2010 Work-Related Illness Survey (WRIS)

Technical Report

Martina Portanti and Laura Wilson

Office for National Statistics – 2011

1. Introduction

1.1. Purpose of Technical Report

This report covers technical aspects of the sample design, fieldwork, data collection and data management of the Work-Related Illness Survey (WRIS), sponsored by the Health and Safety Executive (HSE). It was carried out by the Office for National Statistics between July and October 2010.

This report is organised into 6 main sections, described as follows:

1. Introduction and background to the 2010 WRIS, including a brief outline of the survey.
2. Description of the sample
3. Outline of the design and content of the 2010 WRIS questionnaire.
4. Fieldwork procedures used within the 2010 WRIS, including information on design, contact procedures, interviewer training, fieldwork dates and periods, interview length, proxy interviews and post interview procedures.
5. Response to the 2010 WRIS and consent rates to participation in the Doctor's follow up survey
6. Management and processing of the data collected.

1.2. Background and aims of the WRIS

The 2010 Work Related Illness Survey (WRIS) was commissioned by the Health and Safety Executive (HSE) to update information collected when the survey was last run in 1995. The aim of the survey is to establish the extent to which self-reported conditions are genuine and assess the reliability of attribution of a condition to work-related factors. The survey data aims to improve the quality of future self-reported data and provide more detailed information on individuals' work-related illnesses.

1.3. Survey outline

The WRIS is a follow-up survey of Labour Force Survey (LFS) respondents who were recorded as having suffered from a work-related illness during the 12 months prior to their Wave 4 or 5 LFS interview carried out in January-March 2010. The survey only included LFS respondents who were resident in Great Britain (GB) at the time of their Wave 5 interview.

All eligible LFS respondents who gave consent to be approached to take part in a follow-up survey about their work related illness were contacted between June and October 2010 to carry out the WRIS interview. While the LFS allows interviewers to collect information about a household member by proxy (usually another adult, related, member of the same household) if the individuals is unavailable to take part, the WRIS did not accept proxy responses and all interviews were carried out personally with the selected respondent. The WRIS interviews were conducted both in the Telephone Unit and by face-to-face interviewers, depending on the mode of contact during the Wave 5 LFS interview (see chapter 2 for more details on sample selection and interview mode).

The WRIS questionnaire checked the information collected during the LFS interview and then asked further questions about respondents' working conditions and health. At the end of the WRIS interview, consent was sought from respondents for HSE to contact the doctor responsible for treating their illness to collect additional information about the respondent's work-related illness (see chapter 3 for more details on questionnaire content).

2. Sample and interview mode

2.1. Eligible sample

The WRIS survey followed up a sub-sample of LFS respondents who completed their LFS Wave 4 or 5 interviews in January-March 2010 and who were resident in Great Britain. Eligible respondents were contacted for the WRIS only after completing their final LFS interview (Wave 5) to ensure the follow-up survey did not have any adverse effect on the LFS response.

The sample eligible for WRIS was initially identified by answers to the following question, asked to all LFS respondents aged over 16 who ever had a job:

Illwrk
Q - "Within the last twelve months <have/has> <you/respondent's name> suffered from any illness, disability or other physical or mental problem that was caused or made worse your/his/her job or by work <you have –he/she has> done in the past?"

A - Yes/No – Don't Know (proxy respondents only)

This question, included in the 2010 January to March (JM10) LFS questionnaire, was designed to identify adults who had or may have suffered from a work-related illness in the 12 months prior to their LFS interview.

Respondents eligible to be included in the WRIS sample were:

1. JM10 Wave 4 and 5 personal respondents who answered that they had suffered from a work-related illness in the 12 months prior to the LFS interview
2. JM10 Wave 4 and 5 proxy respondents who said that the person they were responding on behalf of had suffered from a work-related illness in the 12 months prior to the LFS interview
3. JM10 Wave 4 and Wave 5 proxy cases where the proxy respondent was unsure whether the person for whom they were responding had suffered from a work-related illness in the 12 months prior to the LFS interview.

Wave 5 and Wave 4 respondents were treated by WRIS as two separate batches of cases. The process and criteria to select eligible respondents to be included in the issued sample differed between Wave 5 and Wave 4 respondents.

2.2. Issued sample

2.2.1. First batch

LFS respondents who were eligible for inclusion in the WRIS sample (see section 2.1) and who had completed their LFS Wave 5 interview in the 2010 January-March quarter were asked whether they or the person for whom they were responding would be willing to be contacted again to be asked some additional questions about their work related illness, as part of a study to be carried out on behalf of the Health and Safety Executive:

HSEWv6a
Q – "The Health and Safety Executive wants to know more about the way people's work can sometimes affect their health. Would it be okay for us to contact <you/respondent name> in the future to ask some additional questions about <your/his/her> work-related ill-health?"

A - Yes/No – Don't Know (proxy respondents only)

All personal and proxy respondents who provided consent and those proxy respondents who responded “don’t know” to the consent question were included in the first batch of the WRIS issued sample.

As WRIS sample members had to be interviewed personally (i.e. proxy respondents were not accepted), personal consent to be followed up was re-collected at the beginning of the WRIS interview for those sample members who were originally LFS proxy cases (see section 3.1).

Table 2.1. shows the routing of the LFS screening questions and the composition of the first batch of the WRIS issued sample.

Table 2.1. Screening questions – WRIS sample, first batch

JM10 W5				
Type of interview	**Had WRI**		**Consent**	
Personal	Yes[1]	486	Yes[2]	381
			No	105
	No	8686		
Proxy	Yes[1]	160	Yes[2]	93
			Don't Know[2]	3
			No	64
	Don't know[1]	71	Yes[2]	33
			Don't Know[2]	15
			No	23
	No	3509		

[1]Eligible sample	717
[2]Issued sample	525

Overall, 717 LFS JM10 Wave 5 respondents had or may have suffered from a work-related illness in the 12 months before their final LFS interview. Of these, 202 refused to give consent to be followed up, so 525 individuals were included in Batch 1 of the sample issued for WRIS.

2.2.2. Second batch

LFS respondents who were eligible for inclusion in the WRIS sample (see section 2.1) and who had completed their LFS Wave 4 interview in the 2010 January-March quarter (JM10) were not included in the WRIS sample until they completed their Wave 5 LFS interview in the April-June 2010 quarter. This resulted in a number of JM10 W4 cases, who could have been eligible for WRIS, to be dropped from the WRIS issued sample because they became non-respondents at Wave 5.

Following advice from ONS legal team, the Batch 2 consent process was slightly amended. All eligible proxy cases were included in the issued sample, without a consent question being asked of the proxy respondent during the LFS interview. For these cases, the respondent was asked for consent to be followed up at the beginning of the WRIS interview.

Eligible personal respondents were asked during their LFS Wave 5 interview whether they would be willing to be contacted again. They were informed that they would be asked some

additional questions about their work related illness for a study being carried out on behalf of the Health and Safety Executive.

HSEWv6b
Q – "The Health and Safety Executive wants to know more about the way people's work can sometimes affect their health. At the last interview <you/respondent's name> were recorded as suffering work-related ill-health. Would it be okay for us to contact <you/respondent's name> in the future to ask some additional questions about <your/his/her> condition and how it was caused?"

A - Yes/No

Because of a routing error in the LFS AJ10 questionnaire, 54 personal respondents with a (possible) work-related illness were not asked the above consent question to be followed up for the HSE work-related illness study. These cases were however asked the generic LFS follow-up question:

Wv6cog
Q – "We often conduct one-off follow up projects to test changes to the survey; would you be happy to be contacted in the future to help us with this work?"

A - Yes/No

Forty-three of the fifty-four respondents were happy to be followed up for further research and they were included in the issued sample.

Table 2.2 shows the routing of the screening questions and the groups of respondents who were included in the second batch of the WRIS issued sample.

Overall, 664 LFS JM10 Wave 4 respondents had or may have suffered from a work-related illness in the 12 months before their JM10 interview. Of these, 78 were non-respondent at Wave 5 and were dropped from the sample eligible for WRIS. Out of the remaining 586 cases, 168 were proxy interviews at Wave 5 and were directly included in the WRIS issued sample. Out of the remaining 418 personal interviews, 311 individuals gave consent to be followed up for WRIS (including the 43 cases who consented to question Wv6cog). In total, 479 cases were included in the second batch of the WRIS sample to be issued to field

Table 2.2 Screening questions - WRIS issued sample, second batch

JM10 W4			AJ10 W5				
Type of interview	**Had WRI**		**Type of interview**		**Consent**		
Personal	Yes[1]	448	Personal response	381	HSEWV6b	Yes[2]	254
						No	83
					WV6cog	Yes[2]	33
						No	11
			Proxy response[2]	16			
			No response	51			
	No	8777					
Proxy	Yes[1]	139	Personal response	21	HSEWV6b	Yes[2]	14
						No	5
					WV6cog	Yes[2]	2
						No	0
			Proxy response[2]	102			
			No response	16			
	Don't know[1]	77	Personal response	16	HSEWV6b	Yes[2]	0
						No	0
					WV6cog	Yes[2]	8
						No	8
			Proxy response[2]	50			
			No response	11			
	No	3571					

[1]Target sample	664
[2]Issued sample	479

2.3. Total issued sample

Combining the two sample batches, the overall sample eligible for WRIS consisted of 1,381 individuals; of these 1,004 gave consent, or were proxy interviews at Wave 5, and they were issued for interviewing.

Table 2.3. shows the composition of the eligible and issued sample in terms of the response to the LFS screening question “Have you suffered from a work-related illness in the last 12 months?”.

Table 2.3. Final eligible and issued sample

Had WRI	Eligible sample	Issued sample
Yes (personal)	934	684
Yes (proxy)	299	214
Don't know	148	106
Total	**1381**	**1004**

2.4. Mode of interview

The LFS is a mixed-mode survey, where the initial interview with a household (i.e. at Wave 1) is normally face-to-face, and following interviews tend to be conducted over the phone, if possible.

WRIS adopted the same mixed-mode approach as the LFS, with the respondent being assigned to either the telephone unit or a face-to-face interviewer depending upon their mode of contact at Wave 5 of the LFS.

