week.

18. Este problema óseo, articular o muscular, ¿le afecta, principalmente,...

Entrevistador: Lea la lista de respuestas, salvo la opción de 'No sabe', hasta que el entrevistado elija una de las opciones.

- | | | |
|--------------------------------------------------------|---|--------------------------|
| - Al cuello, los hombros, los brazos o las manos? | 1 | <input type="checkbox"/> |
| - A las caderas, las rodillas, las piernas o los pies? | 2 | <input type="checkbox"/> |
| - A la espalda? | 3 | <input type="checkbox"/> |
| - No sabe | 0 | <input type="checkbox"/> |

In this question **only one** option may be indicated from the list of answers.

The objective is to know the type of bone, joint or muscle problem the person has had during the twelve months prior to Sunday of the reference week.

Question **19 will be answered** by the persons who claim to have had one or more illnesses or physical or psychological problems that was/were caused or aggravated by their current or past job in the twelve months prior to Sunday of the reference week, that is, those who selected code 1 in question 15.

19. Esta enfermedad o problema, ¿limita su capacidad para llevar a cabo las actividades cotidianas normales, ya sea en el trabajo o fuera de él?

- | | | |
|-------------------------|---|--------------------------|
| - Sí, considerablemente | 1 | <input type="checkbox"/> |
| - Sí, en cierta medida | 2 | <input type="checkbox"/> |
| - No, en absoluto | 3 | <input type="checkbox"/> |
| - No sabe | 0 | <input type="checkbox"/> |

In this question **only one** option may be indicated from the list of answers.

The objective is to know up to what point the most serious illness caused or aggravated by their job limits the capacity of the person to carry out normal daily tasks, at or outside of work. For example, a person with a skin problem caused by a past professional activity that considerably limits their capacity to carry out the regular housework shall answer "Yes, considerably" (Code 1).

Question 20 will be answered by the persons who claim to have had one or more illnesses or physical or psychological problems that was/were caused or aggravated by their current or past job in the twelve months prior to Sunday of the reference week, that is, those who selected code 1 in question 15.

20. ¿Qué empleo le originó o le agravó la enfermedad o problema mencionado?

Entrevistador: Marque la primera opción posible.

- El que ha declarado anteriormente como empleo principal
(es decir, su empleo principal durante *la semana de referencia*)
(esta respuesta sólo aparece si la persona está ocupada: TRAPLU<>b) 1 ☐
- El que ha declarado anteriormente como segundo empleo
(es decir, su segundo empleo durante *la semana de referencia*)
(esta respuesta sólo aparece si la persona está ocupada y tiene más de un empleo: TRAPLU=1) 2 ☐
- El que ha declarado anteriormente como su último empleo
(es decir, su último empleo antes de *la semana de referencia*)
(esta respuesta sólo aparece si la persona no está ocupada: TRAPLU=b) 3 ☐
- El empleo que tenía el *fecha de un año antes del domingo de la semana de referencia*
(esta respuesta sólo aparece si la persona ha declarado que se encontraba trabajando un año antes del domingo de la semana de referencia: RACPAS=1) 4 ☐
- Otro empleo 5 ☐
- No sabe 0 ☐

In this question **only one** option may be indicated from the list of answers.

This question provides information on the job that caused or aggravated the illness. The objective is to relate the information regarding the illness or problem with the characteristics of the work that was being carried out when it was caused or aggravated, which will be taken from the main EAPS questionnaire. Therefore, the information compiled in the main EAPS questionnaire shall be consistent with the answer that is codified for this question.

The job may be:

- either the main job (during the reference week), code 1, which is the job described in variables from C2 to 24, from the 1st to 5th interview, or from variables C2 to C38 in the 6th interview, of the main EAPS questionnaire;
- or the secondary job (during the reference week), code 2, described in variables C25 to C28 from 1st to 5th interview or C39 to C42 in the 6th interview, of the main EAPS questionnaire;
- or the last job prior to the reference week (if the person is unemployed), code 3, described in section E of the main EAPS questionnaire;
- or the job the person had a year before Sunday of the reference week, code 4, described in section I of the main EAPS questionnaire;
- or none of the above, code 5; for example, if a persons has changed jobs twice, ten months ago and again six months ago and has had an accident in the next

to last job, eight months ago, code 5 shall be selected since option 3 will not be correct due to the fact that it refers to the last job of a person who is currently unemployed, and code 4 will not be valid either (job of a year ago). The last option of 'other job' will also be selected, for example, when the person was employed in the 'last job' or 'job of a year before' and at the same time had a secondary job in which the accident occurred and which generally cannot be identified with any of the jobs corresponding to codes 1 to 4.

