

## Explanation of Surveys

### Labour Economic Indicators

(See pp.1 ~ 3)

### Employment and Unemployment

#### A Labour Force Survey

(See pp.4 ~ 15)

##### Objective

The purpose of the Labour Force Survey is to elucidate the current state of employment and unemployment in this country every month.

##### History

This survey has been conducted every month since July 1947 after an experimental period of ten months from September 1946. It was conducted as a Designated Statistics Survey under the Statistics Law (Law No. 18 of 1947) beginning in April 1950, and has been conducted as a Fundamental Statistics Survey under the Statistics Law (Law No. 53 of 2007) since April 2009. In order to tabulate the results of 10 regions, the number of EDs (enumeration districts) were increased in 1982. In January 2002, the Labour Force Special Survey was integrated into the Labour Force Survey to publish the detailed results on employment and unemployment quarterly.

##### Coverage

The universe of the survey is composed of all persons usually residing in this country, except foreign diplomatic and consular corps, their family members and foreign military personnel and their family members.

Actual enumeration takes place every month on a sample basis. Persons usually residing in about 40 thousand households selected from about 2900 enumeration districts in 1 million Population Census Enumeration Districts. Those 40 thousand households are selected on the basic questionnaire, of which 10 thousand on the special questionnaire. The questions on employment status are asked to the members 15 years old or more (about 100 thousand persons in total) in those household.

##### Survey period

The survey is conducted as of the last day of each month; however, in December it is done as of 26th. The reference period to which questions on the employment status refer is one week ending on the last day of each month except December for which it is one week from 20th to 26th.

##### Survey Method

1. The enumerator prepares a list of all dwelling units in the enumeration district (ED) assigned to him or her. The supervisor selects the sample of dwelling units from the list according to the method instructed by the Statistics Bu-

reau. Households in those selected dwelling units are surveyed.

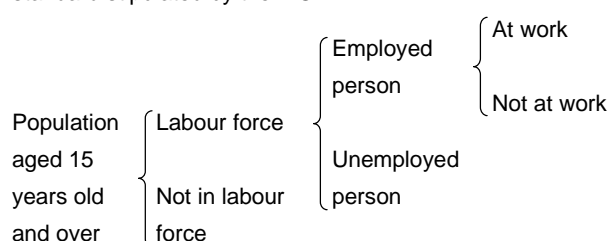
2. There are two types of questionnaire in the Labour Force Survey : a basic questionnaire and a special questionnaire. Surveys are conducted using the basic questionnaire in the same two months in two successive years, and using the special questionnaire only in the second month of the second year.
3. Within the seven days before the survey week, the enumerator visits all the households in the sample dwelling units and asks them to fill out the questionnaires. Within the three days after the close of the survey week, the enumerator visits the households again, and collects the questionnaires, after checking the entries on the spot.
4. The collected questionnaires are then submitted to the prefectural office, checked by the supervisors, and sent to the Statistics Bureau.

##### Definitions

Labour force status :

Population aged 15 years old and over is classified as follows according to the activity in which each person was engaged during the reference week.

The following definitions conform to the international standard stipulated by the ILO.



Labour force :

Employed person and Unemployed person among population aged 15 years old and over

Employed person : Employed person at work and Employed person not at work

Employed person at work : All persons who worked for pay or profit, or worked as unpaid family workers for at least one hour during the reference week

Employed person not at work : Among the persons with jobs but not at work during the reference week

- i Employee who did not work during the reference week but who received or expected to receive wage or salary
- ii Self-employed worker who did not work during the reference week and whose absence from work has not exceeded 30 days

Unemployed person : Persons who satisfy the following conditions :

- i with no job and did no work at all during the reference week (other than employed person) ;
- ii ready to work if work is available ; and
- iii did any job seeking activity or preparing to start business during the reference week (including waiting the

outcome of the job seeking activity done in the past)

It refers to the reason why a person was seeking a job.

Quitted a job : "Quitted a job involuntary" and "Quitted a job voluntarily"

Quitted a job involuntary : "Mandatory retirement, or termination of employment contract" and "Circumstances of employer or business"

Mandatory retirement, or termination of employment contract : Unemployed persons who left the previous job due to mandatory retirement or termination of employment contract

Circumstances of employer or business : Unemployed persons who left the previous job due to circumstances of employer or business (bankruptcy, restructuring, etc.)

Quitted a job voluntarily : Unemployed persons who left the previous job due to personal or family circumstances

Newly started to seek a job : "Graduated from school", "Necessary to earn revenue" and "Other"

Graduated from school : Unemployed persons who newly started to seek a job after graduating from school

Necessary to earn revenue : Unemployed persons who newly started to seek a job, being necessary to earn revenue

Other : Unemployed persons who newly started to seek a job for other reasons

Not in labour force : Population aged 15 years old and over who are not classified as Employed person or Unemployed person

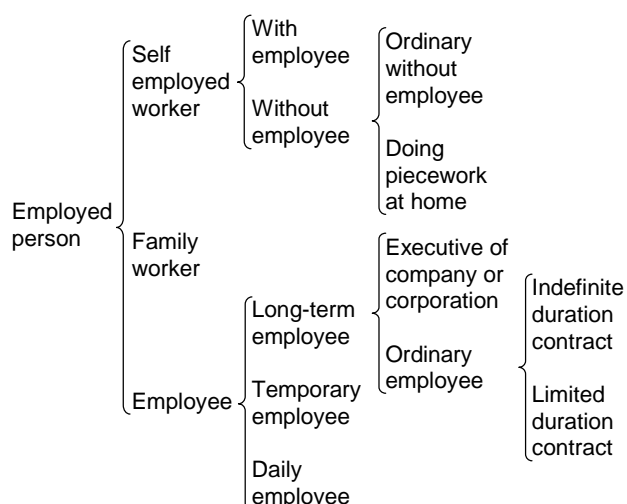
Labour force participation rate :

$$= \{(\text{Labour force}) / (\text{Population aged 15 years old and over})\} \times 100$$

Unemployment rate:

$$= \{(\text{Unemployed person}) / (\text{Labour force})\} \times 100$$

Status in employment : Employed person are classified as follows :



Self-employed worker : Persons who own and operate unincorporated enterprises. Self-employed workers are divided into "Self-employed worker with employee" and "Self-employed worker without employee".

Self-employed worker with employee : Self-employed workers who usually employ one or more employees in their enterprises

Self-employed worker without employee : Self-employed workers who operate their own businesses alone or only with members of the families

Ordinary without employee : Self-employed workers without employee who are not classified as doing piecework at home  
Doing piecework at home : Persons who do piecework at home

Family worker : Unpaid workers who engage in businesses which are operated by member of the family.

Employee : Persons who work for wages or salaries as employees of companies, associations, governments or unincorporated enterprises.

Employees are classified into "Long-term employee", "Temporary employee" and "Daily employee", according to the status in employment.

Long-term employee : Executives of company or corporation and Ordinary employee

Executive of company or corporation : Executives, managing directors and auditors of private companies, associations, public corporations, etc.

Ordinary employee : Persons who work on contract of no specific period or more than a year excluding Executive of company or corporation above mentioned

Indefinite duration contract : Ordinary employees who work on contract of no specific period

Limited duration contract : Ordinary employees who work on contract of more than a year

Temporary employee : Persons who work on contract of a month or more but not more than a year

Daily employee : Persons who work on daily basis or on contract of less than a month

#### Estimation Method

The estimation method for the monthly figures of whole Japan is the ratio estimation with a benchmark of the population by age (15 age groups), sex and area (11 regions,) estimated from the Population Estimates based Population Census.

The quarterly and annual averages are the arithmetic mean of the monthly figures.

#### Sampling error

The magnitude of sampling error varies by the size of estimates, the kind of item and the reference period. Standard errors for estimates which are calculated by using the sub-samples are shown in the following tables.

Tab. 1 Standard error for annual average for the 2016 whole Japan

Estimates (10 thousand persons)	Standard error (10 thousand persons)	Relative standard error (%)
5000	15.5	0.3
2000	9.4	0.5
1000	6.4	0.6
500	4.4	0.9
200	2.7	1.3
100	1.8	1.8
50	1.2	2.5
20	0.8	3.8
10	0.5	5.1

Tab. 2 Standard error for monthly results for the 2016 whole Japan

Estimates (10 thousand persons)	Standard error (10 thousand persons)	Relative standard error (%)
5000	27.0	0.5
2000	17.3	0.9
1000	12.3	1.2
500	8.8	1.8
200	5.6	2.8
100	4.0	4.0
50	2.8	5.7
20	1.8	9.1
10	1.3	12.9

**B Monthly Labour Survey**

(Explanation See pp.343 ~ 346)

(See pp.16 ~ 26)

**C Survey on Employment Trends**

(See pp.27 ~ 45)

**Objective**

The objective of this survey is to study accession or separation and the actual situation of insufficient workers and the characteristics of hired or separated employees and conditions related to accession or separation in principal industries, in order to obtain information on mobility of the labour force among industries, the size of establishment, occupations or regions.

