





# **Methodological report**

## **Accidents at work**

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# Contents

Metadata.....	3
Contents.....	4
Major abbreviations.....	5
Introduction.....	6
Historical overview.....	7
1. Statistical units.....	7
2. Scope of data .....	8
3. Type and method of the survey .....	9
4. Data collection tools and data sources .....	9
4.1 Data collection tools.....	9
4.2. Datasets.....	10
4.3. Data sources.....	10
5. Variables covered in the survey.....	11
5.1 Characteristics of major variables .....	11
5.2. Definitions of key terms .....	12
5.3. Key volumes and indicators used in the survey and in the publications of Statistics Poland.....	14
5.4 Categories derived from classification systems, applied in the survey .....	14
6. Organisation and management of the survey implementation .....	15
7. Method of presenting the survey results.....	15
7.1 Publication form, frequency and dates, as well as breakdowns.....	16
7.2. Databases .....	16
7.3. Data access rules.....	17
7.4. Use of the survey results and data users.....	17
8. Quality assessment of the survey.....	18
Bibliography.....	19
Annexes.....	20

## Major abbreviations

ESS	– European Statistical System
GUS	– Statistics Poland (until 2018 – Central Statistical Office, CSO)
KRUS	– Agricultural Social Insurance Fund
NUTS	– Nomenclature of Territorial Units for Statistics
PBSSP	– Programme of statistical surveys of official statistics
PKD	– Polish Classification of Activities
REGON	– National Official Business Register
ZUS	– Social Insurance Institution

## Introduction

The report presents the methodological and organisational principles of the “Accidents at work” survey.

“Accidents at work” is one of the surveys conducted by Statistics Poland. The aim of the survey is to provide information on accidents at work, injured persons and the consequences and causes of accidents. This information is used to take preventive measures and is helpful in conducting analyses in the area of work safety.

The legal basis for conducting surveys in Poland is set out in the Act of 29 June 1995 on Official Statistics (consolidated text, Journal of Laws 2021, item 955) and the Regulation of the Council of Ministers on the programme of statistical surveys of official statistics (PBSSP) for a given year.

After Poland joined the European Union, the scope of the statistical accident report was adjusted to the European Statistics on Accidents at Work (ESAW), which means that the "Accidents at work" survey complies with the requirements of the European Union and the methodology applied by the member states. Reporting in this area is regulated by: the [Regulation \(EC\) No 1338/2008 of the European Parliament and of the Council](#) of 16 December 2008 on Community statistics on public health and health and safety at work and the [Commission Regulation \(EU\) No 349/2011](#) of 11 April 2011 implementing Regulation (EC) No 1338/2008 of the European Parliament and of the Council on Community statistics on public health and health and safety at work, as regards statistics on accidents at work.

This study consists of eight chapters. It presents the historical outline of the survey, the statistical units (population coverage) and the scope of data collection (the scope of data being the subject of the survey). The successive chapters describe: the type and methods of the survey, data collection tools and data sources, the characteristics of variables covered in the survey, the survey organisation, presentation of results and evaluation of the survey.

It is planned to regularly update the electronic version of this methodological report.

## Historical overview

The decree of 10 November 1954, which entitled the trade unions to assume tasks related to implementing the acts on protection, health and safety at work and performing labour inspection, obliged the Central Statistical Office to conduct the "Accidents at work" survey. This initiated the collection of data in this area.

The subsequent years saw the modernisation in data collection methods, as well as in population coverage and scope of data collected in the survey.

A breakthrough in collecting data on accidents at work took place after 1 January 1990. The Central Institute for Labour Protection developed a template of an accident at work report, fulfilling the demands of the labour safety services and labour inspection. The accident report was built, inter alia, on the experience gathered by the countries leading in accident prevention (Switzerland, Germany, France, Austria, Belgium, Hungary) and was adapted to the needs of electronic computing technology. The system of collecting information by the Central Statistical Office covered the population employed in the national economy (excluding units of the Ministry of National Defence and the Ministry of the Interior, where the data referred only to civilian employees).

Until 1996, the Central Statistical Office was in charge of establishing the template for reporting accidents at work, after that period the ministry responsible for labour was included in the work. The new template of the Statistical accident report Z-KW was introduced pursuant to the Regulation of the Minister of Labour and Social Policy of 30 December 1996 on establishing the template of statistical report on an accident at work and the related procedures, constituting Annex 1 to this Regulation.

In 2004, under the Regulation of the Minister of Economy and Labour of 8 December 2004 on the statistical report on an accident at work, the form was adjusted to the requirements of European statistics.

The latest amendment to the Statistical accident report Z-KW was introduced by the Regulation of the Minister of Labour and Social Policy of 7 January 2009 on the statistical report on an accident at work. Its aim was to adjust it to the electronic form that has been in use since 19 January 2009.

