

## I. ABOUT THE DATA

### A. OBJECTIVE/S OF THE SURVEY

The Occupational Injuries Survey (OIS) aims to generate national statistics on occupational injuries essential for better management of safety and health in the workplace and for formulation of effective policies and program for the prevention of occupational accidents.

### B. MAIN TOPICS COVERED BY THE SURVEY

Main topics covered by the survey are cases of occupational injuries, occupational accidents and cases of injuries due to commuting accidents.

### C. REFERENCE PERIOD

The reference period is the calendar year.

### D. PERIODICITY (FREQUENCY)

Every 2 years.

### E. COVERAGE OF THE SURVEY

**Geographical:** The whole country.

**Industrial:** Non-agricultural industries except national postal activities, central banking, public administration and defense and compulsory social security, public education services, public medical, dental and other health services, activities of membership organizations, extra territorial organizations and bodies.

**Establishments:** Non-agricultural establishments employing 20 persons or more.

**Persons:** All employed workers

### F. CONCEPTS AND DEFINITIONS

**Establishment:** an economic unit engaged in one or predominantly one kind of economic activity under a single ownership or control at a single fixed location, e.g. mine, factory, store, bank, restaurant. For multi-unit enterprises with different outlets and subsidiaries or whose activities are located at different locations, each branch, outlet or subsidiary is considered an establishment. For firms engaged in activities which may be physically dispersed such as mining, construction, real estate development, transportation, communication, insurance, etc., the establishment is the base from which personnel operate to carry out their activities or from which they are paid.

**Employment:** defined as including working owners; salaried directors, managers and executives; regular, probationary, casual, contractual, seasonal, piece-rate workers and project-based employees; paid apprentices and trainees; persons on paid vacation, sick, maternity, paternity, service incentive leave and other paid leaves; persons working away from the establishment but paid by and under its control; and workers on strike.

Also includes apprentices and learners without regular pay; and persons working without regular pay for at least 1/3 of the working time normal to the establishment.

**Occupational Accident:** refers to an unexpected and unplanned occurrence, including acts of violence arising out of or in connection with work which results in one or more workers incurring a personal injury, disease or death. It can occur outside the usual workplace/premises of the establishment while the worker is on business on behalf of his/her employer i.e. in another establishment or while on transport or in road traffic.

**Occupational Injury:** refers to any personal injury, disease or death resulting from an occupational accident. It is distinct from an occupational disease, which is a disease contracted as a result of an exposure over a period of time to risk factors such as contact with asbestos, lead, inhaling cotton dust, carrying out repetitive movement arising from work activity.

**Case of Occupational Injury:** the case of one worker incurring an occupational injury as a result of one occupational accident. If one person is injured in more than one occupational accident during the reference period, each case of injury to that person is counted separately. A recurrent absence due to an injury resulting from a single occupational accident is treated as the continuation of the same case of occupational injury not as a new case. Where more than one person is injured in a single accident, each case of occupational injury is counted separately.

**Incapacity for Work:** inability of the victim due to an occupational injury to perform the normal duties of work in the job or position occupied at the time of the occupational accident.

**Case of Fatal Injury:** refers to a person fatally injured as a result of occupational accident whether death occurs immediately after the accident or within the same reference year as the accident.

**Case of Permanent Incapacity:** refers to an injured person who was unable to work from the day after the day of the accident and a) was never able to perform again the normal duties of work in the job or position occupied at the time of the occupational accident causing the injury or b) will be able to perform the same job but his/her total absence from work is expected to exceed a year from the day of the accident.

**Case of Temporary Incapacity:** refers to an injured person who was unable to work from the day after the day of the accident but a) was able to perform again the normal duties of work in the job or position occupied at the time of the occupational accident or b) will be able to perform the same job but his/her total absence from work is expected not to exceed a year from the day of the accident or c) did not return to the same job but the reason for changing the job is not related to his/her inability to perform the job at the time of the occupational accident.

**Case of Injury Without Lost Workdays:** refers to an injured person who required first aid or medical treatment on the day of the accident causing the injury and was able to perform again from the day after the day of the accident the normal duties of the work in the job or position occupied at the time of the occupational accident.