**Coverage**

## 1. Area

Nationwide

## 2. Industry

The following industries, based on the Standard Industrial Classification for Japan

- (1) Mining and quarrying of stone and gravel
- (2) Construction
- (3) Manufacturing
- (4) Electricity, gas, heat supply and water
- (5) Information and communications

(6) Transport and postal activities

(7) Wholesale and retail trade

(8) Finance and insurance

(9) Real estate and goods rental and leasing

(10) Scientific research, professional and technical services

(11) Accommodations, eating and drinking services

(12) Living-related and personal services and amusement services (In Miscellaneous living-related and personal services, Domestic services are excluded.)

(13) Education, learning support

(14) Medical, health care and welfare

(15) Compound services

(16) Services, N.E.C (Foreign governments and international agencies in Japan are excluded.)

## 3. Establishment

Approximately 15,000 establishments in the above industries were selected by a random sampling method from all private and public establishments, which employ five or more regular employees.

## 4. Hired employees and separated employees

Approximately 170,000 hired employees and approximately 150,000 separated employees at the above establishments during 2016 were selected according to a random sampling method.

**Survey Period**

1st half survey : January to June 2016

2nd half survey : July to December 2016

**Survey Items**

## 1. Items on establishments

- (1) Name and address, name of main product manufactured or principal business activity, and number of regular employees in the enterprise as a whole
- (2) Mobility of regular employees and transferred employees by sex, and employment status
- (3) Number of regular employees by sex, age, and type of employment (1st half survey only)
- (4) Number of regular employees and insufficient workers by occupation, type of employment (1st half survey only)

## 2. Items on hired employees

## (1) Items on characteristics

Sex, age, education level, and the year of completion

## (2) Items on accession

Whether to use the Internet in job hunting activity or not, methods of job search, type of employment, occupation, address of last previous employer or before being employed, whether still in position at the time of survey.

## (3) Items on previous employment

Industry, occupation, position, length of time since leaving employment, size of enterprise, reason for leaving previous employer, and change in wages due to job switch

### 3. Items on separated employees

#### (1) Items on characteristics

Sex, age, educational level, and year of completion from last school attended

#### (2) Items on employment status immediately prior to separation

Type of employment, occupation, length of service, reason for separation

### Survey Method

#### 1. Survey on establishments

Ministry of Health, Labour and Welfare sends the questionnaire forms to the target establishments, and then the establishments send them back to Ministry of Health, Labour and Welfare after they fill out.

#### 2. Survey on hired employees

A contracted commercial enterprise with Ministry of Health, Labour and Welfare calculates the number of target hired employees based on the questionnaire forms collected from the target establishments, and requests the target establishments to distribute the hired employee questionnaire forms to the target hired employees, who fill out the questionnaire forms and send them back to Ministry of Health, Labour and Welfare.

#### 3. Survey on separated employees

A contracted commercial enterprise with Ministry of Health, Labour and Welfare calculates the number of target separated employees based on the questionnaire forms collected from the target establishments, and sends the separated employee questionnaire forms to the target establishments. The establishments send them back to Ministry of Health, Labour and Welfare after they fill out.

### Definitions

Regular employees : persons hired for an indefinite period or for longer than one month, or persons hired by the day or for less than one month who were hired for 18 days or more in each of the two preceding months.

Regular employees for an indefinite period : persons hired for an indefinite period among regular employees (includes persons on probationary employment, under apprenticeship or training, and transferred employees).

Regular employees for a definite period : persons hired for a set period or hired by the day among regular employees.

Part-time employees : A part-time employees is the person among regular employees who satisfies either of the following :

) whose scheduled working hours per day is shorter than ordinary workers,

) whose scheduled working hours per day is the same as ordinary workers, but whose number of scheduled working days per week is fewer than ordinary workers.

Transferred workers : persons who move between enterprises under other enterprise orders based on a contract between enterprise or enterprise orders among regular

employees (includes persons whose positions are retained or transferred).

Hired employees : persons hired as regular employees under employment contracts newly concluded during the reference period.

This also includes

) daily workers and the like who had been excluded from the regular employee classification, but who, because of repeated renewal of their employment contracts, satisfy the condition of regular employee during the reference period,

) the persons who, after mandatory retirement, continued to be employed at the same enterprise as non-regular employees or temporary employees,

) new entrants from affiliated enterprises (including transferred employees, but excluding dispatched workers).

Separated employees : persons whose employment relationship has terminated during the reference period and persons who moved to affiliated companies (including transferred employees).

Included in separated employees are those who, although they continue to be employed as non-regular employees or temporary employees, left employment

### D Report on Employment Service

(See pp.46 ~ 51)

### E School Basic Survey

(See pp.52 ~ 55)

### F General Survey on Working Conditions (2016)

(Explanation See pp.349)

(See pp.56 ~ 62)

### G General Survey on Part-time Workers (2016)

(See pp.63 ~ 75)

### Objective

The object of this survey is to elucidate the actual status of employment management for part-time employees and to contribute to future policy planning for part-time workers including legal reforms by doing a comparison of compensation packages between regular staff and part-time employees after the Revised Part-time Work act of 2014 (enforced in April,2015).This is done by conducting a fact-finding survey of the employment state of regular staff and part-time employees in enterprises,and by surveying the actual way of managing the work of part-time employees.

### Coverage

#### 1. Area

Nationwide

## 2. Industry

The following 16 principal industries, based on the Standard Industrial Classification for Japan [Mining and quarrying of stone and gravel, Construction, Manufacturing, Electricity, gas, heat supply and water, Information and communications, Transport and postal activities, Wholesale and retail trade, Finance and insurance, Real estate and goods rental and leasing, Scientific research, professional and technical services, Accommodations, eating and drinking services, Living-related and personal services and amusement services, Education, learning support, Medical, health care and welfare, Compound services, Services, N.E.C]

## 3 Survey target

### (1) Survey on Establishments

The survey targets were randomly selected from establishments in the industries listed in (2) above, and employing five or more regular employees, which were stratified by industry and by the size of establishment.

### (2) Survey on Individuals

The survey targets were randomly selected from part-time employees, and who are employed by the establishments targeted in (1) above.

## Survey Period

This survey was conducted on the situation as of October 1, the survey of establishments was conducted from September 23 to October 15, and the survey of individuals was conducted from October 14 to November 30.

## Survey Items

### 1. Survey on establishments

- (1) Characters of establishments
- (2) Payroll number by type of occupation and type of employee
- (3) Status of employment management
- (4) System for conversion to regular staff
- (5) Clarification of Work conditions
- (6) Whether or not improvement measures were conducted after the enforcement of the revised part-time work act, and what did they do?
- (7) Employment management status of part-time employees who are doing the same job as regular staff
- (8) Employment management status of part-time employees who are doing the same job as regular staff and furthermore the presence or absence of their personnel transfer and its coverage is the same as regular staff

### 2. Survey of individuals

- (1) Characters of workers
- (2) About the current situation of work of a part-time employees's
- (3) About a part-time employees's labor conditions etc
- (4) About the view about a part-time employees's work

## Survey method

Mail survey

## Definitions

### 1. Regular employees

- (1) Persons hired for an indefinite period
- (2) Persons hired for a set period of more than one month
- (3) Persons hired on a daily basis or hired for a set period of less than one month, and who was hired for at least 18 days in both August and September 2016.

However, the following employees are considered as regular employees: Full-time executives such as board members and directors who receive monthly salaries based on the same pay regulations or the same criteria as those for general employees; employer's family members who work for the establishment full time and receive salaries; and Part-time employees who fall into either (1), (2), or (3) listed above.

### 2. Type of employment

The types of employment in this survey are defined as follows:

#### (1) Regular staff

So-called regular employees. Ordinary workers as prescribed in the Part-Time Employment Act. Including short-time working regular employees, limited-location regular employees and limited-task regular employees.

#### (2) Non-regular staff

Employees other than regular staff.

#### (3) Part-time employees

Employees who are not regular staff and who have shorter working hours per week than regular staff, regardless of name (part-timer, part-time worker, associate staff, fixed-term employee, temporary staff, etc.). Not including short-time working regular employees.

#### (4) Specialist personnel

Of the non-regular staff, those employees whose normal working hours per week are the same as or longer than those of the regular staff and who are engaged in special tasks which demonstrate their expertise.

#### (5) "Other"

Employees other than regular staff.

Employees other than specialist personnel as defined above, and whose working hours per week are as long as regular staff.

## H Survey on Labour Economy Trend

(See pp.76 ~ 85)

## Objective

The objective of this survey is to examine how economic trends and changes in labour supply and demand influence

employment, labour hours, etc.; to project such influences in the future; to survey countermeasures; and to elucidate labour economy trends and problem areas for the immediate future.

#### History

This survey was begun in August 1966, and was carried out twice a year (in February and August). It has been carried out four times a year (in February, May, August, and November) since 1975.

#### Coverage

##### 1. Area

Nationwide

##### 2. Industry

The following industries, based on the Standard Industrial Classification for Japan :

- (1) Construction
- (2) Manufacturing
- (3) Information and communications
- (4) Transport and postal activities
- (5) Wholesale and retail trade
- (6) Finance and insurance
- (7) Real estate and goods rental and leasing
- (8) Scientific research, professional and technical services  
(Scientific and development research institutions are excluded from scientific research.)
- (9) Accommodations, eating and drinking services  
(Bars, cabarets and nightclubs are excluded from eating and drinking services.)
- (10) Living-related and personal services and amusement services  
(Domestic services, Crematories and graveyard custodians and Ceremonial occasions are excluded from living-related and personal service.)
- (11) Medical, health care and welfare
- (12) Services, N.E.C  
(Political, business and cultural organizations, Religion, Miscellaneous services, Foreign governments and international agencies in Japan are excluded.)