## 1. Statistical units

Data regarding accidents at work are obtained from the Statistical accident report Z-KW and cover all accidents at work, as well as accidents considered equivalent to accidents at work, regardless whether incapacity for work was reported.

The statistical units in the "Accidents at work" survey cover persons employed in the national economy, including:

- legal persons;
- organisational unit without legal personality;
- natural persons conducting economic activity;
- local units;
- private farms in agriculture;
- budgetary units operating in the field of national defence and public safety (the reporting obligation covers only the civilian employees).



## 2. Scope of data

Accidents at work constitute the scope of data collected in the survey.

Table 1 Information obtained in the “Accidents at work” survey

Kind of information	Description
<b>Part I</b>	
Number of employed persons	not converted into full time equivalents
Additional data on the unit	local unit which is the actual workplace of the victim, e.g. a branch, branch office, shop, warehouse
Victim (injured person)	sex, year of birth, citizenship, employment status, occupation, seniority in the position held at the workplace, hours worked from the start of work (shift) until the accident
Consequences of the accident (known at the time of completing the report)	type of injury, part of body injured, number of victims, consequences of the accident, number of days lost, loss of other persons' working hours, estimated material losses
Accident and the course of accident	geographical location of the accident, date and time of the accident, working environment, working process, specific physical activity performed by the victim at the time of the accident and associated material agent, deviation and associated material agent, contact – mode of injury and associated material agent, causes of the accident
<b>Complementary part II</b>	
Consequences of the accident	known at the time of completing Part II of the report
Days lost	known at the time of completing Part II of the report

Source: own elaboration.

### 3. Type and method of the survey

"Accidents at work" is a continuous year – round survey (i.e. data are collected continuously throughout a given calendar year). It is also a full (entities listed as the statistical units of the survey are required to submit this report) and mandatory survey, addressed to all entities registered in the REGON register.

Data are collected using the so-called local unit method, i.e. according to the actual workplace of the victim, broken down by sections, divisions and groups of PKD and by administrative division.

### 4. Data collection tools and data sources

#### 4.1 Data collection tools

Data on accidents at work are primarily collected electronically. In accordance with the PBSSP, the national economy entities are obliged to submit data in electronic format to the Reporting Portal of Statistics Poland where the applications for completing the forms online are available.

Logging in is possible through an account activated beforehand. The survey reporter logs in using the login and password provided by the Reporting Portal system (the account creation procedure is described on the Portal website).

The Reporting Portal provides access to forms which should be filled in only in the case of an incident that gives rise to an obligation (Statistical accident report Z-KW). The respondents add the forms to the list in the "Incidental surveys" tab, after pressing and selecting the "add incident obligation" button in the "List of Reporting Units represented by the reporter" panel (in the case of entities having local units, the unit which the form will be assigned to should be indicated on the list firstly). Subsequent forms are added in the "List of reporting obligations in incidental surveys" window by selecting any previously added form. The added incidental forms are allocated serial numbers, visible in the "Report no." box, which make it easier to identify the forms.

During data registration on the Reporting Portal, the entered information is checked for logical correctness, the consistency among the elements of the form is also examined. If the data entered do not meet the assumed validation rules, the respondent receives, after saving the data, an error message and explanation. The data are validated on the Reporting Portal only in the absence of validation errors. Unusual situations, which allow for approval of data that fall outside of the standard ranges, are accounted for by discretionary errors highlighted as warnings.

Units which do not have an account on the Reporting Portal can download the form website [the Statistics Poland's website](#).

## 4.2. Datasets

A dataset has a symbol and a name. In the case of data sourced directly from respondents, the symbol and name of the dataset refers to the symbol and title of the relevant statistical report, survey or questionnaire. If the data come from information systems, i.e. official registers, public administration information systems, systems of other institutions, then the symbol of the set consists of the abbreviated name of the entity managing or transferring the data, the name of the source and the number of the set from a given source, e.g. ZUS KSI\_EMIR\_RENTIER 02. The name of the set refers to the content of the data in the set. A dataset comprises data extracted from a specific system<sup>1</sup>.

The online form available on the Reporting Portal is the same as the template of the Statistical accident report Z-KW.

The obtained data refer to the accident at work, the number of victims, the consequences of the accident, the circumstances of the accident and its course and causes.

Data are collected according to local units that are the actual workplace of the person injured in an accident at work. Therefore, it is vital that the respondents give correct answers to the question "Does the unit meet one of the criteria provided". The answer NO should be selected for the units where employees work only at the company's/enterprise's head office or branches which have a separate REGON identification number of a local unit.

As part of the additional information, the reporter indicates the locality, the kind of activity according to PKD and the form of ownership of a local unit which does not have its own REGON number.