**Lost Workdays:** working days (consecutive or staggered) for which an injured person was not able to work starting from the day after the day of the accident. If the person is still absent from work by the end of the reference year, his/her days lost cover the period from the day after the day of the accident up to the end of the reference year. Temporary absences from work of less than one day for medical treatment are not included in days lost.

**Hours Worked:** include normal or regular hours of work; overtime; time spent at the work such as the preparation of workplace, repairs, maintenance, preparation and cleaning of tools, preparation of receipts, time sheets and reports; time spent at the place of work waiting or standing by for reasons such as lack of supply of work, breakdown of machinery or accident, or time during which no work is done but for which payment is made, and; time corresponding to lunch/meal breaks of less than one hour and to short rest periods at the workplace including tea and coffee breaks/meriendas.

**Commuting Accident:** an accident which results to death or personal injury occurring on the habitual route, in either direction, between the place of work or work-related training and: a) the worker's principal or secondary residence, b) the place where the worker usually takes his or her meals, and c) the place where he or she usually receives his or her remuneration.

**Frequency Rate:** cases of occupational injuries with lost workdays including fatalities per 1,000,000 employee-hours of exposure (or the number of hours worked of 500 full-time workers, each exposed to 2,000 hours per year).

**Severity Rate:** lost workdays of cases of occupational injuries resulting to temporary incapacity per 1,000,000 employee-hours of exposure (or the number of hours worked of 500 full-time workers, each exposed to 2,000 hours per year).

G. UNIT/S OF MEASUREMENT:  
Numbers and rates.

H. CLASSIFICATIONS

**Geographical:** The geographic classification is based on the 1996 Philippine Standard Geographic Classification (PSGC).

**Industrial:** The industry classification is based on the 1994 Philippine Standard Industrial Classification (PSIC). It was patterned after the International Standard Industrial Classification (ISIC), Rev. 3 of the United Nations, up to the 4-digit level, but with modifications to suit national situations and circumstances.

**Occupational:** The occupational classification is based on the 1992 Philippine Standard Occupational Classification (PSOC). It was patterned after the 1988 International Standard Classification of Occupations (ISCO) of the International Labour Office with modifications to suit the national context.

**Employment size:** The classification of establishments according to employment size is based on the average total employment, e.g. 20-99, 100-199 and 200 and over.

**Others:** Cases of occupational injuries are also classified by incapacity for work and by type of injury, part of body injured and cause of injury.

#### I. SAMPLING DESIGN

**Statistical unit:** The statistical unit is the establishment. Each unit is classified to an industry that reflects its main economic activity---the activity that contributes the biggest or major portion of the gross income or revenues of the establishment.

**Survey universe/Sample frame:** The sampling frame used for the survey was taken from the List of Establishments of the National Statistics Office. On a partial basis, this is regularly updated based on the responses to other surveys of the BLES, establishment reports on retrenchments and closures submitted to the Regional Offices of the Department of Labor and Employment and other establishment lists.

**Sample design:** Establishments are stratified by 3-digit industry level (except for industries observed to be heterogeneous within their 3-digit level and therefore requires further breakdown at the 4-digit classification) and by employment size. Geographical location was not considered in the stratification to allow for detailed industry disaggregation.

Establishments with at least 100 workers were covered with certainty. The estimated number of sample establishments for the stratum 20-99 workers is the difference of the total number of establishments in the other two strata (100-199 and 200 and over) from the estimated sample size for the survey. The estimated number of samples in each cell of this stratum was allocated proportionate to its population share to the stratum total population.

The sample size for each cell was adjusted to build-in replacement, e.g. sample size divided by 0.8 as expected retrieval rate is 80 percent.