##### 3. Establishments

About 5,800 establishments extracted by the probability proportional extract method from among establishments in the private sector employing 30 or more regular employees based upon the number of workers classified by industry and size

#### Survey Period

Quarterly (February 1, May 1, August 1, November 1)

#### Survey Items

1. Items related to attributes of establishment  
Establishments name and address, and number of regular employees both in the enterprise as a whole and the establishment
2. Items related to trends in production and sales, and items related to (expected) reasons for increase or

decrease

- (1) (Expected) situation of increase or decrease in production and sales, etc. compared with those in the previous quarter
- (2) (Expected) reasons for increase or decrease in production and sales, etc. compared with those in the previous quarter
3. Items related to trends of employment and working hours
- (1) (Expected) situation of increase or decrease in unscheduled working hours compared with those in the previous quarter
- (2) (Expected) situation of increase or decrease in number of workers compared with that in the previous quarter
- (3) Actual results or future plans in employment of regular employees in mid-career
4. Items related to number of regular employees, the feeling of surpluses and shortages of workers and number of insufficient workers
5. Items related to the situation of employment adjustment etc.
6. Extraordinary item

#### Survey Method

The survey was conducted using questionnaires that were delivered and retrieved by post or online statistical survey.

## Wages

### A Monthly Labour Survey

(See pp.86 ~ 123)

#### Objective

This survey is conducted about employment, wages and hours worked, and it is composed of the following three surveys, that is, a national survey, a prefectural survey and a special survey. The object of the national survey is to elucidate changes of these items nationwide every month. The object of the prefectural survey is to do the same as the national survey every month but on a prefecture basis, and the object of the special survey is to complement the national and prefectural surveys.

National Survey (establishments with 5 or more regular employees, monthly)

Prefectural Survey (establishments with 5 or more regular employees, monthly)

Special Survey (establishments with 1-4 regular employees, annually : every July)

#### History

The origin of this survey dates back to July 1923, when the Ministry of Interior started monthly survey "Monthly Wage Survey of Production Workers and Miners" The name "Monthly Labour Survey" has been used since July 1944.

The survey was transferred to the Ministry of Labor (present Ministry of Health, Labour and Welfare) right after it had been set up in 1948, up to now it has been carrying out the survey. Major changes of this survey in recent years are as follows.

1. January 1950

The coverage of the survey, which had differed among industries until then with respect to the minimum size of establishments, was standardized to cover establishments with 30 or more regular employees. Sampling method was introduced.

2. April 1951

"Prefectural" Survey was added to provide estimates of prefectural level.

3. January 1952

The coverage of the survey was broadened to include the construction industry.

4. July 1957

"Survey Otsu", covering establishments with 5-29 regular employees, and "Special Survey" covering those with 1-4 regular employees, were added. The Original survey, covering establishments with 30 or more regular employee was named "Survey Kou".

5. January 1971

The coverage of the survey was broadened to include the service industry (also included in the prefectural survey from April 1972).

6. July 1980

"The Special Survey" covering establishments with 1-4 regular employees was enlarged to cover establishments with 1-29 regular employees.

7. January 1990

The survey system of Survey Kou and Survey Otsu was reorganized so that estimates on establishments with 5 or more employees could be obtained.

The coverage of the "Special Survey" brought back to the establishments of 1 to 4 regular employees.

8. January 1993

New survey items on wages and working hours of part-time workers were introduced to the questionnaire.

9. January 2005

Counting and public announcement based on the Japan Standard Industrial Classification, which was amended in March 2002, was commenced (with respect to special survey, such counting and public announcement commenced from the survey in 2004)

10. January 2010

Counting and public announcement based on the Japan Standard Industrial Classification, which was amended in November 2007, was commenced (with respect to special survey, such counting and public announcement commenced from the survey in 2009).

## Coverage

### 1. National Survey

This survey was conducted on approximately 33,000 establishments, selected from all private and public sector establishments normally employing 5 or more regular employees and belonging to the following classifications according to the Japan Standard Industrial Classification: Mining and Quarrying of Stone and Gravel; Construction; Manufacturing; Electricity, Gas, Heat Supply and Water; Information and Communications; Transport and Postal Activities; Wholesale and Retail Trade; Finance and Insurance; Real Estate and Goods Rental and Leasing; Scientific Research, Professional and Technical Services; Accommodations, Eating and Drinking Services; Living-Related and Personal Services and Amusement Services (In Miscellaneous living-related and personal services, Domestic services are excluded.); Education, Learning Support; Medical, Health Care and Welfare; Compound Services; and Services, N.E.C.(Foreign governments and international agencies in Japan are excluded.).

This survey is designed keep the relative sampling error for monthly average contractual cash earnings per regular employee within a fixed range set by industry and by the size of enterprise.

Regarding the establishments with 30 employees or over, the Survey is carried out by selecting approximately 16,700 establishments at random from cells stratified by industry and the size of establishments, by using the complete list of establishments from the latest Census results. Selected establishments are continually surveyed for 2 or 3 years. As soon as new Census results become available, the next sets of establishments to be surveyed are sampled.

As to the establishments with 5 ~ 29 employees, two stage sampling method is used. Firstly, about 1,900 enumeration districts are selected from about 70,000 districts which cover whole country. The lists of establishments with 5 ~ 29 employees in the selected districts are made. About 16,500 sample establishments are selected from the lists. Every sampled establishment is surveyed for 18 consecutive months. Every January and July 1/3 of districts (establishments) are replaced by those newly selected establishments, so that sample replacements do not jeopardize the results of the survey. For establishments with 5 ~ 29 employees, surveying more than 18 consecutive months is a heavy load and should be avoided.

### 2. Prefectural Survey

The coverage and sampling method of Prefectural survey is same as National Survey, 43,500 establishments are constantly surveyed.

### 3. Special Survey

Special surveys are conducted on all of the establishments that are located in the districts selected by the fixed method from special districts which are established based on

the latest Economic Census and that belong to Mining and Quarrying of Stone and Gravel; Construction; Manufacturing; Electricity, Gas, Heat Supply and Water; Information and Communications; Transport and Postal Activities; Wholesale and Retail Trade; Finance and Insurance; Real Estate and Goods Rental and Leasing; Scientific Research, Professional and Technical Services; Accommodations, Eating and Drinking Services; Living-Related and Personal Services and Amusement Services (In Miscellaneous living-related and personal services, Domestic services are excluded.); Education, Learning Support; Medical, Health Care and Welfare; Compound Services; and Services, N.E.C. (Foreign governments and international agencies in Japan are excluded.) according to the Japan Standard Industrial Classification and that employ 1 to 4 regular employees at the end of July of each year.

#### Survey Period

The national and prefectural surveys are conducted as of the last day of each month. The special survey is conducted as of the last day of July every year (When there is a fixed day for closing the wage account, it is the last day for closing at that month).

#### Survey method

1. Establishment with 30 or more employees: Mail survey or online survey
2. Establishment with 5 to 29 employees: Onsite canvasser survey or online survey
3. Establishment with 1 to 4 employees: Onsite canvasser method

#### Definitions

1. Employees

Number of Regular Employees : Regular Employees are workers who satisfy one of the following conditions:

- (1) persons hired for an indefinite period or for longer than one month
- (2) persons hired by the day or for less than one month and who were hired for 18 days or more in each of the two preceding months

Note :If the board-directors of corporations satisfy above mentioned condition, work regularly and are paid a salary based on the same salary rules as normal workers, they are regarded as regular workers. If family members of the owner of a business satisfy above mentioned condition, work regularly and are paid a salary based on the same salary rules as normal workers, they are regarded as regular employees.

Definition of Part-time workers

Part-time workers are the persons who satisfy either of the following :

- a. whose scheduled working hours per day is shorter than ordinary workers,
- b. whose scheduled working hours per day is the same as ordinary workers, but whose number of scheduled

working days per week is fewer than ordinary workers.

Full-time employees are regular employees who are not a part-time worker.

Accession Rate :

$$\text{Accession Rate} = \frac{\text{Total increase of Regular Employees}}{\text{Number of Regular Employee at the end of the previous month}}$$

Total increase of regular employees : newly hired employees, employees transferred to the establishments (including employees transferred from some other establishment of the same organization) and so on.

Separation Rate :

$$\text{Separation Rate} = \frac{\text{Total decrease of Regular Employees}}{\text{Number of Regular Employees at the end of the previous month}}$$

Total decrease of regular employees : retired employees, employees transferred from the establishments (including employees transferred to some other establishment of the same organization) and so on.

Rate of part-time workers :

$$\text{Rate of part-time workers} = \frac{\text{Number of part-time workers at the end of this month}}{\text{Number of Regular Employees at the end of this month}}$$

#### 2. Days worked

The total number of days during the survey period when an employee actually attended his/her work place. Days the employee did not attend for work are not counted, even though the days may be paid holidays. However, if an employee works for at least one hour on a day, it is counted as a day worked.

#### 3. Actual Hours Worked

The total number of hours during the survey period when an employee actually worked. Neither paid nor unpaid break periods are included. However, rest periods for mine workers in the mining industry and waiting periods for workers in the transportation industry are included. Night duty not connected with actual duties is not included.