Overall, 904 cases were initially contacted for WRIS by the telephone unit (457 cases in the first batch and 447 in the second); the remaining 100 cases (68 first batch and 32 second batch cases) were instead initially approached by face-to-face interviewers.

3. Questionnaire

The 2010 WRIS questionnaire collected some basic information about the number and type of work-related illnesses that respondents suffered from. More detailed questions were then asked about one illness, which generally coincided with the illness recorded during the LFS interview. The questionnaire was designed to last on an average around 20 minutes. A detailed list of the questions included can be found in the WRIS User Guide.

3.1. Consent questions

The questionnaire had two introductory questions, HSEPx and HSEPr. The purpose of these questions was to collect or confirm consent to interview from the issued sample members.

The question HSEPx was asked to sample members who were interviewed via proxy on the LFS. This group of respondents did not have the opportunity to provide their personal consent to be followed-up for the WRIS during the LFS interview and therefore consent had to be collected before WRIS interview took place.

The question HSEPr was asked of sample members who completed a personal interview on the LFS to confirm that their consent to interview, which was initially collected during the LFS interview, still applied.

3.2. LFS data checking questions

Once consent to interview was confirmed, interviewers then proceeded to ask some preliminary questions. The aim of these questions was to check the information collected on the LFS and establish whether the respondent had a work-related illness or not. Those respondents who confirmed that they did have a work-related illness were then routed to the next section of the questionnaire; those who stated they did not suffer from a work-related illness were thanked for their cooperation thus far and the interview terminated.

Respondents who confirmed that they suffered from a work-related illness were asked further questions about their illness(es). These questions identified the number and type of illnesses that the respondent was suffering from. The questionnaire then asked the respondent to describe the illness(es) in full detail.

3.3. Main illness selection questions

Unlikely the 1995 survey, the 2010 WRIS questionnaire focussed on collecting information about one illness only. If a respondent indicated that they had suffered from more than one illness, a semi-automated process was in place within the questionnaire to determine which illness the questionnaire should focus on.

Firstly, the questionnaire program attempted to identify whether any of the illnesses reported matched the illness reported as the most serious during the LFS interview.

If a match existed, the questionnaire program presented the matching illness as the illness to be questioned further about. However, respondents were also allowed to spontaneously request a different illness to be chosen if they no longer considered the presented illness to be the most serious they were suffering from.

If more than one match existed, then all the matching illnesses were presented to the respondent. Respondents were asked which of the illnesses they considered to be the most serious.

If no match existed, then all illnesses were presented to the respondent and they were asked to choose which they considered to be the most serious.

3.4. Work and health questions

Once one illness had been selected, further questions were then asked about the job that was thought to have caused that illness or made it worse.

Among others, questions were asked about:

- whether the work was thought to have caused the condition or simply made it worse
- how the work caused the complaint
- managers' behaviour at workplace

Three sets of questions were aimed at collecting a range of information related to respondents' health:

- The first set collected measures, on a scale from nought to ten, of respondents' health beliefs. Respondents were asked, for example, how much impact they felt their work-related illness had on their life or how much control they felt they had over their illness.

- The second set of questions, adapted from the EuroQual instrument, collected information about the respondent's general health status. Among others, respondents were asked questions about their mobility, whether they suffered from pain, anxiety or depression, and whether they were restricted in some of their usual activities.

- The third set of questions was adapted from the Brief Symptom Inventory. Respondents were presented with a list of possible symptoms (e.g. faintness, nausea, etc) and asked whether they had suffered from any of those over the previous two weeks.

The questionnaire also included a set of questions adapted from the Workplace Health and Safety Survey and the Civil Service Staff Survey, which asked respondents to agree or disagree with a set of statements about working conditions (e.g. I have a choice in deciding what I do at work, I feel a strong personal attachment to my work, etc).

Finally, respondents were asked whether they had ever consulted a doctor about their work-related illness and/or whether their GP was aware of their condition.

3.5. Consent for the Doctor Follow-up Survey (DFS)

At the end of the WRIS interview, respondents who had ever consulted a doctor and/or whose GP was aware of their condition were informed that HSE would be conducting a doctor's follow-up survey of respondents' doctors to gain a more complete picture of work-related illness.

The purpose of the DFS would be to confirm the information given by the respondent during the WRIS interview and collect further details about the work-related illness reported by the respondent. The DFS was reviewed by a NHS research ethics committee, which agreed the process of obtaining respondents' written consent to participate. Consent forms were designed following National Research Ethics Service guidelines and required respondents to indicate consent by both ticking a box and signing the form.

The WRIS interview was used as a vehicle to inform respondents about the DFS and to collect their written consent to be included in the follow-up study.

Respondents interviewed by telephone were informed that they would receivea letter from ONS, including a consent form, leaflet and a pre-paid return envelope, to explain the Doctor's Follow Up survey in more detail. The letter and leaflet outlined the purposes and structure of the doctor's follow-up survey, including which personal data would be passed on to HSE and to their doctors.

The consent form asked the respondent to provide permission for:

- ONS to pass the following personal data to HSE: the respondent's name, date of birth, sex, address, and details about their work-related illness and the job that caused it
- HSE to use this information to contact the doctor who had treated the work related illness
- The respondent's doctor to provide HSE with answers to the questions in the DFS

A bilingual English-Welsh consent pack was posted to respondents living in Wales.

Unless the respondent spontaneously said that they did not want to provide consent to the DFS, interviewers then asked for the name, telephone number and address details of the doctor who treated them for their work-related illness. Respondents were not always either able or willing to provide this information at the time of the interview. Where the information was provided during the interview, the doctor's details were printed on the consent form before posting it to the respondent. The respondent was then asked to check the details on the form and amend them where required. Those respondents who either were unable or choose not to provide their doctor's details during the interview were sent blank consent forms to fill in their doctor's details. In either case, respondents were then asked to tick, sign and post back the consent form to ONS if they were happy to be included in the follow-up study.

Face-to-face interviewers also informed respondents about the doctor's follow-up study during the interview and handed them the doctor's follow up leaflet. If the respondent, after considering the information provided, was happy to give consent, the interviewer would collect the signed and ticked consent form at the end of the interview. If the respondent was unsure, the consent form and leaflet were left with them and they were instructed to post the form back to the office, if they were happy to be included in the study.

A copy of the Doctor's Follow-up Survey leaflet, cover letter for the telephone unit cases and consent forms for telephone unit and face-to-face cases are reproduced in Annexes C1-C8.

4. Fieldwork

4.1. Fieldwork period

The survey was piloted in the telephone unit in May 2011 (for more details about the pilot, see Wilson, 2010). The mainstage interviews were carried out between July and October 2010. Fieldwork was organised in two batches, with interviews carried out both in the Telephone Unit and by face-to-face interviewers (see chapter 2.4.).

The Batch 1 sample, who completed their LFS Wave 5 interview in the months January to March 2010, were contacted during the first Mainstage period, which ran from August to September 2010.

The Batch 2 sample, who completed their LFS Wave 5 interview in the months April to June 2010, were contacted during the second mainstage period, which ran from September to October 2010.

Table 4.1. Fieldwork dates

	Start date (TU and FTF)	**End date (TU)**	**End date (FTF)**
Mainstage 1	02 August 2010	03 September 2010	17 September 2010
Mainstage 2	06 September 2010	08 October 2010	29 October 2010

All respondents were sent an advance letter and purpose leaflet 10 days before each of the Mainstage fieldwork periods commenced. Both the advance letter and purpose leaflet were produced in Welsh for respondents living in Wales. Copies of the advance letters are included in Annexes A1-A2; copies of the purpose leaflets can be found in Annexes B1-B2.

4.2. Interviewers training

There were approximately 11 telephone interviewers and 61 field interviewers who worked on both stages of the WRIS. The face-to-face and telephone unit interviewers did not work solely on the WRIS throughout the two field periods. Many of the WRIS interviewers worked on the LFS so were familiar with the LFS work-related illness questions. This background knowledge was particularly useful as interviewers could describe these questions if the respondent was unable to recall being asked these questions (particularly those respondents who were interviewed via proxy on the LFS). All interviewers were briefed on the WRIS before the fieldwork periods began.

The telephone interviewers attended a survey specific training day, which was based at the CATI (Computer Assisted Telephone Interviewing) unit in Titchfield. The briefings covered:

- background to the survey: sponsor; objectives of the research and sample design
- how to approach respondents: WRIS consent procedures
- questionnaire content: complex routing; outline of questionnaire subsections

- DFS: introduction; consent procedures
- Interviewer practise questionnaire session
- the importance of a high response rate to the project
- question and answer session.

Interviewers were given detailed instructions which provided question guidance and addressed any potentially problematic or confusing areas of the survey. Interviewers were provided with examples of all the documentation sent to respondents for both the WRIS and DFS.

As many of the telephone unit interviewers had participated in the WRIS pilot a few months earlier, the briefing focussed on changes to the questionnaire introduced for the Mainstage. The briefing included a hands-on questionnaire training session, where interviewers had the opportunity to test the questionnaire and raise any question and queries with their supervisors and members of the Research team.

The face-to-face interviewers did not attend an office based briefing due to the sporadic allocation of the WRIS respondents to interviewer quotas across Great Britain. It is standard procedure to brief face-to-face interviewers in these circumstances via a postal home briefing pack. The packs were created by the ONS WRIS research team. These contained a paper copy of the questionnaire, background survey information and guidance for key questions/ routing scenarios. The interviewer instructions provided guidance on each question and any likely problems which interviewers may experience when conducting an interview. A training copy of the questionnaire was also sent to interviewers to familiarise themselves on the contents and routing of the questionnaire.

4.3. Proxy respondents and reissues

In contrast to the LFS, the WRIS did not accept proxy respondents. Two respondents with hearing problems whose Wave 5 LFS interviews had been completed by proxy over the phone could not conduct a personal interview in this way and were therefore reissued to a face-to-face interviewer. In an effort to increase response, an additional 18 cases from the first batch of interviews, which were non-contact in the telephone unit, were reissued to face-to-face interviewers.