The respondents are also asked to estimate the time needed to prepare the data and complete the form, owing to which it is possible to assess the burden and the cost of the survey.

## 4.3. Data sources

A set of data on accidents at work obtained from the Z-KW form and administrative datasets are the source of data used in the survey.

Table 2. Data sources for the "Accidents at work" survey

No.	Dataset	Data source	Data administrator
1	Accidents at work datasets	Datasets of Statistics Poland	Statistics Poland
2	Datasets on accidents at work in mining	COIG S.A information system	COIG S.A
3	KRUS nSIU 01 – data on granting one-off compensations in respect of accidents at work on private farms in agriculture	New Insurance IT System	Agricultural Social Insurance Fund
4	ZUS KSI_EMIR_RENTIER 02 – data on the number and amount of one-off compensations paid in respect of accidents at work and occupational diseases	Comprehensive IT System of the Social Insurance Institution (ZUS); Retirement and disability system EMIR; The RENTIER pension system	Social Insurance Institution

Source: own elaboration.

<sup>1</sup> Regulation of the Council of Ministers of 25 September 2020 on the programme of statistical surveys of official statistics for 2021.

The dataset of Statistics Poland is a database of individual victims of accidents at work (persons insured in ZUS) – by local units.

The dataset for accidents at work in the mining sector contains individual records collected by COIG S.A. and submitted to Statistics Poland on a quarterly basis.

Data from the Agricultural Social Insurance Fund include aggregated information on the number of persons injured in accidents at work on private farms in agriculture, submitted to Statistics Poland on a quarterly basis, broken down by voivodships.

Data from the information systems of the Social Insurance Institution (ZUS) constitute aggregations of the numbers and amounts of one-off accident compensations for accidents sustained by persons conducting economic activity and persons cooperating with them, paid by the Social Insurance Institution. The aggregations are submitted to Statistics Poland on a quarterly basis, broken down by voivodships.

## 5. Variables covered in the survey

### 5.1 Characteristics of major variables

The qualitative, quantitative and time variables, etc. are collected in the "Accidents at work" survey. They are aggregated and made available to data recipients, maintaining statistical confidentiality.

#### **Qualitative variables:**

- kind of activity according to PKD;
- form of business ownership;
- type of accident at work;
- sex of the victim;
- citizenship of the person injured in an accident at work;
- employment status;
- occupation;
- type of injury;
- part of body injured;
- consequences of the accident;
- geographical location of the accident;
- working environment;
- working process;
- type of workstation,
- specific physical activity performed by the victim at the time of accident;
- material agent associated with the specific physical activity performed by the victim at the time of accident;
- deviation;
- material agent associated with the deviation;
- contact – mode of injury;
- material agent associated with the contact–mode of injury;
- causes of the accident.

#### **Time variables:**

- year of birth of the victim;
- hours worked from the start of work (shift) until the accident;
- date of the accident;
- time of the accident.

### Quantitative variables:

- number of employees on the day of the incident;
- number of the statistical accident report;
- seniority in the position held at the workplace (in years);
- number of victims;
- days lost;
- loss of other persons' working hours (in person – hours);
- estimated material losses caused by the accident (in thousand PLN).

## 5.2. Definitions of key terms

Pursuant to Article 3 of the Act of 30 October 2002 on Social Insurance in respect of Accidents at Work and Occupational Diseases (consolidated text Journal of Laws of 2019, item 1205):

- **Accident at work** is understood as a sudden incident, caused by external reason, leading to injury or death, which occurred in connection with work:
  - 1) during or in connection with performance of ordinary activities or the superiors' instructions by the employee;
  - 2) during or in connection with performance of activities on behalf of the employer, even without instruction;
  - 3) when the employee remains at the disposal of the employer on the way between the seat of the employer and the place of performing the obligation arising from the employment relationship.
- Every accident is **considered equivalent to an accident at work**, as regards entitlement to benefits defined in the law on social insurance against accidents at work and occupational diseases, if the employee had such an accident:
  - 1) during a business trip;
  - 2) during training within the scope of the national self-defence;
  - 3) when performing tasks ordered by trade union organisations operating at the employer's.
- **Accident at work is also understood** as a sudden incident, causing injury or death, which happened within the term of accident insurance in the course of:
  - 1) practising sports during competitions and training by a person receiving sport scholarship;
  - 2) performance of paid work while serving the sentence of imprisonment or temporary detention;
  - 3) exercising a mandate of a Deputy or Senator who receives a salary;
  - 4) doing–on the basis of appointment issued by powiat labour office or other supervising entity – training or internship connected with a scholarship received by school leavers;
  - 5) performance of work by members of agricultural producers' cooperatives, farmers' cooperatives and by other persons considered equivalent to members of cooperatives, for the benefit of these cooperatives;
  - 6) performance or cooperation in performance of work on the basis of agency agreements, contracts of mandate or contracts of services;
  - 7) performance of typical activities related to running, or cooperation in running, a non–agricultural economic activity;
  - 8) performance of religious activities or activities connected with entrusted pastoral or monastic functions by clergymen;
  - 9) serving supplementary forms of military service;
  - 10) education of students receiving scholarship at the National School of Public Administration.