Hours worked are classified as follows.

$$\text{Total hours worked} \begin{cases} \text{Scheduled hours worked} \\ \text{Non-scheduled hours worked} \end{cases}$$

Scheduled hours worked : actual number of hours worked between starting and ending hours of employment determined by the work regulations of the establishment.

Non-scheduled hours worked : actual number of hours worked (ex. early morning work, overtime work, or work on a day off).

Total hours worked : total for "scheduled hours worked" and "non-scheduled hours worked."

#### 4. Cash Earnings

Cash earnings are the amount before deducting income tax, social insurance premium, trade union dues or purchase price, etc.

Cash earnings are classified as follows.

$$\text{Total cash earnings} \begin{cases} \text{Contractual cash earnings} \begin{cases} \text{Scheduled cash earnings} \\ \text{Non-scheduled cash earnings (Overtime pay)} \end{cases} \\ \text{Special cash earnings} \end{cases}$$



Contractual cash earnings : earnings paid according to method and conditions previously determined by labor contracts, collective agreements, or wage regulations of establishments.

Scheduled cash earnings : contractual cash earnings other than non-scheduled cash earnings.

Non-scheduled cash earnings are the wages paid for work performed outside scheduled working hours, and on days off or night work, that is allowances for working outside work hours, night work, early morning work, and overnight duty.

Special cash earnings : amount actually paid to the employee during the survey period for temporary or unforeseen reasons not based on any previous agreement, contract, or rule. Also included in this category are retroactive payment of wages as a result of a new agreement, and payments such as summer and year end bonuses which, though terms and amounts are fixed by collective agreements, are calculated over a period exceeding three months, and such as allowances (e. g., marriage allowance) paid with respect to unforeseen events.

Total cash earnings : total for "contractual cash earnings" and "special cash earnings"

#### Estimation of Survey Results and Sampling Error

##### 1. National Survey

Monthly published results are estimated by using a link-relative technique. The magnitude of relative sampling error for "contractual cash earnings" is shown in the next table :

(%)				
Industry	500 or more employees	100 ~ 499 employees	30 ~ 99 employees	5 ~ 29 employees
Major classifications (Note)	0	2	2	2
middle classifications	0	3	3	3

Note: Including lump sampling classification of Wholesale and Retail Trade, Accommodations, Eating and Drinking Services, Medical, Health Care and Welfare and Services, N.E.C.

(If the interval from one sampling error below the estimate to one sampling error above the estimate was calculated, the true figure, which could be obtained from a complete census, would be within that interval with the probability about two-thirds).

##### 2. Prefectural Survey

Monthly published results are estimates for all establishments in industry and size that are surveyed in each prefecture. The relative sampling error for "contractual cash earnings" is 10% by industry and by size of establishment.

##### 3. Special Survey

Monthly published results are estimates for all establishments with 1 ~ 4 regular employees. The relative sampling error of the major items is as follows

#### Achieved accuracy by industry (Nationwide)

Contractual cash earnings (%)	
Industry	Relative sampling error
Industries covered	0.9
Mining and quarrying of stone and gravel	7.1
Construction	1.0
Manufacturing	2.0
Electricity, gas, heat supply and water	12.9
Information and communications	5.8
Transport and Postal activities	4.1
Wholesale and retail trade	1.4
Finance and insurance	4.0
Real estate and Goods rental and leasing	3.1
Scientific research, Professional and technical services	1.9
Accommodations, Eating and Drinking services	2.9
Living-Related and Personal services and amusement services	1.8
Education, Learning Support	4.7
Medical, health care and welfare	1.7
Compound services	2.2
Services (not elsewhere classified)	1.5

#### Achieved accuracy by prefecture

Contractual cash earnings (Industries covered)	
Relative sampling error	Prefecture
3.0% or less	Fukushima, Tokyo, Niigata, Tottori, Okayama, Yamaguchi, Miyazaki
3.1% ~ 4.0%	Gunma, Saitama, Chiba, Toyama, Yamanashi, Shizuoka, Aichi, Mie, Kyoto, Shimane, Tokushima, Ehime, Fukuoka, Saga, Nagasaki, Kumamoto, Okinawa
4.1% ~ 5.0%	Hokkaido, Iwate, Akita, Ibaraki, Tochigi, Kanagawa, Fukui, Nagano, Shiga, Osaka, Hyogo, Wakayama, Kochi
5.1% or more	Aomori, Miyagi, Yamagata, Ishikawa, Gifu, Nara, Hiroshima, Kagawa, Oita, Kagoshima

This sampling is designed with the aim of fixing the relative sampling error within 1 percent for average "contractual cash earnings" earned by regular employees in the Industries covered nationwide; for the prefectural surveys, within 5 percent.

#### B Basic Survey on Wage Structure

(See pp.124 ~ 205)

##### Objective

The survey aims at obtaining a clear picture of the wage structure of employees in major industries, i.e. wage distribution by type of employment, type of work, occupation, sex,

age, school career, length of service and occupational career, etc.

### History

The survey belongs to the survey on wage structure, which aims at obtaining a clear understanding of the wage structure, has been carried out once a year since 1948. The present form survey was adopted in the 1954 survey. In 1958, it was designated according to the Statistics Law as Designated Statistics No.94, and in 1964 its name was changed to the "Basic Survey on Wage Structure" and has continued as such up to the present. The coverage of survey was adopted in the 1976 survey.

Since then, large-scale surveys had been carried out every three years, and small-scale surveys every other year. But since 1982, the survey has been carried out on the same scale every year.

### Coverage

#### 1. Area

Nationwide, however, excluding the following areas

Hokkaido	Okushiri-gun, Oaza Teuri and Oaza Yagishiri of Tomamae-gun Haboro-cho, Rebun-gun, Rishiri-gun
Tokyo-to	Toshima-mura, Nijima-mura, Kozushima-mura, Miyake-mura, Mikurajima-mura, Hachijo-machi, Aogashima-mura, Ogasawara-mura
Nagasaki-ken	Uku-machi of Sasebo-shi, Sakito-cho Enoshima and Sakito-cho Hirashima of Saikai-shi, Ojika-cho of Kitamatsuura-gun
Kagoshima-ken	Nishinoomote-shi, Kashima-cho, Kamikoshiki-cho, Sato-cho and Shimokoshiki-cho of Satumasendai-shi, Kagoshima-gun, Kumage-gun, Oaza Yoro, Oaza Ikeji and Oaza Ukeamuro of Oshima-gun Setouchi-cho, Kikai-cho, Tokunoshima-cho, Amagi-cho, Isen-cho, Wadamari-cho, China-cho and Yoron-cho of Oshima-gun
Okinawa-ken	Tokashiki-son, Zamami-son, Aguni-son, Tonaki-son, Minamidaito-son, Kitadaito-son, Iheya-son, Izena-son and Kumejima-cho of Shimajiri-gun, Miyako-gun, Yaeyama-gun

#### 2. Industry

The following industries, based on the Standard Industrial Classification for Japan:

- (1) Mining and quarrying of stone and gravel
- (2) Construction
- (3) Manufacturing
- (4) Electricity, gas, heat supply and water
- (5) Information and communications
- (6) Transport and postal activities
- (7) Wholesale and retail trade
- (8) Finance and insurance
- (9) Real estate and goods rental and leasing
- (10) Scientific research, professional and technical services
- (11) Accommodations, eating and drinking services
- (12) Living-related and personal services and amusement

services (In Miscellaneous living-related and personal services, Domestic services are excluded.)

- (13) Education, learning support
- (14) Medical, health care and welfare
- (15) Compound services
- (16) Services, N.E.C (Foreign governments and international agencies in Japan are excluded.)

#### 3. Establishments

Establishments selected by a uniform sampling method from among the following establishments that are belonged to the industry of the above 2.

- (1) Establishments with 10 regular employees or more (private establishments and establishments of Specified Agency Engaged in Administrative Execution, prescribed in Article 2 paragraph 1 of the Act on Labor Relationships of Specified Agency Engaged in Administrative Execution, etc (Act No. 257 of 1948) or of local public enterprises, prescribed in Article 3 paragraph 3 of the Local Public Enterprise Labor Relationships Act (Act No. 289 of 1952)).
- (2) Private establishments with 5-9 regular employees. (Each establishment is required to belong to an enterprise with 5-9 regular employees).

#### 4. Workers

Employees selected by a uniform sampling method from among workers employed by the establishments of the above 3 (sailors prescribed in Article 1 of the Seaman Law (Law No. 100 of 1947) are excluded.)

### Survey Period

1. Survey items such as school career, age, length of service, and experience (data at a fixed point in time) were measured as of June 30, 2016 (or, if the last day of payroll period was fixed, then as of the last payroll period in June).
2. Items such as actual number of days worked, actual number of scheduled hours worked, actual number of overtime worked, contractual cash earnings, overtime allowance, and scheduled cash earnings, (data in a fixed continuing period of time) were measured for the period June 1-June 30, 2016 (or, if the last day of payroll period was fixed, then for the one-month period before the last day of the June payroll period). Annual special cash earnings, however, were surveyed as of January 1-December 31, 2015 (for workers hired in or after this period, items were surveyed for one year from the date of hiring or until June 30, 2016).