If more than one code may be applied, the first one in order of appearance shall be selected. For example, if a job is the last one (code 3) and the one from a year ago at the same time (code 4), it will be coded as 3 (last job). It therefore allows the analysis of a possible link between the accident and the main reason why the person stopped working in this job.

Question 21 will be answered by the persons who claim that the accident that caused the injury is the reason why they did not work or persons who claim they have not had any accident of this type (M8<>1), and also claim to have had one or more illnesses or physical or psychological problems caused or aggravated by their current or past job (M20=1) in the twelve months prior to Sunday of the reference week and are persons who are:

- employed and have not worked during the reference week due to an illness, accident or temporary disability (TRAPLU<>b y AUSENT=1 y RZNOTB=04), or
- not employed but have previous professional experience (EMPANT=1).

21.

Si EMPANT=1:

La razón por la que no ha trabajado, ¿es esta enfermedad o problema de salud?

Si TRAPLU<>b y AUSENT=1 y RZNOTB=04:

La razón por la que no ha trabajado durante la semana de referencia, ¿es esta enfermedad o problema de salud?

- | | | | |
|-----------|---|--------------------------|------------------------------|
| - Sí | 1 | <input type="checkbox"/> | Pasará a cuadro antes de M23 |
| - No | 6 | <input type="checkbox"/> | |
| - No sabe | 0 | <input type="checkbox"/> | |

In this question **only one** option may be indicated from the list of answers.

The objective of this question and the following five (22 to 26) is to identify the persons who did not have a job due to the said accident at some point during the twelve month prior to Sunday of the reference week and to know the duration of the absence for this reason.

Specifically, in question 21 the objective is to identify the persons who did not have a job during the reference week due to the said illness.

The persons who have previously declared in question 8 that the reason why they did not work during the reference week is the said accident, will not answer this question.

In some situations, a person is unemployed initially due to the disability that was caused by an illness, but has already recovered from it and has overcome this disability, however continues unemployed. In this case the person shall select code 1, since the cause of being unemployed is no longer the illness.

Let us suppose, for example, the case in which a person has had a work-related accident or health problem during the twelve months prior to Sunday of the reference week, that the day of the interview h/she is still receiving medical treatment because h/she has not recovered from the illness and has not had a job for the last two months because the contract ended in this period.

For this question, the person shall select code 1, since h/she has still not recovered from the illness, even though the labour relationship that caused the illness or health problem has finished.

Persons who claim 'Yes' (Code 1) are not asked about the time they were absent from work, due to the said accident, in the twelve months prior to Sunday of the reference week (questions 23, 24, 25 and 26).

Question **22 will be answered** by the persons who claim they have not worked during the reference week due to the said illness, that is, M21=1.

22. ¿Espera volver a trabajar de nuevo?

- Sí
- No
- No sabe

1		Pasar a primer cuadro antes de M27
6		
0		

In this question only one option may be indicated from the list of answers.

The objective of this question is to distinguish between the persons who were unemployed during the reference week due to the said illness, those who expect to work again and those who do not.

If the person has still not recovered from the illness once the reference week ends (Sunday of that week), code 1 shall be selected if h/she expects to return to work in the future, even though it has still not been possible to do so, and code 6 if the person does not expect to work again. If the person has not recovered from the illness on Sunday of the reference week but has already recovered when the interview is conducted, code 1 shall be selected.

Persons who answer this question are not asked about the time they were absent from work, due to said illness, in the twelve months prior to Sunday of the reference week (questions 23, 24, 25 and 26).