4.4. Post Interview Procedures

At the end of each interview, respondents who consented to the DFS were asked questions which checked that their contact details were correct and amendments made where necessary.

After the interview, occupation and industry information was also coded for all those cases where the respondent reported that the job that caused or made worse their illness was different from the job(s) recorded during the LFS interview.

Each interview was given an outcome code, whether a full interview was achieved or not. A full list of the outcome codes can be found in Annex D.

4.5. Consent forms booking and telephone reminders

As outlined in paragraph 3.2, telephone unit respondents who had consulted a doctor about their work related illness were posted, after completing the WRIS interview, a consent pack containing a form for them to tick, sign and return to ONS if they wished to provide consent for the doctor's follow up survey. Consent forms were posted out in batches within a maximum of two weeks from the date of the interview.

For face-to-face cases, consent forms were collected (wherever possible) by the interviewers and then posted back to the office. In a few cases, consent forms were left with respondents to be completed and posted back to ONS.

The return of the consent forms, both from interviewers and respondents, was monitored by ONS on a daily basis, with consent forms being booked in electronically on receipt.

Following the results of the May pilot, when only 15% of forms sent to telephone respondents were returned, a telephone reminder exercise was introduced in the WRIS mainstage to try and boost consent rates.

Around two weeks after each batch of consent packs was posted out, contact details of respondents who had not yet returned a consent form were passed to the Telephone Unit. Telephone interviewers then attempted to contact the respondents to check whether the consent pack had been received, whether the respondent required any further information and to remind respondents to complete and send back the form if they wished to provide consent. Consent packs were also re-sent if the initial pack had not been received or had been mislaid. A copy of the script used by telephone unit interviewers to re-contact respondents is provided in Annex E.

5. Response

5.1. Overall response

Over the two fieldwork periods, 636 individuals (64% of the WRIS eligible issued sample) confirmed they had a work-related illness and completed a WRIS interview. Another 178 individuals (18% of the eligible issued sample) were successfully contacted but then were screened out of the survey as ineligible as they indicated at the start of the WRIS interview that they did not have any work-related illness.

Table 5.1 WRIS response

	Face to face sample		**Telephone sample[1]**		**All**	
	Individuals	%	Individuals	%	Individuals	%
Completed - WRI	53	56%	583	65%	636	64%
Completed - no WRI	18	19%	160	18%	178	18%
Non contacts	12	13%	44	5%	56	6%
Refusals	9	10%	103	11%	112	11%
Other non response	2	2%	11	1%	13	1%
Total eligible sample	94	100%	901	100%	995	100%
Ineligible	6		3		9	
Total issued sample	100		904		1004	

1 Includes 20 cases initially in the Telephone unit but then reissued to Field

5.2. Consent to doctor's follow up

Overall, 605 respondents had consulted a doctor about their work-related illness, thus being eligible for the doctor's follow-up survey (see section 3.2 for details). Of these, 260 (43%) gave consent for their doctor to be contacted as part of the follow up study. Forty-three respondents

refused to give consent during the interview and an additional 302 did not return the consent form and/or refused to give consent after the interview. As expected, consent rate was higher among face-to-face cases than among telephone unit cases (79% versus 40%).

Table 5.3. Consent rate

	Face to face		Telephone		All	
	Individuals	%*	Individuals	%*	Individuals	%*
Consent obtained	37	79%	223	40%	260	43%
Consent refused during interview	4	9%	39	7%	43	7%
Consent form not returned/ consent refused after the interview	6	13%	296	53%	302	50%
Total eligible sample	47	100%	558	100%	605	100%
Ineligible respondents – did not consult doctor about WRI	6		25		31	
Total number of respondents with WRI	53		583		636	

6. Data Management and Processing

6.1. Editing and checks on data quality

Range and consistency checks were carried out in the interview as part of the CAPI (Computer Assisted Personal Interview) programme. Range and consistency checks were carried out during the WRIS interview itself, and some additional checking and editing of the data was carried out in the ONS office.

After the creation of the data file from the Information Management system, all data was subject to quality assurance and validation checks. Validation checks were carried out on operational aspects of the data, for example to confirm all correct cases were contained within the dataset, and to ensure rotated data from the LFS had been fed into the questionnaire correctly. Additional base checks were carried out to ensure all questions were routed in and out of the questionnaire correctly.

Upon HSE's request, for those cases who consented to the DFS, doctors' addresses were linked to their Primary Care Trust unit codes using the National Statistics Postcode Directory.

6.2. Data files

Anonymised data from the WRIS was delivered to HSE in the form of a password-protected SPSS dataset. This was sent over the Government Secure Intranet (GSI) alongside the WRIS user guide and a brief technical note.

Personal data for respondents who consented to participate in the doctors' follow-up survey were delivered to HSE separately. The personal data which was passed on to HSE included names and contact details of consenting respondents, contact details of the respondent's doctor and a small number of data items related to the respondent's illness and work which caused their illness. These datasets were encrypted on CDs and posted, together with the paper consent forms, to HSE via courier/Royal Mail special delivery.

7. Bibliography

Wilson, L (2010) “Work-Related Illness Pilot Report”, prepared for the Health and Safety Executive

Office for National Statistics, Work-Related Illness Survey user guide

Annexes

A1. Advance Letter for Main Stage Interview (English)

Date: as postmark

Dear

I am writing to ask for your help with the Work-Related Illness Survey (WRIS). This study gathers information about your perception of the relationship between your work and your health. Your responses will help the Health and Safety Executive (HSE) to improve the way it measures work-related illness, and understand more about the impact it has on people's lives. This in turn will direct preventative action to areas where it is most needed.

This study is being carried out by the Office for National Statistics (ONS), on behalf of the HSE. The HSE is interested in finding out more about the way people's work can sometimes affect their health, to protect people against risks to health or safety arising from work activities. For this reason, people who may have suffered or be suffering from work-related ill-health are being surveyed.

You have been chosen to take part because when we interviewed your household as part of the ONS Labour Force Survey, we recorded that you may have suffered from some illness, disability or other physical problem caused or made worse by your work. Any information you provide will be treated in complete confidence.

One of our interviewers will contact you to take part in a short interview. If you are busy when they call, the interviewer will be happy to arrange a more convenient time.

If you have any further questions, please call our Survey Enquiry Line on **0800 298 5313**. Opening times are: Monday to Thursday – 9 am to 9 pm; Friday – 9 am to 8 pm; and Saturday – 9 am to 1 pm.

Thank you for your help.

Yours faithfully,

Stephen Penneck
Director General

A2. Advance Letter for Main Stage Interview (Welsh)

Dyddiad: fel y marc post

Annwyl

Ysgrifennaf atoch i ofyn am eich cymorth gyda'r Arolwg o Salwch sy'n Gysylltiedig â Gwaith (WRIS). Mae'r astudiaeth hon yn casglu gwybodaeth am eich canfyddiad o'r gydberthynas rhwng eich gwaith a'ch iechyd. Bydd eich atebion yn helpu'r Awdurdod Gweithredol Iechyd a Diogelwch (HSE) i wella'r ffordd y mae'n mesur salwch sy'n gysylltiedig â gwaith, a deall mwy am yr effaith a gaiff ar fywydau pobl. Bydd hyn, yn ei dro, yn cyfeirio camau ataliol at y meysydd lle y mae eu hangen fwyaf.

Y Swyddfa Ystadegau Gwladol (SYG) sy'n cynnal yr astudiaeth hon, ar ran HSE. Mae gan HSE ddiddordeb mewn cael rhagor o wybodaeth am y ffordd y gall gwaith pobl effeithio ar eu hiechyd, er mwyn diogelu pobl rhag risgiau i iechyd a diogelwch sy'n deillio o weithgareddau gwaith. Am y rheswm hwn, pobl sydd wedi dioddef, neu sy'n dioddef, o salwch sy'n gysylltiedig â gwaith sy'n cael eu holi.

Rydych wedi cael eich dewis i gymryd rhan oherwydd pan wnaethom gyfweld â'ch cartref fel rhan o Arolwg o'r Llafurlu SYG, gwnaethom nodi eich bod wedi dioddef o salwch, anabledd neu broblem gorfforol arall o ryw fath a achoswyd gan eich gwaith neu a wnaed yn waeth ganddo. Caiff unrhyw wybodaeth y byddwch yn ei rhoi ei thrin yn gwbl gyfrinachol.

Bydd un o'n cyfwelwyr yn cysylltu â chi i gymryd rhan mewn cyfweliad byr. Os byddwch yn brysur pan fydd yn eich ffonio, bydd y cyfwelydd yn fwy na pharod i drefnu amser sy'n fwy cyfleus.