### Survey Items and Definitions

#### 1. Establishments

- a) Name and address of establishment
- b) Name of main products or kind of business activity
- c) Number of employees by type of employment
- d) Total number of regular employees in enterprises to which the establishment belongs
- e) Starting salary for new graduates and number of

appointments (private establishments only)

## 2. Workers

### a) Sex

### b) Type of employment

Regular employees are classified into "regular staff for an indefinite period," "regular staff for a definite period," "non-regular staff for an indefinite period," "non-regular staff for a definite period," and temporary employees.

### c) Type of work (regular employees only)

Whether ordinary or part-time workers

### d) School career (only regular employees except part-time workers)

Last school graduated from

### e) Age

As of June 30, 2016

### f) Length of service (regular employees only)

As of June 30, 2016

### g) Type of worker (establishments with 10 regular employees workers or more in mining and quarrying of stone and gravel, construction and manufacturing, port transport is applicable)

Whether production workers (working where articles are produced or working on a construction site) or supervisory, clerical and technical workers (workers other than production workers)

### h) Class of position or occupation

Class of position or occupation for workers belonging to five designated classes of positions (establishments with 100 regular employees or more only) or 129 occupations

### i) Occupational career (for workers belonging only to the occupations surveyed)

Years of experience in that occupation as of June 30, 2016

### j) Actual number of days worked

Number of days actually worked during the survey period

### k) Actual number of scheduled hours worked

Number of hours actually worked between starting and ending hours of employment according to the work regulations of the establishment

### l) Actual number of overtime worked

Number of hours of overtime work in the survey period

### m) Daily actual number of scheduled hours worked

A number of hours obtained by dividing actual number of scheduled hours worked by actual number of days worked.

### n) Contractual cash earnings (including overtime allowance)

Earnings paid according to methods and conditions previously determined by labour contracts, collective agreements, or wage regulations of establishments

### o) Scheduled cash earnings

Amount of contractual cash earnings, not including overtime allowance.

This amount is composed only of earnings in cash, not of earnings in kind.

Overtime allowance ; Part of contractual cash earnings, including earnings for work exceeding scheduled working hours, for night work, for work on days off, and for overnight duty

### p) Hourly scheduled cash earnings

Amount of cash obtained by dividing scheduled cash earnings by actual number of scheduled hours worked.

### q) Annual special cash earnings (regular employees only)

Summer and year-end bonuses and earnings paid for temporary or unforeseen reasons not based on any previous agreement, contract, or rule, as well as earnings which, although terms are fixed, are calculated over a period exceeding three months

### r) Starting salary

Amount of wages paid under a payment agreement, not including commuter allowance, to new graduates (persons who graduated in March senior high schools, higher professional schools or junior colleges or universities or graduate schools under the School Education Law) who have been employed in the year surveyed and are actually working as of the end of June, and the amount should be that which establishments have been determined as starting salary for the year concerned.

### s) Number of employees

Number of employees estimated by multiplying the number of the valid responses by the inverse of the sampling ratio.

## Survey Method

### 1. Sampling Method

Approximately 78,000 establishments from among all establishments included in the scope of the survey were sampled according to a fixed ratio by prefecture, industry, and size of establishment. In addition, approximately 1.68 million employees from among those employed in the sampled establishments were sampled according to a fixed ratio by industry and size of establishment.

### 2. Survey Method

This survey is conducted by staff of Prefectural Labour Bureaus, and is carried out by staff of Labour Standards Inspection Offices and enumerators through field interview.

### 3. Tabulation Method

Final tabulation was carried out by the National Statistics Center.

## Estimate Method

The desired precision is based on the average scheduled cash earnings of a regular employee. And considering the importance in the utilization of the survey results, the standard error rates are 5% for prefecture, industry and size

of enterprise in the national scale statistics.

### **C General Survey on Working Conditions (2016)**

(Explanation See pp.349)

(See pp.206 ~ 207)

### **D Survey on Wage Increase**

(See pp.208 ~ 211)

#### **Objective**

The objective of this survey, which has been conducted since 1969, is to clarify the amount of wage/bonus increase, the rate of wage/bonus increase, the method of wage/bonus increase, and the process before reaching revision in private enterprises (including enterprises without a labour union).

#### **Coverage**

##### **1. Area**

Nationwide

##### **2. Industry**

The following industries, based on the Standard Industrial Classification for Japan:

- (1) Mining and quarrying of stone and gravel
- (2) Construction
- (3) Manufacturing
- (4) Electricity, gas, heat supply and water
- (5) Information and communications
- (6) Transport and postal activities
- (7) Wholesale and retail trade
- (8) Finance and insurance
- (9) Real estate and goods rental and leasing
- (10) Scientific research, professional and technical services
- (11) Accommodations, eating and drinking services
- (12) Living-related and personal services and amusement services (In Miscellaneous living-related and personal services, Domestic services are excluded.)
- (13) Education, learning support
- (14) Medical, health care and welfare
- (15) Services, N.E.C (Foreign governments and international agencies in Japan are excluded.)

##### **3. Enterprises surveyed**

3,539 private enterprises in the above industries were selected by industries and enterprises scale from among enterprises employing 30 regular employees and over for those in Manufacturing, Wholesale trade and retail trade and employing 100 regular employees and over for those in the other industries.

##### **4. Sampling of enterprises Surveyed**

The universe was made up of enterprises, included in the 2014 Economic Census for Business Frame of Japan, and sampling was carried out systematically according to industry and enterprise size.

#### **Survey Period**

The survey period was the one-year period from January to December 2016. It was conducted in August of 2016.

#### **Survey Items**

##### **1. Items on enterprises**

Name, head office address, name of main products or principal business activity, number of regular employees, presence/absence of labour union

##### **2. Items on wage increases**

Whether wage increases are implemented, contents, the revision time, revised amount of per-person average wage, wage revision rate, method for revising wages.

##### **3. Items on wage increases circumstance**

Priority factors when determining wage revisions, etc.

##### **4. Bonus-related matters**

Status of bonus payments and method for determining bonus payments, bonus-related negotiations with unions, etc.

#### **Survey Method**

A mail survey was conducted.

### **E Conditions Relating to Spring Wage increase (Shunto)**

(See pp.212 ~ 213)

### **Welfare Provisions**

#### **General Survey on Working Conditions (2016)**

(Explanation See pp.349)

(See pp.214 ~ 217)

### **Working Hours**

#### **A Monthly Labour Survey**

(Explanation See pp.343 ~ 346)

(See pp.218 ~ 242)

#### **B General Survey on Working Conditions (2016)**

(See pp.243 ~ 249)

#### **Objective**

This survey aims to study and clarify in a comprehensive manner the wage systems, working hours systems, labour costs, welfare facilities and systems, retirement allowance systems, and mandatory retirement age systems of Japan's enterprises.

The 2016 survey focuses on working hours systems, retirement age systems, wage systems, labour costs and costs related to dispatched workers.

#### **History**

This Survey has been carried out as the "General Survey on Wages and Working Hours System" since 1984. It

combines "General Survey on Wages and Working Hours System" since October 1966 which combined the "Wage System Survey," the "Wage Composition Survey" and the "Working Hours System Survey" and the "Survey on Welfare Facilities System for Employees," which had been conducted separately. From the Survey for the fiscal year 2000, the title year has been changed from the fiscal year to the year in which the Survey has been conducted, and the title of the Survey has been changed to the "General Survey on Working Conditions".

To give a brief history of the various surveys mentioned above, the "Wage System Survey" had been conducted occasionally. The "Special Survey on Wage System" of 1957 and the "Wage System Survey" of 1963 corresponded to this survey.

The "Wage Composition Survey" had been conducted yearly since 1948. In 1963, wage classification standards were revised, but the survey continued to be conducted until 1965. The "Working Hours System Survey," conducted yearly since 1953 (except in 1954 and 1956), had consistently surveyed working hours systems in principal industries, although some survey items were revised.

Labour costs had been surveyed by the Survey on Labour Cost," conducted from 1965 to 1971 and by the "Survey on Welfare Facilities System for Employees" from 1972 to 1983.

Welfare facilities system had been surveyed by the "Survey on Welfare Facilities Systems for Employees" from 1972 to 1983.

From 2005, a part of retirement age system of "Survey on Employment Management" was transferred by this Survey.

#### Coverage

##### 1. Area

Nationwide

##### 2. Industry

The following industries, based on the Standard Industrial Classification for Japan:

- (1) Mining and quarrying of stone and gravel
- (2) Construction
- (3) Manufacturing
- (4) Electricity, gas, heat supply and water
- (5) Information and communications
- (6) Transport and postal activities
- (7) Wholesale and retail trade
- (8) Finance and insurance
- (9) Real estate and goods rental and leasing
- (10) Scientific research, professional and technical services
- (11) Accommodations, eating and drinking services
- (12) Living-related and personal services and amusement services (In miscellaneous living related and personal service, Domestic services are excluded.)
- (13) Education, learning support
- (14) Medical, health care and welfare

(15) Compound Services

(16) Services, N.E.C (Political, business and cultural organizations, Religion, Foreign governments and international agencies in Japan, are excluded.)

##### 3. Enterprises

Approximately 6,300 enterprises were selected according to a random sampling method from private enterprises belonging to the above industries which employ more than 30 regular employees.

#### Survey Period

As a rule, the 2016 survey was conducted between December 1, 2015 and January 31, 2016, based on conditions applying as of January 1, 2016. However, yearly data covered the one-year of 2015 or fiscal year 2014.