Question 23 will be answered by the persons who are either under 70 years of age or having stopped working less than a year ago, claim to have had one or more illnesses or physical or psychological problems caused or aggravated by their current or past job during the twelve months prior to Sunday of the reference week. That is, persons who have selected code 1 in question 15, except if they are in one of the following cases:

- During the twelve months prior to Sunday of the reference week, they did not work due to reasons other than the said illness (for example, regular retirement, other illness that was not caused or aggravated due to their job, caring for their family...) (Code 6 in question 21).
- During the twelve months prior to Sunday of the reference week they were unemployed, and are not capable of distinguishing between whether or not it was due to a reason related with the said illness (Code 0 in question 21).

23. En los 12 meses anteriores al domingo de la semana de referencia, ¿durante cuánto tiempo estuvo sin trabajar debido a este problema de salud?

Por favor, intente dar una respuesta precisa en días, semanas o meses, lo que crea más apropiado.

Entrevistador: Indique si el entrevistado da su respuesta en días, en semanas, en meses o si no sabe el tiempo que estuvo sin trabajar. A continuación, en la columna de la derecha, anote el número de días, semanas o meses que ha declarado el entrevistado.

Si el entrevistado no declara un número entero de días, semanas o meses, anote, en el espacio reservado para ello, su respuesta literal, y, al finalizar la entrevista, codifique la respuesta en días, semanas o meses, antes de validarla.

- | | |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| - En días | 1 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> M24 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> días |
| - En semanas | 2 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> M25 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> semanas |
| - En meses | 3 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> M26 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> meses |
| - No sabe | 0 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| - Anotar | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> literal |

This question **only** allows selecting **one option out of the codes 0, 1-3 or writing the exact answer** in the space provided.

If the person answers in at least two of the possible units, for example, in days and weeks as well as in the following possible answer: three weeks and two days, the interviewer will write down the exact answer in the space provided. If during the interview, the interviewer writes down the exact answer given by the interviewee, at the end of the interview and before validating it, the interviewer shall code this answer into an option among codes 1 to 3 of question 23 and the corresponding amount in questions 24, 25 or 26.

The objective of question 23, 24, 25 and 26 is to know the number of calendar days during the twelve months prior to Sunday of the reference week, the person has been disabled and has not gone to work due to the most serious illness caused or aggravated by the job. Having this information available allows

knowing to a great extent, the socio-economic loss and seriousness of the illness. Since it is a calculation of calendar days, Sundays, holidays etc. shall be included. The reference period is an exact year starting from Sunday of the reference week backwards. For example, if Sunday of the reference week is 13 January 2013, the period of time considered will be from 14 January 2012 to 13 January 2013.

It only includes the days that have been missed strictly due to the disability caused by the illness or physical or psychological problem referred to. If there are several illnesses caused or aggravated by the job that affect the person at the same time, only the time of the most serious one shall be collected. The work days missed due to other illnesses or any type of accidents not related to work are not considered.

Days of absence are considered complete: if the workers has to leave the workplace in the middle of the working day due to the illness, the worker is considered to have worked that day and not been absent.

The only periods of absence that shall be considered are those within the reference period (an exact year counting from Sunday of the reference week backwards), even if they are continuation of a prior period of absence. Moreover, if there are several absences separated in time, all due to the same illness referred to, their durations shall be added. For example, let us suppose that Sunday of the reference week is 13 January 2013; in this case, the period of time considered will be from 14 January 2012 to 13 January 2013. If a person has been on medical leave of absence due to the work-related illness in the following dates: first, from 9 to 31 January 2012; after, from 1 to 20 June 2012; and then again from 4 to 17 January 2013, there will be addition of the parts of the different periods of absence that are within the period of reference, that is: 18 days (from 14 to 31 January 2012) + 20 days (from 1 to 20 June 2012) + 10 days (from 4 to 13 January 2013) = 48 days.

If the person has (or had) more than one occupation, h/she will be considered absent while not attending any of them. Cases in which the person returns to one or several of the jobs but not all of them will be considered return to work, that is, only total absences are counted.

Lastly, if the worker is disabled for a certain time, without working, and at a certain point gradually returns to work (for example, starts working part time while recovering from the accident), disability days will only be considered those in which the person did not work at all, that is, until the person gradually returned to work.

The following six questions will be answered by the persons who were employed during the reference week (TRAPLU<>b), and the workplace refers to the job they had at that time. If the person had more than one job, all of them as a whole will be considered.

27-28-29-30-31-32. ¿Considera que en su lugar de trabajo está usted expuesto a alguno de los siguientes factores, de forma que puedan tener efectos adversos para su salud física?