**Fatal accident at work** is an accident which leads to the death of a victim at the site of the accident or within 6 months of the accident.

**Serious accident at work** is an accident which results in serious bodily harm, i.e. loss of sight, hearing, speech, ability to procreate, other bodily harm or health – related problems, which disrupts primary bodily functions or results in an incurable and life – threatening disease, permanent mental illness, a permanent, total or significant incapacity for work in the occupation, or a permanent significant disfigurement or distortion of the body.

**Multiple casualty incident at work** is an accident in which at least two people were injured as a result of the same event in a given workplace.

**Injury** is damage to the tissues of the human body or organs due to an external action. Injuries are classified by their type and part of body injured.

**Absenteeism is an incapacity for work** caused by an accident at work. Information on days lost includes the total number of calendar days lost due to an accident at work, determined on the basis of medical certificates.

**Estimated material losses** comprise the total value of damaged machines, equipment, tools, raw materials, finished products, buildings together with the furnishing, which occurred in respect of the accident at work.

**Working environment** is the place where the victim was at the time of the accident (it can be either a work room or any other place).

**Working process** is the basic type of work being performed by the victim at the time of the accident.

**Type of workstation** describes the place of the incident according to the location of the post the victim held at the time of the accident, e.g. inside or outside the employer's premises.

**Specific physical activity performed by the victim at the time of accident** describes the victim's deliberate and purposeful activity performed immediately before the accident.

**Material agent:**

- **associated with the specific physical activity performed by the victim at the time of accident** describes the tool, object or instrument being used by the victim when the accident happened;
- **associated with the deviation** describes the tool, object, instrument or environmental factor directly involved in the abnormal event. If several material agents are associated with the deviation, then the last of these agents must be indicated;
- **associated with the contact–mode of injury** refers to the tool, object, instrument or environmental factor with which the victim came into contact or the psychological mode of injury.

**Contact–mode of injury** describes how the victim was injured (physically or mentally) by the material agent.

**Deviation** describes the way in which the circumstances of the accident differed from the normal practice. If the accident occurred as a result of a series of successive events, the last of these events should be recorded.

**Causes of the accident** are all shortcomings and irregularities which directly or indirectly caused the accident, associated with material (technical) agents, organisation of work in a workplace or in a workstation and related to an employee, including employee's incorrect action.

### 5.3. Key volumes and indicators used in the survey and in the publications of Statistics Poland

The basic volume in the "Accidents at work" survey are the number of people injured in these accidents and the rate of accident frequency, the so – called incidence rate.

The rate is calculated for victims of accidents at work (total), for victims of fatal or serious accidents. In order to identify the population most often and most seriously affected in accidents, the indicator is calculated by breakdowns (e.g. the national economy sections and sex), thus helping target the preventive measures at the most at risk groups.

The incidence rate assessment fulfils an informative and motivating role, informs about the current situation and motivates to take effective measures aimed at improving safety at work.

The incidence rate is defined as the number of persons injured in accidents at work per 1,000 employed persons. It can be calculated for any breakdown into sub–populations according to at least one variable characterising the accident victim.

$$\text{Incidence rate} = \frac{\text{number of victims}}{\text{number of employed persons}} * 1000$$

The rate was calculated using the average number of employed persons expressed as an arithmetic mean for two dates (as of 31 December of the previous year and 31 December of the reference year).

In addition, indicators are calculated broken down into:

- sections and divisions of PKD;
- consequences of the accident (fatal, serious, with other effect);
- voivodships and powiats;
- sex.

### 5.4 Categories derived from classification systems, applied in the survey

Classifications used in the "Accidents at work" survey:

- [Classification of Occupations and Specialities](#) introduced by the Regulation of the Minister of Labour and Social Policy of 7 August 2014 (consolidated Journal of Laws 2018, item 227)
- [Polish Classification of Activities 2007](#), compiled on the basis of the Statistical Classification of Economic Activities in the European Community – NACE Rev. 2. PKD 2007 was introduced on 1 January 2008 by the Regulation of the Council of Ministers of 24 December 2007 (Journal of Laws No 251, item 1855, as amended)
- [Nomenclature of Territorial Units for Statistics \(NUTS\)](#), compiled on the basis of the Classification of Territorial Units for Statistics (NUTS), introduced by the Commission Regulation (EU) 2016/2066 of 21 November 2016, pursuant to which Poland was divided into three levels comprising a total of 97 NUTS units:
  - NUTS 1 – macroregions (grouping voivodships) – 7 units,
  - NUTS 2 – regions (voivodships or parts of a voivodship) – 17 units,
  - NUTS 3 – subregions (grouping powiats) – 73 units.