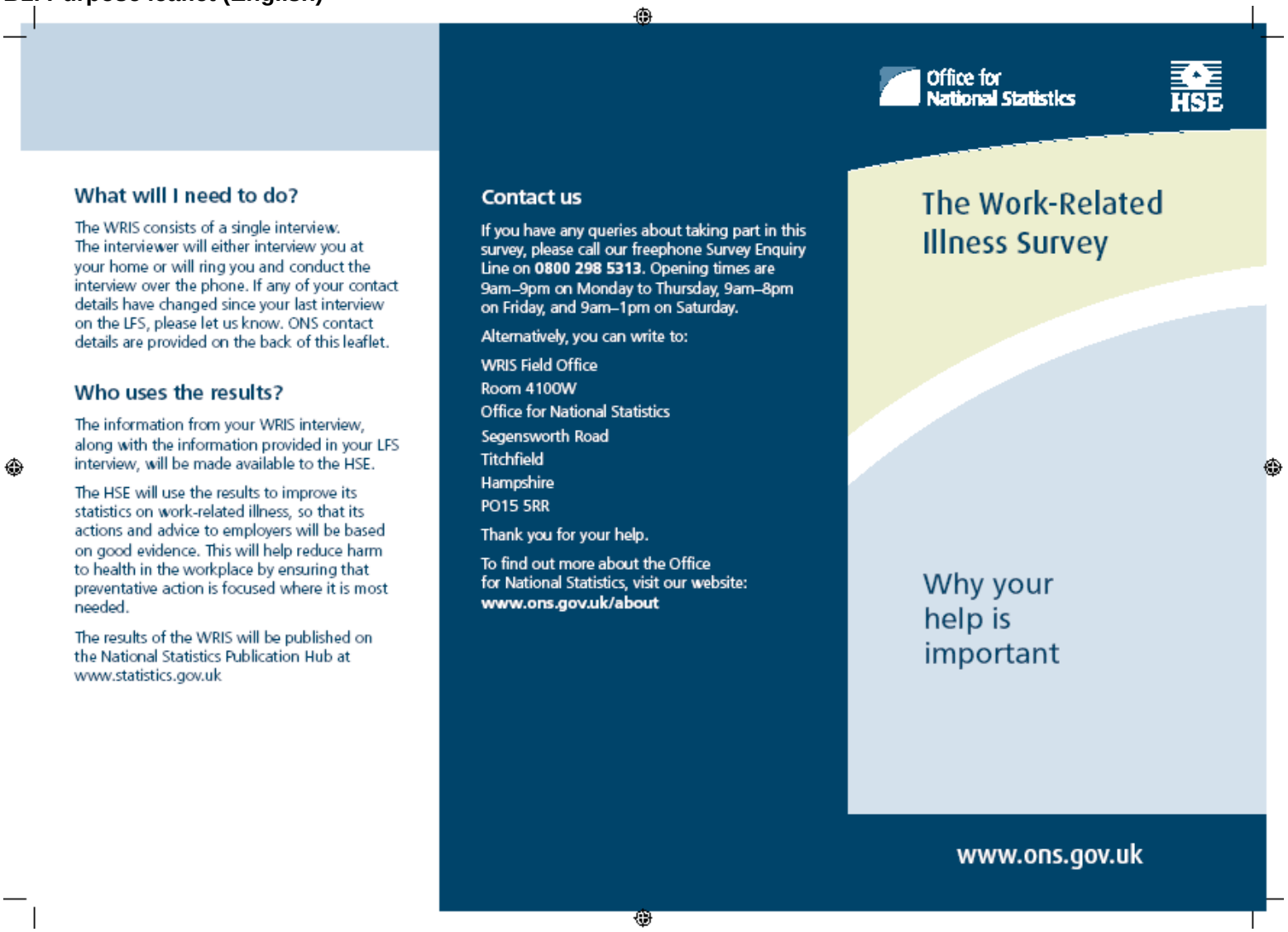
Os oes gennych unrhyw gwestiynau eraill, ffoniwch Linell Ymholiadau'r Arolwg ar **0800 298 5313**. Yr amseroedd agor yw: Dydd Llun i ddydd Iau - 9am i 9pm; Dydd Gwener – 9am i 8pm; a dydd Sadwrn – 9am i 1pm.

Diolch am eich help.

Yn gywir,

Stephen Penneck
Cyfarwyddwr Cyffredinol

B1. Purpose leaflet (English)



What will I need to do?

The WRIS consists of a single interview. The interviewer will either interview you at your home or will ring you and conduct the interview over the phone. If any of your contact details have changed since your last interview on the LFS, please let us know. ONS contact details are provided on the back of this leaflet.

Who uses the results?

The information from your WRIS interview, along with the information provided in your LFS interview, will be made available to the HSE.

The HSE will use the results to improve its statistics on work-related illness, so that its actions and advice to employers will be based on good evidence. This will help reduce harm to health in the workplace by ensuring that preventative action is focused where it is most needed.

The results of the WRIS will be published on the National Statistics Publication Hub at www.statistics.gov.uk

Contact us

If you have any queries about taking part in this survey, please call our freephone Survey Enquiry Line on **0800 298 5313**. Opening times are 9am–9pm on Monday to Thursday, 9am–8pm on Friday, and 9am–1pm on Saturday.

Alternatively, you can write to:

WRIS Field Office
Room 4100W
Office for National Statistics
Segensworth Road
Titchfield
Hampshire
PO15 5RR

Thank you for your help.

To find out more about the Office for National Statistics, visit our website: **www.ons.gov.uk/about**

Office for National Statistics

HSE

The Work-Related Illness Survey

Why your help is important

www.ons.gov.uk

The Work-Related Illness Survey

This leaflet answers some of the questions you may have about taking part in this survey.

Who are we?

The Office for National Statistics (ONS) is the Government's largest producer of statistics. We compile independent information about the UK's society and economy which provides evidence for policy and decision making, and for directing resources to where they are needed most. The 10-yearly census, measures of inflation, the National Accounts, and population and migration statistics are some of our highest-profile outputs.

The Health and Safety Executive (HSE) is a non-departmental public body. Its role is to protect people against risks to health or safety arising from work activities. It is the official, independent watchdog over the application of the Health and Safety at Work Act, and can require changes in workplaces that fail to meet their obligations. It also provides advice, guidance and information for workers, managers and the general public.

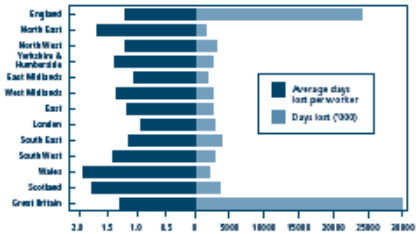
What is the Work-Related Illness Survey?

The Work-Related Illness Survey (WRIS) aims to build on information collected in another ONS study – the Labour Force Survey (LFS) – to provide a better understanding of the nature and impact of occupational illnesses among the population. It asks for the views of people with work-related illness on the relationship between their work and their health, and about their experience of ill-health. This information will help HSE and others better understand the data collected in the LFS. The 2010 WRIS will update the information collected during a similar survey in 1995.

Why does this survey matter?

The health and safety questions in the LFS provide an important source of information on the extent of work-related illness, but there is a limit to the amount of information that can be collected during the main LFS interview. The WRIS will collect more detailed information about the nature of the relationship between individuals' work and the work-related illnesses reported for 2009/10. It will also find out how much impact the reported illness has on individuals' lives. This information will help the HSE to develop policies to minimise the extent and severity of work-related illnesses.

Days off work due to work-related illness, 2008/09



* Note: The estimated annual number of days off work of 30 million for Great Britain and 24 million for England are too large to be conveniently shown in this figure.

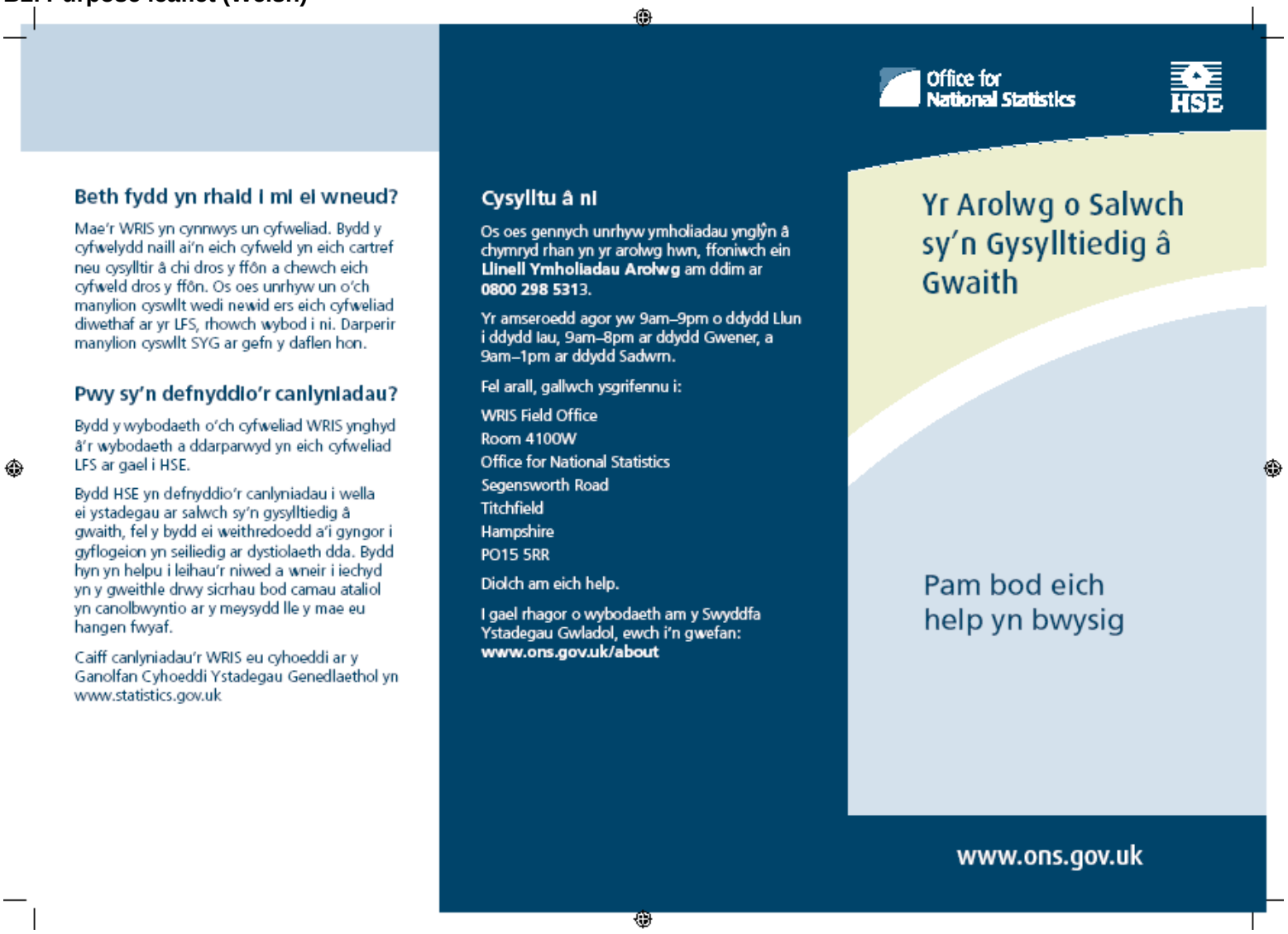
Is the survey confidential?