**Sample size:** For 2000 OIS, the sample size was 7,738, of which, 6,207 were found to be eligible sampling units.

#### J. FIELD WORK

**Data collection:** The survey is conducted in coordination with the Regional Offices of the Department of Labor and Employment. On a project basis, employees are hired to personally deliver and retrieve the questionnaires from the establishments. In some instances, questionnaires are mailed to establishments in less accessible or conflict prone areas, in which case a self-

addressed envelope is provided. The establishments may also submit the accomplished questionnaires through fax. Delivery of questionnaires starts in March or April of the year after the reference year and retrieval will commence after all questionnaires have been delivered or within 10 working days from delivery to an establishment or on a date agreed upon by the contact person and the enumerator. The basic data originate from the accident records of establishments.

**Survey questionnaire:** The questionnaire is made up of several parts, i.e.

*Cover page* - contains information on the purpose of the survey, coverage, reference period, collection authority, authorized field personnel, confidentiality clause, due date, availability of results and assistance available;

*Part A: General Information* - inquires on the main economic activity, major product/s, goods or services, average total employment by sex, total hours worked;

*Part B: Occupational Accidents* - inquires on the occurrence and number of occupational accidents;

*Part C: Occupational Injuries* - inquires on cases of injuries (fatal, permanent incapacity and temporary incapacity for work, cases without lost workdays), lost workdays of cases of permanent and temporary incapacity for work --- classified by major occupation group, type of injury, part of the body injured and cause of injury;

*Part D: Cases of Injury Due to Commuting Accidents* - inquires on the occurrence of commuting accidents and the number of workers injured; and

*Part E: Certification of Respondent* - this space is provided for the respondent's comments or suggestions on the survey and for the name and signature, position, date accomplished and telephone/fax numbers and e-mail address of the person responsible for filling out the form.

*Part F: Survey Personnel* - this portion is allocated for the names of personnel involved in collection, editing and review of each questionnaire and dates when the activities were completed;

*Classifications used* - contain descriptions of the categories under the, classifications according to major occupation group, type of injury, part of body injured and cause of injury; and

*Survey Results* - selected statistical tables from the preceding survey round are provided for information of the respondents.

**Substitution of sampling units:** There is no substitution of sampling units.

#### K. DATA PROCESSING AND EDITING

Data are manually and electronically processed. Upon collection of accomplished questionnaires, enumerators perform field editing before leaving the establishments to ensure completeness, consistency and reasonableness of entries in accordance with the field operations manual. The forms are again checked for data consistency and completeness by their field supervisors. The BLES personnel undertake the final review, coding of information based on classifications used, data entry and validation and scrutiny of aggregated results for coherence. Questionnaires with incomplete or inconsistent entries are returned to the establishments for verification, personally or through mail.

PC-Edit is used for data encoding. The database is then converted to Microsoft Access data format and validation prooflists are generated to check entries. After validation based on the prooflists and Rejection List, a conversion program using SPSS is executed to generate output tables.

#### L. TYPES OF ESTIMATES

- Cases of occupational injuries
- Frequency rates of cases of occupational injuries with lost workdays
- Severity rates of cases of occupational injuries resulting to temporary incapacity
- Average days lost of cases of temporary incapacity
- Cases of occupational accidents
- Cases of commuting injuries and workers injured

The above data are available by industry and employment size. Cases of occupational injuries with lost workdays are available by occupation group, type of injury, part of body injured and cause of injury.

#### M. ESTIMATION/COMPILATION METHODOLOGY

Due to the inadequacy of the frame used, during field operations there are reports of permanent closures, non-location, duplicate listing and shifts in industry and employment outside the survey coverage. Establishments that fall in these categories are not eligible elements of the population and their count is not considered in the estimation. In addition to non-response of establishments because of refusals, strikes or temporary closures, there are establishments whose questionnaires contain inconsistent item responses that are not included in the processing as these have not replied to the verification queries by the time output table generation commences. Such establishments are also considered as non-respondents.

Estimates are obtained by simple expansion, i.e. by multiplying the sample values at the cell level (industry and employment size) by the corresponding blowing-up factor which is the ratio of the eligible population of establishments to the number of responding establishments. These estimates are then aggregated to the desired totals.

Average days lost of cases of temporary incapacity are obtained by dividing its estimated lost work days by the corresponding number of cases.