## 6. Organisation and management of the survey implementation

The Statistical Office in Gdańsk is responsible for the survey methodology, the initiation of new solutions, the development, analysis and presentation of the survey results. The office ensures the continuity and consistency of the survey, analyses the output information and disseminates the obtained data, i.a. through the publications of Statistics Poland and by meeting the demand for data expressed by recipients (institutions, organisations, media, individual users, etc.).

The survey has been prepared in cooperation with the Programming and Coordination of Statistical Surveys Department of Statistics Poland.

Collecting data as part of the survey is preceded by preparation of appropriate survey tools.

Data are obtained from the entities through the Reporting Portal of Statistics Poland.

Data collected using the electronic form are regularly checked, based on the assumptions for the logical and arithmetic control worked out by the author of the survey. During the next stage, the correctness and completeness of information are checked, and the calculated control tables are analysed.

The approval of the regional (voivodship) tables allows for the compilation of the national dataset and the preparation of the result tables for Poland.

Based on approved nationwide data, statistical analyses and publications are prepared, as well as information provided in response to regular and one-off orders.

## 7. Method of presenting the survey results

Preliminary result data on accidents at work are disseminated quarterly as the news release, whereas annual data are presented in the publication titled "Accidents at work".

Data on accidents at work cover the national economy, but only civilian employees are covered in budgetary units operating in the field of national defence and public safety. The survey provides information on persons injured in accidents at work according to socio – demographic characteristics, on the consequences of accidents and the accident itself, i.e. the place and type of accident, contact-modes of injury, working process, activities performed by the victim at the time of the accident, material agents associated with particular events and activities as well as the causes of the accident.

The results of the survey are presented in statistical studies (tables, charts and maps) by type of activity of the units (sections, divisions of PKD) and by voivodships.

This information is used to take preventive measures against accidents and is helpful in conducting analyses in the area of work safety. Based on the results, research is also conducted by scientific and research units.



## 7.1 Publication form, frequency and dates, as well as breakdowns

Survey results are available in yearbooks and other annual publications:

- [“Accidents at work”](#) annual publication:  
Breakdowns: sections and selected divisions of PKD, ownership sectors, macroregions, regions, voivodships, subregions, powiats, selected occupational groups, sex, age (annual publication, available in November),
- [Concise Statistical Yearbook of Poland:](#)  
Breakdowns: sections, selected divisions, voivodships (preliminary annual data, publication available in July),
- [Statistical Yearbook of Poland:](#)  
Breakdowns: sections and selected divisions of PKD, voivodships (annual publication available in December),
- [Statistical Yearbook of the Regions:](#)  
Breakdowns: sections and selected divisions of PKD, voivodships (annual publication available in December),
- [Statistical Yearbook of Industry:](#)  
Breakdowns: sections and selected divisions of PKD, ownership sectors, voivodships (annual publication available in December),
- [Statistical Yearbook of Forestry:](#)  
Breakdowns: sections and selected divisions of PKD, forms of ownership, voivodships (annual publication available in November),
- [Statistical Yearbook of Agriculture:](#)  
Breakdowns: voivodships (annual publication available in May).

Biennial publications:

- [Yearbook of Labour Statistics:](#)  
Breakdowns: sections, forms of ownership, voivodships (biennial publication available in March).

Preliminary quarterly information:

- [“Accidents at work” news release:](#)  
Breakdowns: sections, ownership sectors, sex, voivodships (preliminary data, publication available in June, September, December, April).

Output data of the "Accidents at work" survey are also presented in publications prepared by statistical offices and are available on the websites of individual offices, as well as on the websites of the European Statistical Office.

## 7.2. Databases

The output data are also available in the databases:

- [Local Data Bank \(thematic area: Labour Market – Working Conditions\):](#)
  - Breakdowns: sections, ownership sectors, sex, macroregions, regions, voivodships, powiats, gminas (data available in November);
  - Basic data on persons injured in accidents at work and incidence rates,
  - Annual data on persons injured on private farms in agriculture.

- [Eurostat Databases:](#)
  - Breakdowns: NACE Rev. 2, NUTS;
  - Annual data on persons injured in accidents at work leading to more than three days' absence;
- [Macroeconomic Data Bank:](#)
  - Incidence rate per 100,000 employed persons, broken down by fatal and serious injuries (in serious accidents, broken down by sex), data available in June/October.

### 7.3. Data access rules

Pursuant to the Act on Official Statistics (consolidated text Journal of Laws of 2021, item 955), data are made available in accordance with the principle of equal and simultaneous access to output statistical information.