Yes, the information you give us will be treated as strictly confidential as directed by the Code of Practice for Official Statistics. It will be used to produce statistics that will not identify you or anyone in your household. Your name and address will always be confidential. Survey information is also provided to other approved organisations for statistical purposes only. All such statistics produced are subject to the Code and the same standards of protection are applied to your information at all times.

Why did we choose you?

When your household was last interviewed for the LFS, we recorded that you may have suffered from some illness, disability or other physical problem caused or made worse by your work. The WRIS will ask you for more information about your work-related illness.

B2. Purpose leaflet (Welsh)



Beth fydd yn rhaid i mi ei wneud?

Mae'r WRIS yn cynnwys un cyfweliad. Bydd y cyfwelydd naill ai'n eich cyfweld yn eich cartref neu cysylltir â chi dros y ffôn a chewch eich cyfweld dros y ffôn. Os oes unrhyw un o'ch manylion cyswllt wedi newid ers eich cyfweliad diwethaf ar yr LFS, rhowch wybod i ni. Darperir manylion cyswllt SYG ar gefn y daflen hon.

Pwy sy'n defnyddio'r canlyniadau?

Bydd y wybodaeth o'ch cyfweliad WRIS ynghyd â'r wybodaeth a ddarparwyd yn eich cyfweliad LFS ar gael i HSE.

Bydd HSE yn defnyddio'r canlyniadau i wella ei ystadegau ar salwch sy'n gysylltiedig â gwaith, fel y bydd ei weithredoedd a'i gyngor i gyflogeion yn seiliedig ar dystiolaeth dda. Bydd hyn yn helpu i leihau'r niwed a wneir i iechyd yn y gweithle drwy sicrhau bod camau ataliol yn canolbwyntio ar y meysydd lle y mae eu hangen fwyaf.

Caiff canlyniadau'r WRIS eu cyhoeddi ar y Ganolfan Cyhoeddi Ystadegau Genedlaethol yn www.statistics.gov.uk

Cysylltu â ni

Os oes gennych unrhyw ymholiadau ynglŷn â chymryd rhan yn yr arolwg hwn, ffoniwch ein **Llinell Ymholiadau Arolwg** am ddim ar **0800 298 5313**.

Yr amseroedd agor yw 9am–9pm o ddydd Llun i ddydd Iau, 9am–8pm ar ddydd Gwener, a 9am–1pm ar ddydd Sadwrn.

Fel arall, gallwch ysgrifennu i:

WRIS Field Office
Room 4100W
Office for National Statistics
Segensworth Road
Titchfield
Hampshire
PO15 5RR

Diolch am eich help.

I gael rhagor o wybodaeth am y Swyddfa Ystadegau Gwladol, ewch i'n gwefan: **www.ons.gov.uk/about**

Office for National Statistics

HSE

Yr Arolwg o Salwch sy'n Gysylltiedig â Gwaith

Pam bod eich help yn bwysig

www.ons.gov.uk

Yr Arolwg o Salwch sy'n Gysylltiedig â Gwaith

Mae'r daflen hon yn ateb rhai o'r cwestiynau a allai fod gennych ynglŷn â chymryd rhan yn yr arolwg hwn.

Pwy ydym ni?

Y Swyddfa Ystadegau Gwladol (SYG) yw cynhyrchydd ystadegau mwyaf y Llywodraeth.

Rydym yn casglu gwybodaeth annibynnol am gymdeithas ac economi'r DU sy'n rhoi tystiolaeth ar gyfer llunio polisïau a gwneud penderfyniadau, ac ar gyfer cyfeirio adnoddau i'r meysydd lle y mae eu hangen fwyaf. Mae'r cyfrifiad a gynhelir bob deng mlynedd, mesurau chwyddiant, y Cyfrifon Gwladol ac ystadegau am boblogaeth ac ymfudo ymhlith yr enghreifftiau o'n hallbwn proffil uchaf.

Mae'r Awdurdod Gweithredol Iechyd a Diogelwch (HSE) yn gorff cyhoeddus anadrannol. Ei rôl yw diogelu pobl rhag risgiau i iechyd neu ddiogelwch sy'n deillio o weithgareddau gwaith. Dyma'r corff gwarchod swyddogol, annibynnol o ran cymhwyso Deddf Iechyd a Diogelwch yn y Gwaith, a gall ofyn am newidiadau mewn gweithleoedd nad ydynt yn cyflawni eu rhwymedigaethau. Mae hefyd yn rhoi cyngor, canllawiau a gwybodaeth i weithwyr, rheolwyr a'r cyhoedd.

Beth yw'r Arolwg o Salwch sy'n Gysylltiedig â Gwaith?

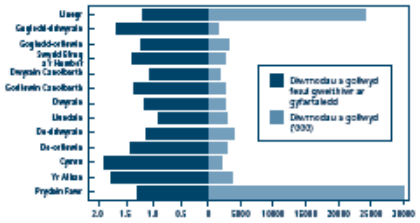
Nod yr Arolwg o Salwch sy'n Gysylltiedig â Gwaith (WRIS) hwn yw ychwanegu at wybodaeth a gasglwyd mewn astudiaeth arall gan SYG, sef yr Arolwg o'r Farchnad Lafur (LFS), i roi dealltwriaeth well o natur ac effaith salwch galwedigaethol ymhlith y boblogaeth. Mae'n gofyn am farn pobl sydd â salwch sy'n gysylltiedig â gwaith ar y gydberthynas rhwng eu gwaith a'u hiechyd, ac am eu profiad o salwch. Bydd y wybodaeth hon yn helpu HSE ac eraill i ddeall yn well y data a gasglwyd yn yr LFS.

Bydd WRIS 2010 yn diweddaru'r wybodaeth a gasglwyd yn ystod arolwg tebyg yn 1995.

Pam bod yr arolwg hwn yn bwysig?

Mae'r cwestiynau am iechyd a diogelwch yn yr LFS yn ffynhonnell bwysig o wybodaeth ar gyffredinedd salwch sy'n gysylltiedig â gwaith, ond mae cyfyngiad ar faint o wybodaeth y gellir

Diwrnodau i ffwrdd o'r gwaith oherwydd salwch sy'n gysylltiedig â gwaith, 2008/09



* Noder: Mae nifer amcangyfrifedig y diwrnodau a gollwyd o'r gwaith yn 30 miliwn ar gyfer Prydain Fawr a 24 miliwn ar gyfer Lloegr ac yn rhy fawr i gael eu dangos yn y ffigur hwn mewn modd cyfleus

ei chasglu yn ystod prif gyfweliad yr LFS. Bydd yr WRIS yn casglu gwybodaeth fanylach am natur y gydberthynas rhwng gwaith unigolion a'r salwch sy'n gysylltiedig â gwaith a nodwyd ar gyfer 2009/10. Bydd hefyd yn canfod faint o effaith y caiff y salwch a nodwyd ar fywydau unigolion. Bydd y wybodaeth hon yn helpu HSE i lunio polisïau i leihau nifer yr achosion o salwch sy'n gysylltiedig â gwaith a'u difrifoldeb.

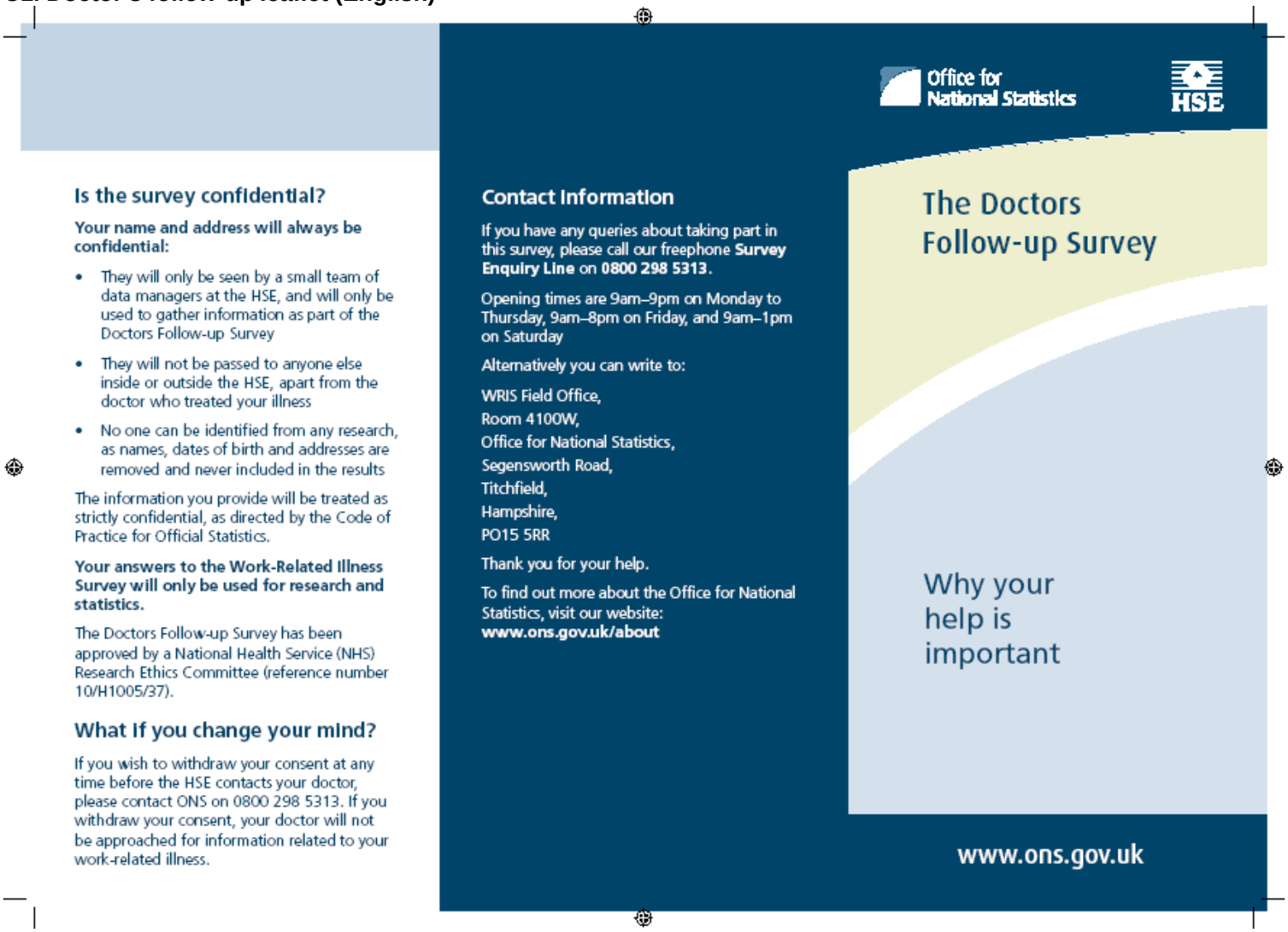
A yw'r arolwg yn gyfrinachol?