#### Survey Items

##### 1. Items on characteristics of enterprises

- (1) Enterprises name
- (2) Address
- (3) Name of main product manufactured or principal activity of establishments
- (4) Total number of regular employees in the enterprise
- (5) Presence/absence of trade union
- (6) Number of regular employees without setting an employment period
- (7) Operations conducted by employees in-house

##### 2. Items on working hours system

- (1) Prescribed working hours
- (2) System of weekly days off
- (3) Total yearly days off
- (4) Annual paid leave
- (5) Variable working hours system
- (6) Judged working hours system

##### 3. Items on mandatory retirement age systems

- (1) Mandatory retirement age systems
- (2) Measures after mandatory retirement

##### 4. Items on wage system

- (1) Extra wage pay rate for overtime work

##### 5. Items on labour costs

- (1) The cumulative number of employee payment subject of salary
- (2) Cash earning
- (3) Payment in kind costs
- (4) Retirement allowance costs (lump sum / pension)
- (5) Legal welfare expenses
- (6) Non-Legal welfare expenses
- (7) Education and training expenses
- (8) Recruitment expenses
- (9) Other labour costs

##### 6. Items on costs related to dispatched workers and so forth.

- (1) Costs related to dispatched workers
- (2) Changes in the number of dispatched workers
- (3) Changes in operations that utilize dispatched workers

- and outsourcing services
- (4) Future plans for the works that dispatched workers are currently in charge of

### Survey Method

Survey conducted through outsourcing to the private sector.

### Definitions

#### 1. Prescribed working hours

Prescribed working hours from opening time to closing time with rest time deducted, as specified in office regulations.

#### 2. Weekly days off system

- (1) Six-day work week or Six-day and a half day work week

- a) Six-day work week refers to a system where employees have weekly one day off (for example, every Sunday is off).
- b) Six-day and a half day work week refers to a system where employees have weekly one day off and almost half day off (for example, Sunday is off and Saturday afternoon is off every week).

- (2) Some type of five-day work week

- a) Five-day work week refers to a system where employees have weekly two days off.
- b) System where employees have more than five-day work week refers to a system weekly two days off three times a month, weekly two days off every two weeks, and weekly two days off once a month.

- (3) System where employees have less than five-day work week refer to such as a system some type of weekly three days off.

#### 3. Annual paid leave

- (1) Annual paid leave refers to vacation specified in Labour Standards Law, Article 39.
- (2) Grant day refers to the number of holidays actually given to the worker in that year or fiscal year, excluding balance brought forward from the previous year.
- (3) Acquired day refers to the number of holidays actually used by the labour in the given period.

#### 4. Mandatory retirement age systems

- (1) Employment extended system refers to continual employment without having to retire the person who has reached the retirement age.
- (2) Re-hiring system refers to a system that has persons who have reached the retirement age temporarily retire, and re-hire them.

#### 5. Wage system

- (1) Extra wage rate for overtime work

The premium wage rate for overtime work should be at least 25% (except the rate for overtime exceeding 60 hours in a month) (Paragraph 1, Article 37 of the Labour Standards Act).

- (2) Overtime work refers to signifies that the employer has

its employees work longer than the statutory work hours (8 hours a day, 40 hours a week).

#### 6. Labour costs

Labour costs mean all the costs accompanying employers' hiring employees, and include payment in kind costs, retirement allowance costs, legal welfare expenses, non-legal welfare expenses, education and training costs, recruitment expenses, and other labour costs, as well as cash earning.

- (1) Legal welfare expenses refer to expenses related to social security provisions (borne by enterprise) that are obligated by law. They include "health insurance premiums," "nursing care insurance premiums," "employees pension insurance premiums," and "labour insurance premiums."
- (2) Non-legal welfare expenses refer to welfare expenses that are not obligated by law. They include "cost of company housing," "cost of medical and health services," "cost of canteens and other food services," and "cost of solatium for congratulations and condolences."

## Industrial Accidents and Occupational Health

### A Survey on Industrial Accidents

(See pp.250 ~ 253)

#### Objective

The objective of this survey is to determine trends in the occurrence of industrial accidents annually in the principal industries, and to show final yearly figures by size of establishment and degree of injury.

#### Coverage

This survey covers the following areas :

##### 1. Industry

The following industries, based on the Standard Industrial Classification for Japan :

- (1) Agriculture and forestry
- (2) Mining and quarrying of stone and gravel
- (3) Construction
- (4) Manufacturing
- (5) Electricity, gas, heat supply and water
- (6) Information and communications  
(Communications, Newspaper publishers and Publishers only),
- (7) Transport and postal activities
- (8) Wholesale and retail trade
- (9) Accommodations, eating and drinking services  
(Hotels only)
- (10) Living-related and personal services and amusement services (Laundry, Travel agency and Golf course only)
- (11) Medical, health care and welfare (Hospital, Clinics of medical practitioners, Public health center, Health

consultation offices, Child welfare services, Welfare services for the aged and care services and Welfare services for disabled persons only)

- (12) Services, N.E.C (Domestic waste disposal business, Industrial waste disposal business, Automobile maintenance services, Machine repair shops, and Building maintenance services only)

However the survey covered Food, Beverages, tobacco and feed, Lumber and wood products, except furniture, Furniture and fixtures, Pulp, paper and paper products, Ceramic, stone and clay products, Fabricated metal products, General-purpose machinery and production machinery only among Manufacturing for the size of 10 ~ 29 employees

## 2. Scope of survey

### (1) Survey on establishments

Primary businesses were privately and publicly operated establishments with 10 or more regular employees affiliated with the industries mentioned in 1 above (for Agriculture and forestry, only privately operated establishments). However, for establishments comprised solely of management and business departments as well as mining and quarrying of stone and gravel, mining for which the Mine Safety Act applies was excluded.

### (2) Survey on general construction

For construction, the survey focused on those construction sites affiliated with general construction and which had estimated workers' accident compensation liability insurance premiums at 1.6 million yen or more, or construction contract amounts of 180 million yen or more, after tax (190 million yen including tax for those construction sites for which insurance contracts were concluded on or before March 31, 2015).

## 3. Workers

Workers covered are all of worker who works in a place of business including temporary workers and day laborers in addition to regular workers. For general construction in the construction industry, however, including all workers working on construction sites (employed directly, as workers for subcontractors, or in any other way).

## Survey period

### 1. Survey on establishments

For one year from January to December, the survey execution was January 1 until 20 January in next year.

### 2. Survey on general construction

For 1st half-January to June, the survey execution period was from July 1 until July 20. For 2nd half-July to December, the survey execution period was from January 1 until January 20. The survey covered a whole year from January to December, and items surveyed were based on conditions as of the last day of December.

However, when establishments investigates it in a pay period ending on a day, the survey covered a whole year preceding the last day of the pay period in December of the

year.

## Survey Method

Self-administered direct mail survey not involving an intermediary organization.

Central tabulation of questionnaires collected from the survey of the previous paragraph in Ministry of Health, Labour and Welfare.

## Definitions

### 1. Industrial accident rate

#### (1) Frequency rate

The frequency of occurrence of industrial accidents.

This is calculated according to the following formula:

$$\text{Frequency rate} = \frac{\text{Number of deaths and injuries due to industrial accidents}}{\text{Cumulative hours worked}} \times 1,000,000$$

#### (2) Severity rate

Working days lost due to workmen's accident. It indicates the degree of seriousness of the accident, calculated by the following formula :

$$\text{Severity rate} = \frac{\text{Aggregated number work-days lost}}{\text{Cumulative hours worked}} \times 1,000$$

### 2. Degree of disability

Calculated based on the following standard for each level of disability caused by industrial injury.

- (1) Death : death as a result of an industrial accident ; includes not only instantaneous death but also death as a result of occupational injury or disease. (7,500 days)
- (2) Permanent total disability : disability as a result of an industrial accident; results in disability falling under 1st - 3rd degree of physical disability as specified in the Implementing Rules for the Labor Standards Law. (7,500 days)
- (3) Permanent partial disability : disability falling under the 4th-14th degree of physical disability and in which a part of the body is completely lost or the function of a part of the body is lost forever. (50 to 5,500 days in accordance with degree)

List of Working Days Lost

Degree of disability, Physical disability	Working days lost per injury
Death	7,500 days
Permanent total disability (1st-3rd degree physical disability)	
Permanent partial disability	7,500 days
4th degree	5,500 days
5th degree	4,000 days
6th degree	3,000 days
7th degree	2,200 days
8th degree	1,500 days
9th degree	1,000 days
10th degree	600 days
11th degree	400 days
12th degree	200 days
13th degree	100 days
14th degree	50 days

(4) Temporary disability : excluding industrial accidents resulting in death, permanent total disability, or permanent partial disability, accident in which a worker cannot work because of injury for at least one day or longer from the following day of occurrence of the accident, however, the injury will be cured after passing certain period of time, and which does not leave an injury that falls under the Physically Handicapped Category Grade 1 to Grade 14. ( number of calendar days absent from work multiplied by 300/365 multiplied, however, in the case of the leap year, by 300/ 366)

## **B Status Survey on Industrial Safety and Health**

(See pp.254 ~ 271)

### **Objective**

In recent years in association with changes in the economic environment, problems such as longer working hours, a trend of failing to reduce industrial accidents, and increases in cases of suicide, have occurred in establishments more often. Therefore it is required to respond to them more quickly than before.