Data collected and stored in the survey are confidential and specially protected.. These data may be used only for studies, compilations and statistical analyses, and their sharing or use for purposes other than those specified above is prohibited (statistical confidentiality). Identifiable individual data in the survey occur only at the stage of collecting data from reporting units.

### 7.4. Use of the survey results and data users

The results of the survey provide information about accidents at work and persons injured in these accidents, and are used to develop information for various recipients.

The national data users are:

- ministries and central institutions;
- the Sejm, the Senate;
- central and local government administration;
- entrepreneurs, employers, investors, producers associations;
- enterprises, economic self – government;
- banks, insurance institutions, financial institutions;
- associations, organisations, foundations;
- trade unions;
- media – press, radio, TV;
- scientific/research institutions, higher education institutions (academic teachers and students), schools;
- individual users.

Foreign data users are:

- Eurostat;
- International Labour Organisation (ILO);
- international organisations.

## 8. Quality assessment of the survey

The survey results are subjected to a quality assessment. According to the guidelines of the European Statistical System (ESS), quality in official statistics is defined on the basis of the following criteria:

- relevance;
- accuracy;
- timeliness (time between the end of a reference period and the dissemination of the data) and punctuality;
- accessibility and clarity;
- comparability (temporal, spatial and domain-specific);
- coherence.

Such an analysis makes it possible to determine the degree of compliance with the adopted assumptions, identify strengths and weaknesses of the survey, and take actions to increase its quality and effectiveness.

The response burden associated with the survey is also analysed. For this purpose, the respondent completes additional fields, providing information about the estimated time needed to prepare the requested data and the time needed to complete the form.

The completeness of the survey, understood as the survey response rate, is not applicable to the “Accidents at work” survey. It is difficult to predict an incidental occurrence and to assess basic criteria such as the share of unreported incidents and the share of refusals in reporting units, because the nature and specificity of the survey do not allow the assessment of the above criteria. Completeness is monitored only on the basis of the numbering sequence in the reports registered on the Reporting Portal, as well as on information from the National Labour Inspectorate obtained as a result of an inspection carried out in the unit.

National reports are prepared for the purpose of assessing the quality of the survey, assessing: data relevance, data accuracy, accessibility and clarity, comparability, coherence, cost and burden on respondents, confidentiality, transparency and data security. The quality report complies with the ESS standards, and the obligation to prepare it is specified in the internal order of the President of Statistics Poland No 35 of 28 December 2011 on measuring, evaluating and monitoring the quality of statistical surveys in official statistics.

The survey results meet the criteria for temporal comparability (between quarters), spatial (data for all available territorial aggregations) and domain – specific comparability (for all sectors of the economy).

The quality of the survey results depends on the accuracy of the data sources. Control in this respect takes place already at the stage of online registration of the form, as well as during the data analysis by the statisticians conducting the survey.

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- [5] Regulation of the Minister of Economy and Labour of 7 January 2009 on the statistical report on an accident at work
- [6] Act of 29 June 1995 on Official Statistics
- [7] Order of the President of the Central Statistical Office of 14 March 1996 on the obligation to submit statistical data
- [8] Order of the Minister of Labour and Social Policy of 30 December 1996 on establishing the template of statistical report on an accident at work and the related procedures

# Annexes

**Annex 1.** Statistical accident report attached as Annex 1 to the Order of the Minister of Labour and Social Policy of 30 December 1996

Załączniki do zarządzenia Ministra Pracy i Polityki Socjalnej  
z dnia 30 grudnia 1996 r. (poz. 6)

Załącznik nr 1

(str. 1)

## STATYSTYCZNA KARTA WYPADKU PRZY PRACY

Pieczęć zakładu pracy	STATYSTYCZNA KARTA WYPADKU		Numer identyfikacyjny - REGON
	— przy pracy*	9998	
	— traktowanego na równi z wypadkiem przy pracy*	9999	Kolejny nr karty w zakładzie pracy od początku roku

(imię i nazwisko poszkodowanego(cej), imię ojca)

Uwaga: Odpowiadając na pytania 01, 05, 11, 31 należy zakreślić wspólną obwódką kod oraz odpowiadającą mu odpowiedź słowną np. 1 — kobieta.  
Odpowiadając na pytania: 02, 04, 06, 07, 08, 10, 12, 13, 19, 20, 32 należy wpisać w kolumnie "kod lub liczba" odpowiednią liczbę. Odpowiadając na pytania: 03, 09, 14, 15, 16, 17, 18, 21 należy — posługując się właściwymi klasyfikacjami — wpisać w kolumnie "kod lub liczba" odpowiedni kod lub kody, a w kolumnie "słownie" — określenie zgodne z opisem zawartym w klasyfikacji lub własne określenie danego faktu.