Ydy, caiff y wybodaeth a roddwch i ni ei thrin yn hollol gyfrinachol yn unol â'r Cod Ymarfer ar gyfer Ystadegau Swyddogol. Caiff ei defnyddio i gynhyrchu ystadegau na fyddant yn datgelu pwy ydych chi na neb arall yn eich cartref. Bydd eich enw a'ch cyfeiriad bob amser yn gyfrinachol. Yn ogystal, rhoddir gwybodaeth o'r arolwg i sefydliadau cymeradwy eraill at ddibenion ystadegol yn unig. Mae'n rhaid i unrhyw ystadegau o'r fath gydymffurfio â'r Cod a bydd yr un safonau diogelwch bob amser yn gymwys i'ch gwybodaeth.

Pam y gwnaethom eich dewis chi?

Pan gafodd eich cartref ei gyfweld y tro diwethaf ar gyfer yr LFS, gwnaethom nodi eich bod wedi dioddef o salwch, anabledd neu broblem gorfforol arall o ryw fath a achoswyd gan eich gwaith neu a wnaed yn waeth ganddo. Bydd y WRIS yn gofyn i chi am ragor o wybodaeth am eich salwch sy'n gysylltiedig â gwaith.

C1. Doctor's follow-up leaflet (English)



Is the survey confidential?

Your name and address will always be confidential:

- They will only be seen by a small team of data managers at the HSE, and will only be used to gather information as part of the Doctors Follow-up Survey
- They will not be passed to anyone else inside or outside the HSE, apart from the doctor who treated your illness
- No one can be identified from any research, as names, dates of birth and addresses are removed and never included in the results

The information you provide will be treated as strictly confidential, as directed by the Code of Practice for Official Statistics.

Your answers to the Work-Related Illness Survey will only be used for research and statistics.

The Doctors Follow-up Survey has been approved by a National Health Service (NHS) Research Ethics Committee (reference number 10/H1005/37).

What if you change your mind?

If you wish to withdraw your consent at any time before the HSE contacts your doctor, please contact ONS on 0800 298 5313. If you withdraw your consent, your doctor will not be approached for information related to your work-related illness.

Contact Information

If you have any queries about taking part in this survey, please call our freephone **Survey Enquiry Line** on **0800 298 5313.**

Opening times are 9am–9pm on Monday to Thursday, 9am–8pm on Friday, and 9am–1pm on Saturday

Alternatively you can write to:

WRIS Field Office,
Room 4100W,
Office for National Statistics,
Segensworth Road,
Titchfield,
Hampshire,
PO15 5RR

Thank you for your help.

To find out more about the Office for National Statistics, visit our website:
www.ons.gov.uk/about

Office for National Statistics

HSE

The Doctors Follow-up Survey

Why your help is important

www.ons.gov.uk

The Doctors Follow-up Survey

The Office for National Statistics (ONS) and the Health and Safety Executive (HSE) thank you for your participation in the 2010 Work-Related Illness Survey (WRIS).

Your participation ensures that your experiences and circumstances become an important part of the bigger picture of working life in Great Britain today.

What can you do to help now?

The HSE would like to contact your doctor to gather more information about the work-related illness that you reported during your WRIS interview. This information will allow the HSE to gain a more complete picture of your illness.

In order for this to happen, we are asking your permission:

- to pass your name, date of birth, sex, address, details about your work-related illness, and the job you were doing at the time your illness started to the HSE
- for the HSE to use this information to contact the doctor who has been treating your work related illness, and
- for your doctor to provide the HSE with answers to the questions in the Doctors Follow-up Survey

We will only take the above actions with your permission.

What will happen if you give permission for the Doctors Follow-up Survey?

ONS will pass your name, date of birth, sex, address and your doctor's contact details to the HSE.

The answers that you gave to the following questions during your WRIS or Labour Force Survey (LFS) interview will also be passed to the HSE:

- In a few words, how would you describe the illness or physical problem that was caused or made worse by your work?
- Do you remember what your doctor said was the matter with you?
- What was the approximate date of your most recent consultation for your work-related illness?
- Was your problem caused by your work, or did your work simply make it worse?
- Can you describe in a few words how your work caused your work-related illness?
- What was your job that affected your complaint?
- What did the firm or organisation you worked for mainly make or do at the place where you worked?

The HSE will use this information to contact your doctor by post, and the personal details will help your doctor identify you in their records.

Your doctor will be asked to respond to a short questionnaire about your work-related illness. To make sure that your doctor responds about your work-related illness only, the questionnaire will include brief information about your work-related illness and your job at the time of your illness.

Your doctor will then return the questionnaire to the HSE. When your doctor's information has been linked to your LFS and WRIS information, your personal information will then be destroyed by the HSE.

Who uses the results?

The HSE will use the results to guide its efforts to improve health and safety at work. In particular, the information will help the HSE to improve its understanding of self-reported information on work-related illness.

This will help the HSE to improve its statistical methods for measuring work-related illness. Good statistics are essential to target preventative activities to the areas where they are most needed.

C2. Doctor's follow-up leaflet (Welsh)

A yw'r arolwg yn gyfrinachol?

Bydd eich enw a'ch cyfeiriad bob amser yn gyfrinachol:

- Dim ond tîm bach o reolwyr data yn HSE fydd yn eu gweld, a dim ond er mwyn casglu gwybodaeth fel rhan o'r Arolwg Dilynol i Feddygon y cânt eu defnyddio
- Ni chânt eu trosglwyddo i unrhyw un arall yn HSE na thu hwnt, ar wahân i'r meddyg a wnaeth drin eich salwch
- Ni ellir adnabod neb o unrhyw waith ymchwil, gan fod enwau, dyddiadau geni a chyfeiriadau yn cael eu dileu ac ni chânt fyth eu cynnwys yn y canlyniadau

Caiff y wybodaeth a roddwch i ni ei thrin yn gwbl gyfrinachol yn unol â'r Cod Ymarfer ar gyfer Ystadegau Swyddogol.

Dim ond at ddibenion gwaith ymchwil ac ystadegau y defnyddir eich atebion i'r Arolwg o Salwch sy'n Gysylltiedig â Gwaith.

Cymeradwywyd yr Arolwg Dilynol i Feddygon gan Bwyllgor Moeseg y Gwasanaeth Iechyd Cenedlaethol (GIG) (rhif cyfeirnod 10/H1005/37).

Beth os byddwch yn newid eich meddwl?

Os byddwch am dynnu eich caniatâd yn ôl ar unrhyw adeg cyn i HSE gysylltu â'ch meddyg, cysylltwch â SYG ar 0800 298 5313. Os byddwch yn tynnu eich caniatâd yn ôl, ni chysylltir â'ch meddyg i gael gwybodaeth am eich salwch sy'n gysylltiedig â gwaith.

Gwybodaeth gyswllt

Os oes gennych unrhyw ymholiadau ynglŷn â chymryd rhan yn yr arolwg hwn, ffoniwch ein **Llinell Ymholiadau Arolwg** rhadffon ar **0800 298 5313**.

Yr amseroedd agor yw 9am–9pm o ddydd Llun i ddydd Iau, 9am–8pm ar ddydd Gwener, a 9am–1pm ar ddydd Sadwrn.

Fel arall, gallwch ysgrifennu i:

WRIS Field Office,
Room 4100W,
Office for National Statistics,
Segensworth Road,
Titchfield,
Hampshire,
PO15 5RR

Diolch am eich help.

I gael rhagor o wybodaeth am y Swyddfa Ystadegau Gwladol, ewch i'n gwefan: **www.ons.gov.uk/about**

Office for National Statistics

HSE

Arolwg Dilynol i Feddygon

Pam bod eich help yn bwysig

www.ons.gov.uk

Arolwg Dilynol i Feddygon

Mae'r Swyddfa Ystadegau Gwladol (SYG) a'r Awdurdod Gweithredol Iechyd a Diogelwch (HSE) yn diolch i chi am gymryd rhan yn Arolwg Salwch sy'n Gysylltiedig â Gwaith 2010.

Drwy gymryd rhan, rydych yn sicrhau y daw eich profiadau a'ch amgylchiadau yn rhan bwysig o'r darlun ehangach o fywyd gwaith ym Mhrydain Fawr heddiw.

Beth y gallwch el wneud i helpu nawr?

Hoffai HSE gysylltu â'ch meddyg i gasglu rhagor o wybodaeth am y salwch sy'n gysylltiedig â gwaith y gwnaethoch roi gwybod amdano yn ystod eich cyfweliad WRIS. Bydd y wybodaeth hon yn galluogi HSE i gael darlun mwy cyflawn o'ch salwch sy'n gysylltiedig â gwaith.

Er mwyn i hyn ddigwydd, gofynnwn am eich caniatâd:

- i roi eich enw, dyddiad geni, rhyw, cyfeiriad a manylion am eich salwch sy'n gysylltiedig â gwaith, a'r swydd yr oeddech yn ei gwneud ar yr adeg y dechreuodd eich salwch, i HSE,
- i HSE ddefnyddio'r wybodaeth hon i gysylltu â'r meddyg sydd wedi bod yn trin eich salwch sy'n gysylltiedig â gwaith,
- i'ch meddyg roi'r atebion i'r cwestiynau yn yr Arolwg Dilynol i Feddygon i'r HSE.

Dim ond gyda'ch caniatâd y byddwn yn cymryd y camau uchod.

Beth fydd yn digwydd os byddwch yn rhoi caniatâd ar gyfer yr Arolwg Dilynol i Feddygon?