The survey aims to ascertain conditions surrounding health and safety management, activities to prevent industrial accidents, and health and safety education being implemented by establishments, as well as to understand how workers are affected by anxiety, stress, passive smoking, etc. in the workplace, in order to gain basic materials for promoting future labour health and safety policy.

### **History**

The Special Survey on Industrial Safety and Health was started as [Basic Survey on Industrial Safety] in 1966, and 5 independent surveys ([Survey on Labour Environment], [Survey on State of Employees' Health], [Basic Survey on Industrial Safety and Health], [Survey on Technological Innovation and Labour] and [General Survey on the Prevention of Industrial Accidents in the Construction Industry]) were conducted in 5 years rotation respectively until 2010. Since 2011, the previous 5 surveys have been combined into 5 questionnaire forms under the [Special Survey on Industrial Safety and Health].

The survey system was reviewed in 2012, and the surveys were restructured into the [Status Survey] and [Survey on Labour Environment]. The surveys are to be conducted under the collective name of [Survey on Industrial Safety and Health] from 2013 onwards.

### **Coverage**

#### **1. Area**

Nationwide

#### **2. Industry**

The following industries, based on the Standard Industrial Classification for Japan were surveyed:

(1) Agriculture and forestry(forestry only)

(2) Mining and quarrying of stone and gravel

(3) Construction

(4) Manufacturing

(5) Electricity, gas, heat supply and water

(6) Information and communications

(7) Transport and postal activities

(8) Wholesale and retail trade

(9) Finance and insurance

(10) Real estate and goods rental and leasing

(11) Scientific research, professional and technical services

(12) Accommodations, eating and drinking services

(13) Living-related and personal services and amusement services

(14) Education, learning support

(15) Medical, health care and welfare

(16) Compound services

(17) Services (not elsewhere classified)

#### **3. Establishments**

About 14,000 private establishments were selected from the industries listed in 2 above which hired 10 or more regular employees.

#### **4. Employees**

Out of regular employees and dispatched workers hired by establishments listed in 3 above, about 18,000 employees were selected.

### **Survey period**

As a rule, the survey was conducted as of the 31st of October, 2016. However, for some items, the survey focused on the one-month period starting on July 1st, 2016, the past one year, or the past three years. As for the survey on workers, the status of the establishment where the questionnaire form was delivered was surveyed as of that time. This survey was conducted between 1st November 2016 and 20th November, 2016.

### **Survey Items**

#### **1. Survey on establishments**

(1) Items on enterprise and establishments

(2) Items on industrial safety and health management systems

(3) Items on education of industrial safety and health

(4) Items on risk assessment

(5) Items on mental health measures

(6) Items on prevention of passive smoking

(7) Items on measures for extended working hours

(8) Items on preventive measures against industrial accidents for aged workers

(9) Items on heat illness provision

(10) Items on the existence of dangerous work and the implementation status of special health examinations

(11) Items on GHS labels and Safety Data Sheets (SDS)

#### **2. Survey of workers**

(1) Character of workers, etc.



- (2) Items on anxiety and stress in the workplace
- (3) Items on smoking
- (4) Items on engagement in hazardous work and special health checkups

#### Survey method

##### 1. Survey of establishments

Ministry of Health, Labour and Welfare sends the questionnaire forms directly to the target establishments. Then, the person in charge in that establishment fills out the questionnaire and sends it back to the Ministry of Health, Labour and Welfare.

##### 2. Survey on workers

Ministry of Health, Labour and Welfare sends questionnaire forms directly to the establishments which manage surveyed workers. In those establishments, the person in charge selects surveyed workers based on a selection rule, and delivers questionnaire forms to them. The selected workers fill out the questionnaires, put them into their own envelopes and seals them by themselves. The person in charge in that establishment then sends these questionnaire forms all together to Ministry of Health, Labour and Welfare.

### Living Conditions of Workers

#### A Consumer Price Index

(See pp.272 ~ 275)

#### Objective

The Consumer Price Index (CPI) is calculated to measure the average price movements of goods and services purchased by the households throughout the country. It reflects changes of the cost of purchasing goods and services in a fixed "market basket", but is not designed to measure changes of the cost of living attributed to changes in the consumption structure of households.

#### History

Compilation of the CPI was started in August 1946. The first revision was made in August 1949, when the index formula was changed to the Laspeyres Method, with earlier series being recalculated retroactively to August 1946. In and after 1955, the base periods have been revised every five years, so as to take account of the changes in consumption patterns.

Although the index items had been classified into five major groups since the computation of the CPI began, the index series with 1980 base were compiled on the basis of a new classification system, i. e., a ten major group system in accordance with the revision of the Income and Expenditure items under the FIES in January 1981.

The computation of the index for "general index including imputed rent" was started following the use of the 1970 base.

At the revision of CPI to 1985 base, "general index including imputed rent" was included in the main index.

At the revision of CPI to the 1995 base, the index for "commodities excluding fresh food" was newly created.

#### Target scope of the Index

Because the Consumer Price Index measures price changes that affect household consumption, the Index targets expenses for household consumption (however, of consumption expenses, religious and ceremonious expenses, donations, gifts, and other out-of-pocket expenses and money are excluded.)

Accordingly, non-consumption expenditure (direct taxes, social insurance premiums, etc.) and expenditure other than that for purchases of securities, purchases of property or housing, etc., are not included in the Index.

It should be noted that housing-related expenditures of home ownership are incorporated in the Index using the imputed rent method.

#### Index Formula

The index is calculated as the weighted arithmetic mean with fixed base (Laspeyres' formula). The formula is as follows :

$$I_t = \frac{\sum_{i=1}^n \frac{P_{ti}}{P_{oi}} W_{oi}}{\sum_{i=1}^n W_{oi}} \times 100$$

i : item

n : no. of item

where  $P_{oi}$  : average price of item "i" in the base period (o)

$P_{ti}$  : average price of item "i" in the current period (t)

$W_{oi}$  : weight for item "i" in the base period

#### Index reference period and weight reference period

Both the index reference period and the weight reference period are the calendar year 2015.

#### Items to be priced

The number of items priced for the computation of the index is 585 including 1 items of imputed rent for owner-occupied housings (including 5 items to investigate only in Okinawa). Items are selected in consideration of the relative importance of each item to the total living expenditures, representativeness of price movements and feasibility of price data collection, in order to represent the price movements of all the goods and services purchased by households.

#### Price Data

Prices of index items are derived from the Retail Price Survey (RPS) conducted by the Statistics Bureau, Ministry of Internal Affairs and Communications.

#### Seasonally Adjusted Series

Seasonally adjusted indices are computed in order to see general price trends in the economy. The series include "general index", "general index excluding fresh food", "general index excluding imputed rent", "general index excluding imputed rent and fresh food", and "general index

excluding food (excluding alcoholic beverages) and energy". At the revision of CPI to the 2010 base, they were included "Goods" "Semi-durable goods", "Goods, excluding fresh food".

As for the seasonal adjustment method, -12 ARIMA by the U.S. Census Bureau is employed. When the results for December of the current year are finalized, recalculation is done with seasonally adjusted series including the data for the whole period of the current year, and the series thus updated become the final seasonally adjusted indexes.

## **B Family Income and Expenditure Survey**

(See pp.276 ~ 288)

### **Objective**

The Family Income and Expenditure Survey (FIES) aims at providing comprehensive data on incomes and expenditures of consumers in Japan and other related information. The data are used in various fields, such as policy planning, econometric analysis, market research, etc. It also supplies basic data to the calculation of such macroeconomic figures as the Gross Domestic Expenditure and the Consumer Price Index.

### **History**

This survey developed from the Consumer Price Survey begun in July, 1946. Pass through several times revision, in July 1962, the coverage of the FIES was extended to include the entire area of Japan.

In January 2002, the households of one-person (excluding one-person households of student) were incorporated into the coverage of the FIES, and start to collect data about households with 2 or more, those have saving and debt, or not.

### **Coverage**

The survey covers all consumer households in Japan except for institutional households and one-person households comprised of a student. The following households are, however, excluded as inappropriate households.

- a. Households which manage restaurants, hotels, boarding houses or dormitories, sharing their dwellings
- b. Households which serve meals to the boarders even though not managing boarding houses as an occupation
- c. Households with 4 or more living-in employees
- d. Households whose heads are absent for a long time
- e. Foreigner households

### **Survey Period**

The survey is implemented every month.

### **Survey Method**

The FIES is a sample survey, and the sample households are selected based on the following criteria. The entire land of Japan is stratified into the strata of 168 cities, towns and villages which are extracted according to region, city class, population change rates and industrial texture. As a rule,

each survey unit is composed of two enumeration districts of the 2010 Population Census.

Each unit area is surveyed for 1 year, and after that one-twelfth of the units are renewed every month. In case of households, the sample of two-or-more person household replaced by 6 months and the sample of one-person household replaced by 3 months. Data are obtained in four kinds of questionnaires, namely, Household Schedule, Family Account Book, Yearly Income Schedule and Savings Schedule.

### **Estimate Method**

First, the adjustments coefficients by municipality are calculated in order to compensate the difference in sampling ratios for strata. They are proportional to the inverses of sampling ratios so that the adjusted number of households in Japan will be equal to the number of the households in the universe multiplied by 1/496, the maximum of the sampling ratios for the strata.