	Sí 1	No 6	No sabe 0
- Adopción de posturas o realización de movimientos difíciles que formen parte del trabajo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Manejo de cargas pesadas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Ruido o fuerte vibración	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Sustancias químicas, polvo, humos o gases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Actividades que implican un gran esfuerzo visual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Riesgo de accidentes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The objective is to know whether the person considers their workplace a place in which they are particularly exposed to specific factors that may harm their physical health. To get this information, questions are asked about each one of the factors in each one of the six questions (27, 28, 29, 30, 31 and 32).

Being exposed has a specific meaning depending on the risk factor it refers to. This way, it may mean body movements or sensorial functions, entering in contact with environmental materials or factors or being aware or feeling threatened, but always in a degree of frequency or intensity that is considered a risk or that has derived into physical or health problems.

Being exposed to these factors in the workplace as well as one's physical health are considered from the worker's point of view.

The workplace refers to the usual geographical work environment, which is usually the premises (office, shop, workshop, etc.) where the person carries out their professional activities. For some workers however, it is not clearly defined (for example, firefighters, park rangers...) In these cases, it shall be understood as the general environment in which the professional activity is carried out.

In each question only one option may be indicated from the list of answers. Code 1 (yes) shall be selected if the worker considers that in any of their workplaces they are particularly exposed to the factor about which they are being asked. Code 6 (no) shall be selected if they consider they are not particularly exposed to this factor in any of their workplaces.

An individual is considered to be particularly exposed to a specific factor if h/she is clearly more frequently or clearly more intensely exposed to a factor than what would be considered regular daily exposure of the general population.

Lastly, it is important to clarify that, in question 30, exposure to chemical substances, smoke, or gas includes handling, direct contact, breathing, etc.

Question **33 will be answered** by the persons who were employed on Sunday of the reference week and consider that in their workplace they are particularly exposed to more than one of the factors gathered in the six previous questions and that could harm their physical health.

33. ¿Cuál de los anteriores factores a los que está expuesto en su lugar de trabajo considera que puede tener mayores efectos negativos sobre su salud física?

- Adopción de posturas o realización de movimientos difíciles que formen parte del trabajo (esta opción sólo aparece si M27=1) 1 ☐
- Manejo de cargas pesadas (esta opción sólo aparece si M28=1) 2 ☐
- Ruido o fuerte vibración (esta opción sólo aparece si M29=1) 3 ☐
- Sustancias químicas, polvo, humos o gases (esta opción sólo aparece si M30=1) 4 ☐
- Actividades que implican un gran esfuerzo visual (esta opción sólo aparece si M31=1) 5 ☐
- Riesgo de accidentes (esta opción sólo aparece si M32=1) 6 ☐

The objective is to identify which of the factors the individual has claimed harms their health is considered by the person to be the main factor from the point of view of its negative effects.

The following three questions **will be answered** by the persons who were employed during the reference week (TRAPLU<>b), and the workplace refers to the one of job they had at that time. If the person has more than one job, all of them as a whole will be considered.

34-35-36. ¿Considera que en su lugar de trabajo está usted expuesto a alguno de los siguientes factores, de forma que puedan tener efectos adversos para su bienestar mental?

- | | Sí
1 | No
6 | No sabe
0 |
|-----------------------------------------------|--------------------------|--------------------------|--------------------------|
| - Presiones de tiempo o sobrecarga de trabajo | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Violencia o amenaza de violencia | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| - Acoso o intimidación | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

The objective is to know whether the person considers their workplace a place in which they are particularly exposed to specific factors that may harm their mental health. To get this information, questions are asked about each one of the factors in each one of the three questions (34, 35 and 36) . Both exposure to these factors at the workplace as well as the mental health are considered from the worker's point of view.

As above, the workplace refers to the usual geographical work environment, which is usually the premises (office, shop, workshop, etc.) where the person carries out their professional activities. For some workers however, it is not clearly defined (for example, firefighters, park rangers...) In these cases, it shall

be understood as the general environment in which the professional activity is carried out.

In this question only one option may be indicated from the list of answers. Code 1 (yes) shall be selected if the worker considers that in any of their workplaces they are exposed to the factor about which they are being asked. Code 6 (no) shall be selected if they consider they are not exposed to this factor in any of their workplaces.