Bydd SYG yn rhoi eich enw, dyddiad geni, rhyw, cyfeiriad a manylion cyswllt eich meddyg i HSE.

Caiff yr atebion y gwnaethoch eu rhoi i'r cwestiynau canlynol yn ystod eich cyfweliad WRIS neu gyfweliad Arolwg o'r Llafurlu (LFS) hefyd eu trosglwyddo i HSE:

- Mewn ychydig o eiriau, sut y byddech yn disgrifio'r salwch neu'r broblem gorfforol a achoswyd gan eich gwaith neu a waethygwyd yn waeth ganddo?
- A ydych yn cofio beth oedd yn bod arnoch ym marn eich meddyg?
- Beth oedd dyddiad bras eich ymgynghoriad diweddaraf ar gyfer eich salwch sy'n gysylltiedig â gwaith?
- A achoswyd eich problem gan eich gwaith, neu a waethygwyd y broblem ganddo?
- A allwch ddisgrifio mewn ychydig eiriau sut yr achosodd eich gwaith eich salwch sy'n gysylltiedig â gwaith?
- Beth oedd eich swydd a achosodd eich cwyn?
- Beth oedd y cwmni neu'r sefydliad roeddech yn gweithio iddo yn ei gynhyrchu neu'n ei wneud yn bennaf, yn y man lle roeddech yn gweithio?

Bydd HSE yn defnyddio'r wybodaeth hon i gysylltu â'ch meddyg drwy'r post, a bydd y manylion personol yn helpu eich meddyg i ddod o hyd i chi yn ei gofnodion.

Gofynnir i'ch meddyg ymateb i holiadur byr am eich salwch sy'n gysylltiedig â gwaith. Er mwyn sicrhau bod eich meddyg yn ymateb am eich salwch sy'n gysylltiedig â gwaith yn unig, bydd yr holiadur yn cynnwys gwybodaeth gryno am eich salwch sy'n gysylltiedig â gwaith a'ch swydd ar adeg eich salwch.

Yna bydd eich meddyg yn dychwelyd yr holiadur i HSE. Pan fydd y wybodaeth gan eich meddyg wedi'i chysylltu â'r wybodaeth o'ch LFS a'ch WRIS, yna caiff eich gwybodaeth bersonol ei dinistrio gan HSE.

Pwy sy'n defnyddio'r canlyniadau?

Bydd HSE yn defnyddio'r canlyniadau i lywio ei ymdrechion i wella iechyd a diogelwch yn y gwaith. Yn benodol, bydd y wybodaeth yn helpu HSE i wella ei ddealltwriaeth o wybodaeth a hunangofnodir am salwch sy'n gysylltiedig â gwaith.

Bydd hyn yn helpu HSE i wella ei ddulliau ystadegol o fesur salwch sy'n gysylltiedig â gwaith. Mae ystadegau da yn hanfodol ar gyfer targedu gweithgareddau ataliol at y meysydd lle mae eu hangen fwyaf.

C3. Doctor's Follow-up survey cover letter (Telephone unit cases, English)

Ref.:

Date: as postmark

Dear <NAME>

Work-Related Illness Survey and Doctors Follow-up Survey

Thank you for taking part in our recent Work-Related Illness Survey.

At the end of the interview we mentioned that the Health and Safety Executive (HSE) will be conducting a Doctors Follow-up Survey. They would like to approach the doctor who treated you to collect further medical details about your work-related illness. This would add to the usefulness of the survey.

I am writing to ask for your permission for ONS to pass on the necessary information to the HSE and for the HSE to use it when contacting your doctor to complete a short questionnaire about your work-related illness. The information taken from either your Work-Related Illness Survey interview or your Labour Force Survey interview is outlined below. This information will be passed on to the HSE.

- your name and address
- your doctor's name and address
- the description you gave about your work-related illness
- details of your job at the time of your illness

ONS will not pass on any personal information to the HSE without your written permission.

If you are happy for your information to be used, please complete, sign and remember to tick the box on the enclosed form. Please then return the form to ONS in the prepaid envelope by <date>.

The enclosed leaflet includes more information about the details to be passed to the HSE and how the additional information collected from your doctor will be used.

The Doctors Follow-up Survey has been approved by a National Health Service (NHS) Research Ethics Committee (reference number 10/H1005/37).

If you have any questions, please email <email> or call our Survey Enquiry Line on 0800 298 5313. Opening times are: Monday to Thursday – 9 am to 9 pm; Friday – 9 am to 8 pm; and Saturday – 9 am to 1 pm.

Thank you for your help.

Yours faithfully,

Stephen Penneck
Director General

C4. Doctor's Follow-up survey cover letter (Telephone unit cases, Welsh)

Cyf.:

Dyddiad: fel y marc post

Annwyl <NAME>

Arolwg o Salwch sy'n Gysylltiedig â Gwaith a'r Arolwg Dilynol i Feddygon

Diolch am gymryd rhan yn ein Harolwg o Salwch sy'n Gysylltiedig â Gwaith diweddar.

Ar ddiwedd y cyfweliad gwnaethom grybwyll y bydd yr Awdurdod Gweithredol Iechyd a Diogelwch (HSE) yn cynnal Arolwg Dilynol i Feddygon. Dymuna gysylltu â'r meddyg a wnaeth eich trin er mwyn casglu rhagor o fanylion meddygol am eich salwch sy'n gysylltiedig â gwaith. Byddai hyn yn ychwanegu at ddefnyddioldeb yr arolwg.

Ysgrifennaf i ofyn am eich caniatâd i SYG drosglwyddo'r wybodaeth angenrheidiol i HSE ac i HSE ei defnyddio wrth gysylltu â'ch meddyg i gwblhau holiadur byr am eich salwch sy'n gysylltiedig â gwaith. Caiff y wybodaeth a gymerwyd o'ch cyfweliad ar gyfer yr Arolwg o Salwch sy'n Gysylltiedig â Gwaith neu'ch cyfweliad ar gyfer yr Arolwg o'r Llafurlu ei hamlinellu isod. Caiff y wybodaeth hon ei throsglwyddo i HSE.

- eich enw a'ch cyfeiriad
- enw a chyfeiriad eich meddyg
- y disgrifiad y gwnaethoch ei roi am eich salwch sy'n gysylltiedig â gwaith
- manylion am eich swydd ar adeg eich salwch

Ni fydd SYG yn rhoi unrhyw wybodaeth bersonol i HSE heb eich caniatâd ysgrifenedig.

Os ydych yn fodlon i'ch gwybodaeth gael ei defnyddio, cwblhewch a llofnodwch y ffurflen amgaeëdig a chofiwch dicio'r blwch arni. Dychwelwch y ffurflen at SYG yn yr amlen ragdaledig erbyn <date>.

Mae'r daflen amgaeëdig yn cynnwys rhagor o wybodaeth am y manylion sydd i'w trosglwyddo i HSE a sut y defnyddir y wybodaeth ychwanegol a gesglir gan eich meddyg.

Cymeradwywyd yr Arolwg Dilynol i Feddygon gan Bwyllgor Moeseg y Gwasanaeth Iechyd Cenedlaethol (GIG) (rhif cyfeirnod 10/H1005/37)

Os oes gennych unrhyw gwestiynau, anfonwch neges e-bost at <email> neu ffoniwch ein Llinell Ymholiadau Arolwg ar 0800 298 5313. Yr amseroedd agor yw: Dydd Llun i ddydd Iau - 9am i 9pm; Dydd Gwener – 9am i 8pm; a dydd Sadwrn – 9am i 1pm.

Diolch am eich help.

Yn gywir,

Stephen Penneck
Cyfarwyddwr Cyffredinol

C5. Consent form (Telephone unit cases, English

Ref.:

WORK-RELATED ILLNESS SURVEY 2010 : CONSENT FORM FOR DOCTORS FOLLOW-UP SURVEY

Please correct any mistake in the information here below

YOUR NAME

<PRINTED?>

Address <PRINTED?>

Please confirm the details we collected at your interview about the doctor who treated/is treating your work-related illness. Please correct any errors.

YOUR DOCTOR

Name <Printed>

Address <Printed>

<Printed> Postcode: <Printed>

Telephone number <Printed>

Approximate date of most recent consultation <Printed>

.....

Declaration

I confirm that I have read or heard the information provided about the Doctors Follow-up Survey, and I have had the opportunity to consider and understand the information provided.

I give my permission for my name, address and doctor's details, and the items of survey information listed in the accompanying leaflet – provided during the Labour Force Survey and Work-Related Illness Survey interviews, to be passed to the Health and Safety Executive (HSE) in order to contact and inform my doctor.

I agree that the HSE may contact the above named doctor, in order to obtain further information about my work-related illness.

I agree that my doctor can provide the HSE with answers to the questions in the Doctors Follow-up Survey

Please tick this box to show that you provide consent for the above. ☐

Please then sign below and also provide the date.

Signature _____ Date _____

PLEASE COMPLETE THE FORM AND RETURN IT TO ONS USING THE PREPAID ENVELOPE BY <DATE>.

C6. Consent form (Telephone unit cases, Welsh

Office for National Statistics

Ref.:

AROLWG O SALWCH SY'N GYSYLLTIEDIG Â GWAITH 2010: FFURFLEN GANIATÂD AR GYFER YR AROLWG DILYNOL I FEDDYGON

Dylech gywiro unrhyw gamgymeriadau yn y wybodaeth yma isod

EICH ENW

<PRINTED?>

Cyfeiriad <PRINTED?>

Cadarnhewch y manylion y gwnaethom eu casglu yn eich cyfweliad ynglŷn â'r meddyg a wnaeth eich trin/sy'n eich trin am eich salwch sy'n gysylltiedig â gwaith. Cywirwch unrhyw wallau.

EICH MEDDYG

Enw <Printed>

Cyfeiriad <PRINTED?>
<PRINTED?>

Cod post: <PRINTED?>

Rhif ffôn <PRINTED?>

Dyddiad bras yr ymgynghoriad mwyaf diweddar <PRINTED?>

.....