Second, these adjustment coefficients are corrected by the distribution of two-or-more-person households by 10 districts and 4 groups by number of household members which are given by the results of Labour Force Survey.

Third, the yearly average values are calculated by the simple arithmetic means of monthly figures.

## **Social Insurance**

### **A Employment Insurance Statistics**

(See pp.289 ~ 293)

### **B Workmen's Accident Compensation Insurance Statistics**

(See pp.294 ~ 295)

### **C Health Insurance Statistics**

(See pp.296 ~ 297)

### **D Employees Pension Insurance Statistics**

(See pp.298)

## **Labour Relations**

### **A General Survey on Labour Relations**

(See pp.299 ~ 309)

### **History**

Prewar surveys on labour unions had been conducted first by the Police Bureau and the Social Affairs Bureau of the Ministry of Home Affairs, and then by the Labour Bureau and the Labour Policy Bureau of the Ministry of Health and Welfare, which continued conducting the survey until 1944.

The survey results were published until 1941.

Immediately after World War II, the Labour Policy Bureau of the Ministry of Health and Welfare began keeping statistics on labour unions, and gathering monthly figures on the formation, dissolution and number of labour unions at the end of each month. In September 1948, the survey was transferred to the jurisdiction of the Labour Statistics and Research Bureau of the Ministry of Labour. Survey results continued to be published until June 1949, when the revised Labour Union Act abolished the requirement to report the formation or dissolution of labour unions.

Separate from the above survey, the Labour Policy Bureau of the Ministry of Health and Welfare conducted an exhaustive nationwide labour union survey in 1947 based on conditions as of June 30 and December 31. This survey was transferred to the Labor Statistics and Research Bureau (known today as the Statistics and Information Department of the Ministry of Health, Labour and Welfare) in 1948. This survey, known as the "Basic Survey on Labour Unions" was carried out at the end of June every year.

In 1983, the "Basic Survey on Labour Unions" was begun, as a part of "General Survey on Labour Relations" to acquire an overall view of labour relations. This survey is the same as the former "Basic Survey on Labour Unions," to which a "Survey on Status of Labour Unions" on a different subject every year has been added.

"Survey on Status of Labour Unions" was the subject for the 2016 "Survey on Status of Labour Union Activities".

#### **A - 1 Basic Survey on Labour Unions**

(See pp.299)

##### **Objective**

The objective of this survey is to investigate the number of all labour unions throughout the country and their members and participating organization, and define actual conditions of organization of labour unions, such as the distribution of industry distinction, area distinction, and affiliation of upper-part unions and members of an association of a labour union organization.

##### **Coverage**

This survey covers all labour unions existing throughout the country at the time of the survey (including employees' organizations prescribed in the National Public Service Act or Local National Public Service Act). For the Seamen's Unions, results of a survey conducted by the Seafarers Policy Division, Maritime Bureau, Ministry of Land, Infrastructure, Transport and Tourism, are used.

##### **Survey Period**

As of June 30, 2016

##### **Survey Items**

1. Unit labour unions or unitary labour unions  
Name of union, name of enterprise, main services or main

products manufactured by the establishment that members work in, type of union, number of members, applied laws and regulations, and status of affiliation with upper-part unions

##### **2. Federations of unions**

Name of federation, type of federation, number of members, and status of affiliation with upper-part unions

##### **Survey Method**

An On-the-spot survey (partly including mail); staffs from prefectural Labour Policy Sections and Labour Policy Offices visit the labour unions, and the questionnaires are filled in by union representatives under supervision.

For the collection of questionnaires forms, an online reporting method via the Internet, utilizing the online survey system that is jointly used for governmental statistics, has also been used since 2012.

##### **Definitions**

1. Unit labour union is a labour union which takes a form of individual membership and has no internal lower-part organizations (such as branches) that can act independently, according to its constitution.
2. Unitary labour union means a labour union which takes a form of individual membership and has an internal lower-part organizations (such as branches), according to its constitution.  
The lowest-part organization is a "Unit-count union" and the highest-part organization is the "Headquarter".
3. Federations of unions: a body incorporating two or more unit labour unions or unitary labour unions. In this survey, permanent consultative bodies (councils) consisting of two or more labour unions are also considered federations.

#### **A - 2 Survey on Status of Labour Union Activities (2016)**

(See pp.300 ~ 309)

##### **Objective**

This survey is conducted to clarify labour union organizations and activities under the changing working environment.

##### **Coverage**

1. Area  
All areas of Japan
2. Industry  
The following 16 principal industries, based on the Japan Standard Industrial Classification:
  - (1) Mining and quarrying of stone and gravel
  - (2) Construction
  - (3) Manufacturing
  - (4) Electricity, gas, heat supply and water
  - (5) Information and communications
  - (6) Transport and postal activities
  - (7) Wholesale and retail trade
  - (8) Finance and insurance

- (9) Real estate and goods rental and leasing
- (10) Scientific research, professional and technical services
- (11) Accommodations, eating and drinking services
- (12) Living-related and personal services and amusement services
- (13) Education, learning support
- (14) Medical, health care and welfare
- (15) Compound services
- (16) Services, N.E.C

### 3. Labour unions

Approximately 5,100 labour unions selected by a random sampling method out of labour unions that have 30 or more union members, including unit organization unions, branches and other units of a single organization unions, and headquarters, in private establishments belonging to any of the industries specified in above item 2.

#### Survey Period

This survey was conducted from July 1 until July 20, 2016, based on conditions being applied as of June 30, 2016.

#### Survey Items

1. Items related to attributes of labour unions
2. Items related to recognitions about the labour-management relations
3. Items related to officers of labour unions
4. Items related to finance of labour unions
5. Items related to labour union activities
6. Items related to workers other than regular employees
7. Items related to measures for respective labour issues
8. Items related to labour union organization
9. Items related to changes in the number of union members
10. Items related to provision of corporate facilities
11. Items related to organizational expansion of the labour union
12. Items related to mental health
13. Items related to the revision of wage and retirement allowance systems

#### Survey Method

The Ministry of Health, Labour and Welfare distributed (mailed partially) questionnaire forms via the Prefectural Labour Policy Sections and Labour Policy Offices to subject labour unions. After the labour unions filled out the forms, the Prefectural Sections or offices staffs collected (mailed partially) them and sent back to the Ministry of Health, Labour and Welfare.

## B Survey on Labour Disputes

(See pp.310 ~ 317)

#### Objective

This objective of this survey is to study the status of labour disputes in Japan in order to gather basic information for

promoting labour administration.

#### History

The first survey on labour disputes was conducted in 1897 by the Commerce and Industry Bureau, Agriculture and Commerce Ministry and the Police Bureau, Ministry of Home Affairs, followed in turn by the Social Affairs Bureau of the same ministry, the Labour Bureau (and later the Employment Bureau and the Labour Policy Bureau) of the Ministry of Health and Welfare, and by the Labour Policy Bureau of the Ministry of Labour. In September 1948, this survey came under the jurisdiction of the Labour Statistics and Research Bureau, Ministry of Labour (known today as the Director-General for Statistics and Information Policy, Ministry of Health, Labour and Welfare), which has conducted it since then.

Over the decades the survey has been amended several times. The most recent important change was made in January 1950, when the scope and standards for compilation were partially amended to obtain more accurate statistics and to better conform to international standards.

#### Coverage

All labour disputes

#### Survey Period

The survey is based on conditions each month for labour disputes from start to settlement, as of the end of the month.

#### Survey Method

The Ministry of Health, Labour and Welfare, sent the questionnaire forms directly to prefectural offices in charge of labour administration. The prefectural offices in charge of labour administration filled out the questionnaire forms and sent them back to the Ministry of Health, Labour and Welfare. The following standards for tabulation were used.

#### Standards for Tabulation:

1. In cases where a strike or other workers' act of dispute occurs simultaneously with an employer's lockout, the dispute is tabulated in the column for each act but counted as one dispute in the column for total number of disputes (excluding duplications).
2. In cases where two types of major demand are made in one dispute, each major demand is counted.

#### Definitions

Labour dispute : any dispute over workers' status between labour and management for the settlement of which a third party intervenes through conciliation, mediation, or arbitration, or where acts of dispute have occurred.

Total dispute : the total of all disputes accompanied by acts of dispute or settled by third party intervention.

Act of dispute : action taken by either or both parties to attain an objective which disrupts normal business operation (strike for half a day or more, lockouts, strikes for half a day or less, slowdowns, and production takeovers).

Strikes of a half day or more : temporary work stoppage by a workers' organization to obtain an objective. Strikes

for half a day or less are excluded.

Lockout : stoppage of business activity by an employer as a means of dispute, accompanied by employer's announcement to that effect.

Strikes for half a day or less : temporary work stoppage by a workers' organization to obtain an objective, with an aggregate duration of less than one-half of one working day.

Slowdown : reduction in work efficiency by a workers' organization to obtain an objective while continuing to work.

Production takeover : where a business establishment is occupied by workers against the will of the employer

and production and operation are conducted according to the workers' policies.

Working days lost : aggregate person-days lost by dispute participants during a strike lasting a half day or more and lockouts (excluding number of person-days lost indirectly).

### **International Labour-related Statistics**

(See pp.318 ~ 319)