In question 34, time pressure and work overload make reference to requirements in terms of the time in which the work shall be carried out as well as the amount of work that shall be completed, when these requirements overflow the resources and abilities of the person.

In question 35, violence refers to the physical strength used against another person (or group), which results in physical, sexual or psychological harm. In this question, code 1 (yes) shall be selected if there has been actual exposure to violence as well as if under the interviewee's point of view they have received threats of violence.

In question 36, harassment and intimidation refer to the intentional use of power against a person (or group), that could harm their physical, mental, spiritual, moral or social development. Psychological violence is included in this category.

It is not always easy to establish the border between "threat of violence" and "harassment or intimidation". Threat of violence is related to the use of physical strength and it is usually suffered by persons in their own environment (for example, from the criminal on the police officer, from aggressive students on their teachers). Harassment and intimidation refer to a more general verbal attitude, and it is usually suffered in the person's own workplace.

Discrimination is a very broad concept and it is not included in the "harassment or intimidation" option. Discrimination may be considered as a more general attitude and may be the underlying cause of the three risk factors that may hamper their mental health (or even their physical health): "time pressure or work overload", "violence or threat of violence" and "harassment or intimidation". If the person feels discriminated but cannot specify this feeling as one of the three factors, code 6 shall be selected for all of them.

An individual is considered to be particularly exposed to a specific factor if h/she is clearly more frequently or clearly more intensely exposed to a factor than what would be considered regular daily exposure of the general population.

Question **37 will be answered** by the persons who were employed on Sunday of the reference week and consider that in their workplace they are particularly exposed to more than one of the factors gathered in the three previous questions and that could harm their mental health.

37. ¿Cuál de los anteriores factores a los que está expuesto en su lugar de trabajo considera que puede tener mayores efectos negativos sobre su bienestar mental?

- Presiones de tiempo o sobrecarga de trabajo (esta opción sólo aparece si M34=1) 1 ☐
- Violencia o amenaza de violencia (esta opción sólo aparece si M35=1) 2 ☐
- Acoso o intimidación (esta opción sólo aparece si M36=1) 3 ☐

The objective is to identify which of the factors the individual has claimed harms their health is considered by the person to be the main factor from the point of view of its negative effects.

5. Information Treatment

5 Information treatment

Once the Central Services receives the questionnaires with the survey information (both the main questionnaire and the ad hoc module), they were processed to obtain the final file and the estimates.

The treatment of the module information follows a scheme similar to that of the basic questionnaire, and adjusts to the following principles (for more details, see *EAPS. Information treatment*):

- It should not interfere in the treatment of the basic questionnaire.
- It should follow a general scheme, in such a way that the changes to be made from one year to the next are as few as possible.
- It should be simultaneous or subsequent to the treatment of the basic questionnaire.

In accordance with these principles, the treatment phases of the module are the following:

1.- Monthly treatment

Each month, the identification variables of the basic EAPS questionnaire are filtered by automatic detection and manual correction; this filtering has been modified in the four quarters of each year so that it also serves for the ad hoc module.

Therefore, filtering the identification variables of the module (quarter, province, section, dwelling and number of persons) is carried out together with that of the basic questionnaire.

2.- Quarterly treatment

Once the data corresponding to the thirteen weeks that comprise each one of the quarters of 2013 has been received, the variables of the basic questionnaire of the EAPS are filtered in a way similar to that used in the monthly treatment, that is, by automatic detection and manual correction.

Subsequently, the variables of the module are also filtered by automatic detection.

For the automatic filtering, both of the variables of the basic file of the survey, and of the variables of the module, we use the software prepared by the Subdirector General for Statistical Information, known as ADI (Automatic Detection and Imputation).

3.- Annual treatment

The final file is a fusion of the registers of the 6th interview of the four quarters of the year.

With the filtered variables, we have obtained the final EAPS file of the ad hoc module, which contains the identification variables, the annual elevation factor,

some important variables of the basic quarterly files and all of the variables of the module, for the registers corresponding to the sixth interviews.

The design of the LFS register part corresponding to the module is adapted to the one specified in Agreement number 10502.2012.001-2012.464, reached by the European Statistical System Committee.