Lp.	Pytania	Odpowiedzi	
		kod lub liczba	słownie
01	Płeć	1 2	mężczyzna kobieta
02	Rok urodzenia		
03	Zawód wykonywany		
04	Staż na zajmowanym stanowisku pracy w zakładzie (w latach)		
05	Przeszkolenie w zakresie bhp (należy zakreślić wszystkie rodzaje odbytych przeszkoleń)	0 1 2 3 4	brak przeszkolenia przeszkolenie wstępne ogólne instruktaż na stanowisku pracy, przy którym zdarzył się wypadek przeszkolenie podstawowe przeszkolenie okresowe
06	Data wypadku: rok miesiąc (cyframi arabskimi) dzień	   	
07	Godzina wypadku (0 - 23)		
08	Przepracowane godziny od podjęcia pracy do wypadku		
09	Miejsce powstania wypadku		
10	Liczba osób poszkodowanych		
11	Skutki wypadku: (znane w momencie wypełniania karty)	1 2 3	śmierć osoby poszkodowanej ciężkie uszkodzenie ciała inne skutki
12	Liczba dni niezdolności do pracy (zmiana w momencie wypełnienia karty) - według druku Mz/L-4		

### CZĘŚĆ UZUPEŁNIAJĄCA<sup>1</sup>

Rzeczywiste skutki wypadku zaistniałego w roku

19 .....

Pieczęć zakładu pracy	STATYSTYCZNA KARTA WYPADKU		Numer identyfikacyjny - REGON
	— przy pracy*	9998	
	— traktowanego na równi z wypadkiem przy pracy*	9999	Kolejny nr karty w zakładzie pracy od początku roku

(imię i nazwisko poszkodowanego(cej), imię ojca)

\*Niepotrzebne skreślić.

(str. 2)

Lp.	Pytania	Odpowiedzi	
		kod lub liczba	słownie
13	Numer statystyczny choroby - według druku MZL-4		
14	Umieszczenie uszczerbku na zdrowiu w związku z wypadkiem		
15	Jakie prace (czynności) wykonywał poszkodowany w chwili wypadku		
16	Wydarzenie powodujące wypadek		
17	Przyczyny wypadku (naależy podać wszystkie przyczyny)		
18	Czynniki niebezpieczne, szkodliwe lub uciążliwe, które spowodowały wypadek, oraz materialne źródła tych czynników (czynnik/źródło)		
19	Straty czasu pracy innych osób (w roboczogodzinach)		
20	Szacunkowe straty materialne spowodowane wypadkiem - w tys. zł, z i znakiem po przecinku (bez strat związanych ze stratami czasu pracy)		
21	Rodzaj umowy, na podstawie której poszkodowany świadczył pracę		

Do wykorzystania wg potrzeb branżowych

Podpis osoby wypełniającej i numer telefonu

Podpis pracodawcy

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(miejscowość i data)

(miejscowość i data)

**CZEŚĆ UZUPEŁNIAJĄCA (dokończenie)**

**Rzeczywiste skutki wypadku**

31	Skutki wypadku	1	śmierć osoby poszkodowanej
		2	ciężkie uszkodzenie ciała
		3	inne skutki
32	Liczba dni niezdolności do pracy - ogółem		

Podpis osoby wypełniającej i numer telefonu

Podpis pracodawcy

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(miejscowość i data)

(miejscowość i data)

**Annex 2.** Statistical accident report attached as Annex 1 to the Regulation of the Minister of Economy and Labour of 7 January 2009 on the statistical report on an accident at work

Pieczałka pracodawcy		<b>Z-KW</b> <b>STATYSTYCZNA KARTA WYPADKU</b>		Numer identyfikacyjny – REGON	
				Portal sprawozdawczy GUS www.stat.gov.pl	
Liczba pracujących (bez przeliczenia na pełny etat)		– przy pracy	9998	Kolejny nr statystycznej karty wypadku w zakładzie pracy od początku roku	
A (liczba)	B (kod)	– traktowanego na równi z wypadkiem przy pracy	9999		

**CZĘŚĆ I**

**Uwaga:** Odpowiadając na pytania 01, 11, 28 należy zaznaczyć kod oraz odpowiadającą mu odpowiedź słowną, np. 2 – kobieta.

Odpowiadając na pytania: 02, 06, 07, 10, 12, 13, 14, 16, 17, 29 należy wpisać w kolumnie „kod lub liczba” odpowiednią liczbę. Odpowiadając na pytania: X1, X2, X3, 03, 04, 05, 08, 09, 15, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27 należy – posługując się właściwymi klasyfikacjami – wpisać w kolumnie „kod lub liczba” odpowiedni kod lub kody, a w kolumnie „opis” – określenie zgodne z opisem zawartym w klasyfikacji lub własne określenie danego faktu.