#### N. ADJUSTMENTS

**Non-response:** Non-response is taken into account in the weighing procedure.

**Other bias:** No adjustments are made.

**Use of benchmark data:** No benchmark data is used.

**Use of other surveys:** No other survey data are used.

**Seasonal variations:** Not applicable.

#### O. INDICATORS OF THE RELIABILITY OF THE ESTIMATES

**Coverage of the sampling frame:** Partially updated.

**Sampling error/Sampling variance:** At the time of this report, these have not been computed.

**Non-response rate:** For 2000 OIS, the non-response rate in terms of eligible sampling units was 10.8 percent.

**Non-sampling errors:** These may occur due to inaccuracies in reporting by establishments and enumerators, mistakes in coding, editing and data entry. However, efforts are made to reduce non-sampling errors by careful design of the questionnaire, intensive training of survey personnel, linkages with key informants (employers' groups) and through adoption and documentation of efficient operating procedures.

**Conformity with other sources:** The survey results are checked against administrative-based statistics on work injuries.

**Estimates for non-survey years:** Not relevant

#### P. HISTORY OF THE SURVEY

The OIS has been conducted annually covering 1990 to 1996 reference periods. No surveys, however, were conducted for reference periods 1997 to 1999 due to other priorities of the BLES. The OIS 2000 has expanded its data coverage to include injuries by occupation, part of body injured and cause of injury in addition to the nature/type of injury. This is in line with the Resolution Concerning Statistics of Occupational Injuries Resulting from Occupational Accidents adopted by the 16<sup>th</sup> International Conference of Labour Statisticians (ICLS) in October 1998.

In the revised OIS, the concept of incapacity for work (permanent and temporary) has been introduced to replace the classification by extent of disability (permanent total disability, permanent partial disability and temporary disability). The old classification follows that set under the Employees Compensation Program that considers the impact of the injury on the earning capacity of the workers.

Since the ILO concept on incapacity of work is less subjective as it is not based on compensation or insurance schemes, the statistics that would be generated would allow for international comparability.

The OIS 2000 under the revised design covers establishments in non-agricultural industries employing at least 20 workers. Previously, the survey covered those employing at least 10 workers in all industries with employment size stratification of 10-99, 100-199 and 200 and over. As a result of the survey redesign, estimates from the new series are not comparable with the data from the old series.

Starting 2003, the OIS will no longer be conducted as an independent survey every two (2) years. The inquiry on cases of occupational injuries will be undertaken annually but the data items will be limited to cases of occupational injuries by incapacity for work. Disaggregations by occupation group, type of injury, part of body injured and cause of injury will no longer be asked as these may be sourced through improved administrative data collection. The statistics will be generated through the BLES Integrated Survey of Establishments (BITS).

**Q. AVAILABLE SERIES:**

The data series using the 1998 ICLS concepts and definitions start with 2000 as reference period. Those from the old OIS are available for 1990-1996.

**II. DOCUMENTATION**

**A. PERIODICITY OF DISSEMINATION**

The results of previous OIS rounds were published 14-18 months after reference period. With the integration of the inquiry in BITS, the 2002 statistics on occupational injuries are expected to be available by July 2004.

**B. ADVANCE RELEASE CALENDAR**

An advance release calendar that gives one-quarter-ahead notice of the approximate release date is posted in the BLES Homepage

**C. DISSEMINATION FORMATS**

***Hard Copy***

- LABSTAT Updates
- Philippine Industry Yearbook of Labor Statistics
- Yearbook of Labor Statistics

***Electronic***

- BLES Homepage: <http://www.bles.dole.gov.ph>; <http://www.manila-online.net/bles>
- Diskette: statistical tables of the OIS
- CD-ROM: Philippine Industry Yearbook of Labor Statistics; Yearbook of Labor Statistics

**III. CONFIDENTIALITY**

The compilation and dissemination of the data are governed by the terms and conditions of Executive Order No. 126 (January 30, 1987) creating the Bureau of Labor and Employment Statistics.

While E.O. 126 is silent on the confidentiality of individual responses from surveys conducted by the BLES, it collects data under the pledge of confidentiality. A statement to this effect is printed in all the questionnaires of BLES surveys.