


Annex 2: Evaluation table for Questionnaire G1

As a rule, a point should be made of evaluating the questionnaires one by one. However, in the case of relatively large groups a breakdown of the health complaints is often useful. This can be done using the following evaluation table: 

Questionnaire number	Number of people without/with complaints		Which complaints occur?	Worst complaints in employees' opinion	Complaints started occurring ...	Do complaints subside when employee is not at workplace?		Suspected causes	Disruptive factors at workplace	Following changes have occurred at workplace recently
	without m ¹	with F				without m ¹	with F			
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			

¹⁾ m = male

²⁾ F = female

Evaluation:

The main health complaints can be identified by determining the frequency distribution. Information as to whether the complaints subside when the employee is not at the workplace indicates whether they can be directly linked to the person's work. If the questionnaires are also completed by room users who do not have any health complaints, additional conclusions can be drawn regarding disruptive factors at work and changes in the workplace.

The answers to the following questions usually point to the main health complaints and provide initial input as to the possible causes, which is why it has proven particularly useful to evaluate them together:

- Which of the health complaints were considered the worst? (Question 2),
- What caused the health complaints? (Question 4.4),
- Which factors are disruptive to the work (e.g. noise, odours, indoor climate, lighting)? (Question 5.2) and
- Recent changes at the workplace (Question 5.3)

Example of an evaluation

Questionnaire number	Number of people without/with complaints			Which complaints occur?	Worst complaints in employees' opinion	Complaints started occurring ...	Do complaints subside when employee is not at workplace?		Suspected causes	Disruptive factors at workplace	Following changes have occurred at workplace recently
	without m	without f	with m				with f	No			
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hair loss	5 months	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General stress, indoor air	Air quality	New work organisation
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dry eyes, hair loss	3 months	<input type="checkbox"/>	<input checked="" type="checkbox"/>	General stress, indoor air	Air quality, thermal environment	New work organisation in connection with new office
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dry eyes, blocked nose	6 months	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General stress, indoor air, dust	Air quality	
4	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Headaches	6 months	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General stress	Lighting	New office
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Increased infection rate	6 months	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mental stress, indoor air	Noise, odours	New work organisation in connection with new office
6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dry eyes, blocked nose, headaches, increased infection rate, muscle tension		<input type="checkbox"/>	<input type="checkbox"/>		Noise	New work organisation in connection with new office
7	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		Noise, thermal environment	New work organisation in connection with new office
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Headaches	6 months	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Air quality	
9	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Headaches	4 months	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Indoor air	Noise, air quality	New work organisation in connection with new office
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Headaches		<input checked="" type="checkbox"/>	<input type="checkbox"/>	General stress, indoor air	Air quality	
	10%	10%	20%	60%	7 x dry eyes 5 x blocked nose and increased infection rate 4 x headaches 2 x hair loss 1 x nausea 1 x back problems		60%	20%	6 x general stress 6 x indoor air	6 x air quality 4 x noise 2 x thermal environment 1 x lighting	6 x new work organisation 6 x new office

This example evaluation indicates that the employees are suffering from increased general stress, partly as a result of changes in the way their work is organised. A move to new offices has caused a sense of unease. The recommended action would be to conduct interviews with the employees concerned and their line managers in order to find ways of improving the work organisation and avoiding general stress. This could be followed by special investigations of the air quality, noise and the lighting in the offices of the employees who stated that these factors were disruptive to their work.