Czy jednostka spełnia jedno z podanych kryteriów?	1. nie posiada własnego numeru statystycznego REGON, a posługuje się numerem statystycznym jednostki macierzystej i co najmniej jedna z cech identyfikujących jednostkę (województwo, miasto, gmina, PKD, FW) jest różna od cech jednostki macierzystej,	1	nie
	2. posiada własny numer statystyczny REGON, lecz od chwili otrzymania tego numeru jednostka przeniosła swoją siedzibę do innego województwa (wyróżnik terytorialny w numerze REGON jest inny niż wyróżnik terytorialny województwa, na terenie którego znajduje się obecnie siedziba jednostki),	2	tak
	3. posiada numer statystyczny REGON, w którym nastąpiły zmiany w okresie sprawozdawczym.		

L.p.	Rodzaj informacji	Kod lub liczba	Opis
<b>Dodatkowe dane o jednostce (np. jej oddziale, filii, sklepie, magazynie), tj. o faktycznym miejscu pracy poszkodowanego</b>			
X1	Miejscowość (gmina), na terenie której znajduje się jednostka		
X2	Rodzaj działalności wg PKD 2007		
X3	Forma własności		
<b>Poszkodowany</b>			
01	Płeć	1 2	mężczyzna kobieta
02	Rok urodzenia		
03	Obywatelstwo		
04	Status zatrudnienia		
05	Zawód wykonywany		
06	Staż na zajmowanym stanowisku pracy w zakładzie (w latach)		
07	Godziny przepracowane od podjęcia pracy do chwili wypadku		
<b>Skutki wypadku (znane w momencie wypełniania karty)</b>			
08	Rodzaj urazu		
09	Umiejscowienie urazu		
10	Liczba osób poszkodowanych		
11	Skutki wypadku	1 2 3	śmierć osoby poszkodowanej ciężkie uszkodzenie ciała inne skutki

**CZĘŚĆ II UZUPELNIĄCA**

Rzeczywiste skutki wypadku zaistniałego w roku 20... miesiącu ... dniu ... (zgodnie z pozycją 16 Statystycznej Karty Wypadku)

Pieczałka pracodawcy		<b>Z-KW</b> <b>STATYSTYCZNA KARTA WYPADKU</b>		Numer identyfikacyjny – REGON	
				Portal sprawozdawczy GUS www.stat.gov.pl	
Liczba pracujących (bez przeliczenia na pełny etat)		– przy pracy	9998	Kolejny nr statystycznej karty wypadku w zakładzie pracy od początku roku	
A (liczba)	B (kod)	– traktowanego na równi z wypadkiem przy pracy	9999		
L.p.	Rodzaj informacji	Kod lub liczba	Opis		

13	Straty czasu pracy innych osób (w roboczogodzinach)									
14	Szacunkowe straty materialne spowodowane wypadkiem – w tys. zł, z jednym znakiem po przecinku (bez strat związanych ze stratami czasu pracy)									
<b>Wypadek i jego przebieg</b>										
15	Położenie geograficzne miejsca wypadku									
16	Data wypadku:	rok								
		miesiąc (cyframi arabskimi)								
		dzień								
17	Godzina wypadku (0–23)									
18	Miejsce powstania wypadku									
19	Proces pracy									
20	Rodzaj miejsca wypadku									
21	Czynność wykonywana przez poszkodowanego w chwili wypadku									
22	Czynnik materialny związany z czynnością wykonywaną przez poszkodowanego w chwili wypadku									
23	Wydarzenie będące odchyleniem od stanu normalnego									
24	Czynnik materialny związany z odchyleniem									
25	Wydarzenie powodujące uraz									
26	Czynnik materialny będący źródłem urazu									
27	Przyczyny wypadku (należy podać wszystkie przyczyny)									

Imię i nazwisko osoby wypełniającej oraz numer telefonu

Podpis i pieczęć pracodawcy

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(miejscowość i data)

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(miejscowość i data)

**CZĘŚĆ II UZUPEŁNIAJĄCA (dokończenie)**

**Rzeczywiste skutki wypadku zaistniałego w roku 20... miesiącu ... dniu ... (zgodnie z pozycją 16 Statystycznej Karty Wypadku)**

L.p.	Rodzaj informacji	Kod lub liczba	Opis
28	Skutki wypadku (znane w momencie wypełniania części II karty)	1	śmierć osoby poszkodowanej
		2	ciężkie uszkodzenie ciała
		3	inne skutki
29	Liczba dni niezdolności do pracy (znana w momencie wypełniania części II karty)		

Imię i nazwisko osoby wypełniającej oraz numer telefonu

Podpis i pieczęć pracodawcy

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