Datganiad
Rwy'n cadarnhau fy mod wedi darllen neu wedi clywed y wybodaeth a ddarperir am yr Arolwg Dilynol i Feddygon, ac rwyf wedi cael y cyfle i ystyried a deall y wybodaeth a ddarperir.

Rhoddaf fy nghaniatâd i'm henw, fy nghyfeiriad, manylion fy meddyg, a'r wybodaeth o'r arolwg a restrir yn y daflen gysylltiedig - a ddarperir yn ystod y cyfweliadau Arolwg o'r Llafurlu a'r Arolwg o Salwch sy'n Gysylltiedig â Gwaith, gael eu trosglwyddo i'r Awdurdod Gweithredol Iechyd a Diogelwch (HSE) er mwyn cysylltu â'm meddyg.

Rwy'n cytuno y gall HSE gysylltu â'r meddyg a enwir uchod, er mwyn cael rhagor o wybodaeth am fy salwch sy'n gysylltiedig â gwaith.

Rwy'n cytuno y gall fy meddyg roi'r atebion i'r cwestiynau yn yr Arolwg Dilynol i Feddygon i'r HSE

Ticiwch y blwch hwn i ddangos eich bod yn rhoi caniatâd ar gyfer yr uchod. ☐

Yna llofnodwch isod a nodwch y dyddiad.

CWBLHEWCH Y FFURFLEN AT DYCHWELYD I SYG YN YR AMLEN RAGDALEDIG ERBYN <DATE>.

C7. Consent form (Face-to-face cases, English)

Ref.:

WORK-RELATED ILLNESS SURVEY 2010 : CONSENT FORM FOR DOCTORS FOLLOW-UP SURVEY

Respondent or Interviewer to complete (please use capital letters and write in ink).

RESPONDENT'S NAME

_____

Address _____

_____Postcode: _____

DOCTOR'S NAME

Name _____

Address _____

_____Postcode: _____

Telephone number _____

Approximate date of most recent consultation _____

Respondent to read and complete

.....

Declaration

I confirm that I have read or heard the information provided about the Doctors Follow-up Survey, and I have had the opportunity to consider and understand the information provided.

I give my permission for my name, address and doctor's details, and the items of survey information listed in the accompanying leaflet – provided during the Labour Force Survey and Work-Related Illness Survey interviews, to be passed to the Health and Safety Executive (HSE) in order to contact and inform my doctor.

I agree that the HSE may contact the above named doctor, in order to obtain further information about my work-related illness.

I agree that my doctor can provide the HSE with answers to the questions in the Doctor's Follow-up Survey

Please tick this box to show that you provide consent for the above. ☐

Please then sign below and also provide the date.

Signature _____ Date _____

C8. Consent form (Face-to-face cases, Welsh)

Office for National Statistics

AROLWG O SALWCH SY'N GYSYLLTIEDIG Â GWAITH 2010: FFURFLEN GANIATÂD AR GYFER YR AROLWG DILYNOL I FEDDYGON

I'w gwblhau gan yr Ymatebydd neu'r Cyfwelydd (defnyddiwch briflythrennau ac ysgrifennwch mewn inc du).

ENW'R ATEBYDD

Mr/Mrs/Miss/Ms _____ _____
Enw(au) cyntaf Cyfenw

Cyfeiriad _____

_____Cod post: _____

ENW'R MEDDYG

Enw _____

Cyfeiriad _____

_____Cod post: _____

Rhif ffôn _____

Dyddiad bras yr ymgynghoriad diweddaraf _____

Yr atebydd i'w ddarllen a'i gwblhau

.....

Datganiad

Rwy'n cadarnhau fy mod wedi darllen neu wedi clywed y wybodaeth a ddarparwyd am yr Arolwg Dilynol i Feddygon, ac rwyf wedi cael y cyfle i ystyried a deall y wybodaeth a ddarparwyd.

Rhoddaf fy nghaniatâd i'm henw, fy nghyfeiriad, manylion fy meddyg, a'r wybodaeth o'r arolwg a restrir yn y daflen gysylltiedig - a ddarparwyd yn ystod cyfweliadau'r Arolwg o'r Llafurlu a'r Arolwg o Salwch sy'n Gysylltiedig â Gwaith, gael eu trosglwyddo i'r Awdurdod Gweithredol Iechyd a Diogelwch (HSE) er mwyn cysylltu â'm meddyg i'w hysbysu.

Rwy'n cytuno y gall HSE gysylltu â'r meddyg a enwir uchod, er mwyn cael rhagor o wybodaeth am fy salwch sy'n gysylltiedig â gwaith.

Rwy'n cytuno y gall fy meddyg roi'r atebion i'r cwestiynau yn yr Arolwg Dilynol i Feddygon i HSE

Ticiwch y blwch hwn i ddangos eich bod yn rhoi caniatâd ar gyfer yr uchod. ☐

Yna llofnodwch isod a nodwch y dyddiad.

Llofnod _____ Dyddiad _____

D. WRIS Outcome Codes

Complete Interview

110 Complete interview by the sampled person, consent collected (F2F only)
120 Complete interview by the sampled person, doctors details collected (TU and F2F)
130 Complete interview by the sampled person, doctors details not collected (TU and F2F)
210 Complete interview by the sampled person, consent refused outright/not required (no doctor consulted)

Non Contact

310 No contact with anyone at telephone number/address
- 311 No one picked up the phone (TU)
- 312 No telephone number was given (TU)
- 313 Number unobtainable/non-existent (TU)
- 314 Incomplete/non-existent address (F2F)
- 315 No one in (F2F)

320 Contact made at telephone number/address, but not with the sampled person
- 321 Sampled person has not moved but no contact made (F2F) / Sampled person has not changed telephone number but no contact made
- 322 Sampled person has moved, new address tried but still no contact (F2F)/ Sampled person has changed telephone number, new telphone number tried but still no contact (TU)
- 323 Sampled person has moved, new address obtained but not tried (F2F) / Sampled person has changed telephone number, new telephone number obtained but not tried (TU)
- 324 Sampled person has moved, new telephone number obtained but not attempted (F2F) / Sampled person has changed telephone number, new address obtained but no new telephone number (TU)
- 325 Sampled person has moved, neither new address nor telephone number obtained (F2F) / Sampled person has changed telephone number, neither new telephone number nor address obtained (TU)

341 Unallocated case (F2F) / Case not attempted (TU)

Refusal

410 Office refusal to pre-contact or advance letter
430 Refusal at introduction / before interview
- 431 Refusal by sampled person
- 432 Refusal by proxy
- 433 Refusal by institution

440 Refusal during interview
450 Broken appointment, no re-contact

Other non response

510 Ill at home during field period
- 511 Ill at home during survey period: notified to HQ
- 512 Ill at home during survey period: notified to interviewer

520 Away/in hospital throughout field period
- 521 Away/in hospital throughout field period: notified to HQ
- 522 Away/in hospital throughout field period: notified to interviewer

530 Physically or mentally unable/incompetent
- 531 Physically or mentally unable/incompetent: notified to HQ

532 Physically or mentally unable/incompetent: notified to interviewer

540 Language and other difficulties

541 Language difficulties: notified to HQ

542 Language difficulties: notified to interviewer

543 Interviewed discontinued due to language difficulties - sampled member happy to continue later (TU)

544 Interviewed discontinued due to comprehension difficulties - sampled member happy to continue later (TU)

545 Interviewed discontinued due to other difficulties - sampled member happy to continue later (TU)

550 Lost interview

560 Other non-response

561 Full interview achieved but respondent requested data be deleted

562 Partial interview achieved but respondent requested data be deleted

Ineligible

792 Deceased

793 Inappropriate to interview eg sampled member believes there is a mistake as s/he has never been interviewed for the LFS

794 Moved abroad

795 Other inaccessible

796 Respondent does not have a work-related illness

E. Telephone Unit – Courtesy call follow-up script

WRIS Courtesy Call follow-up script

Serial Number:
Respondent Name:
Respondent Telephone Number:
Alternative Telephone Number:
Date of WRIS Interview:
Respondent email address:

Hello, my name is [name] I'm calling from the Office for National Statistics.

Please may I speak to …

Optional - Hello, my name is [name] I'm calling from the Office for National Statistics.

We recently contacted you and you took part in the Work-Related Illness Survey sponsored by the Health and Safety Executive, which asked you questions about how work has affected your health. During this survey we mentioned that the HSE is carrying out a Doctor Follow-up Survey and that we would send you an information pack with a letter, leaflet and consent form explaining the Doctor Follow-up Survey.

1) May I just check, have you received the information pack?

YES ☐ go to point 2
NO ☐ go to point 2c

2) *Would you like me to provide you with some more information about the Doctor Follow-up Survey?*

YES ☐ PROVIDE INFORMATION then go to point 2a
NO ☐ go to point 2a

Spontaneous refusal ☐ go to point 4

2a) *Do you still have the information pack that we sent you?*

YES ☐ go to point 2b
NO ☐ go to point 2c

2b) *If you are happy for your doctor to be contacted for the Doctor Follow-up Survey please can you complete and return the consent for to ONS using the pre-paid envelope that was sent to you.*

Already returned ☐ go to point 4

Or END ☐ go to point 4

2c) *I apologise that you have not received the information pack. We can send you another information pack. Would you like to be sent this via post or email?*

Post ☐ go to point 3
Email ☐ go to point 3a (Please check if email address is present in information box above. If so, check this with respondent. If no email address, please record one in the comment box below.

Spontaneous refusal ☐ go to point 4

3) *Thank you. You should receive the information pack shortly. If you choose to provide consent, please can you return the completed, signed and dated consent form to the ONS in the pre-paid envelope. Would you like me to provide you with some information about the Doctor Follow-up Survey in the meantime?*

YES ☐ PROVIDE INFORMATION then go to point 4
NO ☐ go to point 4

3a) *Thank you. You should receive the information pack shortly. If you choose to provide consent, please can you print out, complete and return the consent form to the Freepost address provided in the email. Would you like me to provide you with some information about the Doctor Follow-up Survey in the meantime?*

YES ☐ PROVIDE INFORMATION then go to point 4
NO ☐ go to point 4

4) **END** → thank respondent for their time, information and cooperation

Interviewer comment box