

 Free University of Bolzano
Libera Università di Bolzano
Free University of Bozen - SÜDTIROL

VDT Personnel Course

Decree Law 81/08
Articles 37 and 177




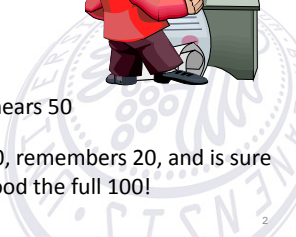



Communication tools

Lost in communication

I think 100 things
I can say 70 of them
The person listening hears 50
but understands 30, remembers 20, and is sure they have understood the full 100!







2

Health and safety at work

✓ Why are you here?

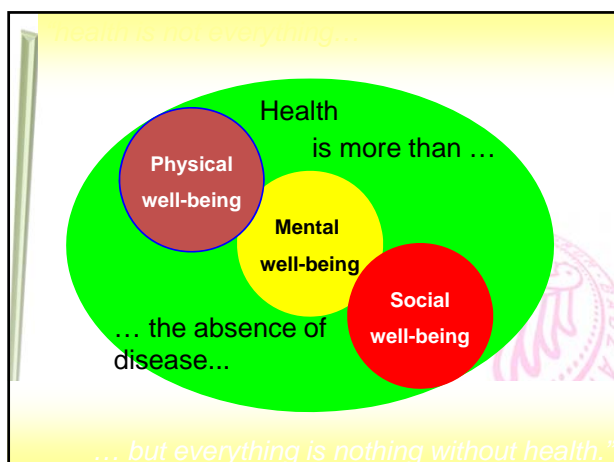
 

✓ Why do we term **health** an unavailable asset?





3



Definition of health

The WHO's definition of health is 'a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity, a fundamental human right'.

In 1966 A. Seppilli suggested a new notion of health: 'a state of physical, mental and social balance and its interaction with natural and social environments'.

SicurEtica

Health and safety at work


✓ The Italian Republic recognises health as an individual's fundamental right in the interest of society. Health is a primary asset safeguarded by law.




The Italian Republic protects work in all its forms and applications.

SicurEtica

Italian Civil Code




The employer is required to take, within the operating framework of the undertaking, the measures which, having regard to the particular features of the work, to **their experience and the state of technology**, are necessary in order to protect workers **against physical and mental harm**.




7

What is safety at work?



Theoretically it is **an absence of risks** to be fostered in the workplace.

Technically this expression indicates working conditions aimed at **keeping risks to a minimum** and avoiding harm to the worker's health.




8


EU Guidance

Decree Law 81/08 Art. 2

Specific reference to the notions of hazard, risk and risk assessment:




Hazard (objective) the intrinsic property or ability of a specific factor to potentially cause harm.



9

EU Guidance

Decree Law 81/08 Art. 2



Risk (subjective)
the probability of attaining the potential harm threshold under the conditions of employment of a certain factor and/or exposure to this factor or a combination thereof.


RISK = Hazard + People

SicurEtica

10

EU Guidance

Decree Law 81/08 Art. 2



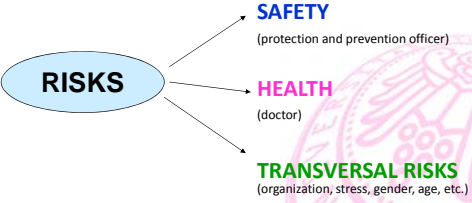
Risk assessment
“overall assessment of all health and safety risks to which workers may be exposed in the workplace, with the purpose of ensuring that the preventive measures considered to be necessary and implemented following a risk assessment provide an improvement in the level of protection afforded to workers with regard to safety and health”

SicurEtica

11

Risk assessment

What risks?

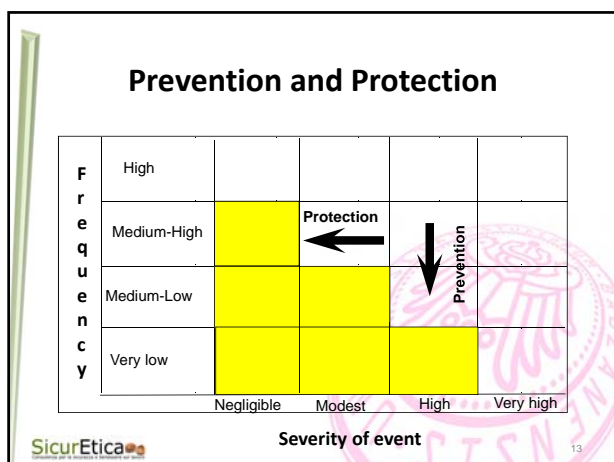


RISKS

- SAFETY**
(protection and prevention officer)
- HEALTH**
(doctor)
- TRANSVERSAL RISKS**
(organization, stress, gender, age, etc.)


SicurEtica

12




Occupational accidents

An **occupational accident** is considered to be any event arising from **violent causes, at work**, leading to a fatality or physical inability to work for more than one day, excluding the day of the accident.



SicurEtica 14

Definition



An occupational accident is one that occurred:

- ✓ **AT WORK** Report on location
- ✓ **DURING WORKING TIME** Report stating time

But it is **essential** for the accident to have been caused by

- ✓ **OCCUPATIONAL FACTORS** Report on causes

SicurEtica 15


Accidents to/from work

Decree law 38 – 23rd February 2000

RELEVANT SAFEGUARDS APPLY IN THE FOLLOWING CASES:

- 1) Vehicle provided by employer.
- 2) Standard daily commute from home to work and return.
- 3) Standard route connecting two workplaces;
- 4) Standard route to/from workplace to usual location for meals if no canteen is available at company premises.
- 5) Use of private vehicle, "**when no company vehicle is available**".

Italian Supreme Court ruling 429/90 envisages no protection other than those established by law.


 16


Occupational diseases

An **occupational disease** is a harmful event occurring in a **non-violent** but progressive fashion during, and as a result of a worker's occupation.

Cause-effect relationship
(causality)

Biological damage




 17


New legislation

DECREE LAW

no. 81 – 9th April 2008

Implementation of article 1 of law no. 123 of 3 August 2007 having regard to health and safety in the workplace.



 18

Transposition of EU Directives

Decree law no. 81 of 9/04/2008

- SECTION 1 Common principles
- SECTION 2 Workplaces
- SECTION 3 Using personal protection devices and equipment
- SECTION 4 Mobile or temporary sites
- SECTION 5 Health and safety in the workplace signs
- SECTION 6 Lifting heavy loads
- SECTION 7 Using devices with on-board video terminals
- SECTION 8 Physical agents – Noise, vibrations, electromagnetic and optical agents,
- SECTION 9 Hazardous substances – Chemicals, carcinogens and mutagens, asbestos
- SECTION 10 Exposure to biological agents
- SECTION 11 Protection in explosive atmospheres
- SECTION 12 Criminal law provisions
- SECTION 13 Transitional and final provisions

SicurEtica

19

General protection measures

Decree law 81/08 Art.15

1. **General measures protecting workers' health and safety are as follows:**

- a) Health and safety risk assessments;
- b) Planning prevention measures;
- c) Eliminating risks thanks to newly-acquired information or, keeping risks to a minimum;
- d) Compliance with ergonomics principles (..) in the workplace(..);
- e) Reducing risks at origin;
- f) Prevention schemes ;


SicurEtica

20

General protection measures

Decree law 81/08 Art.15

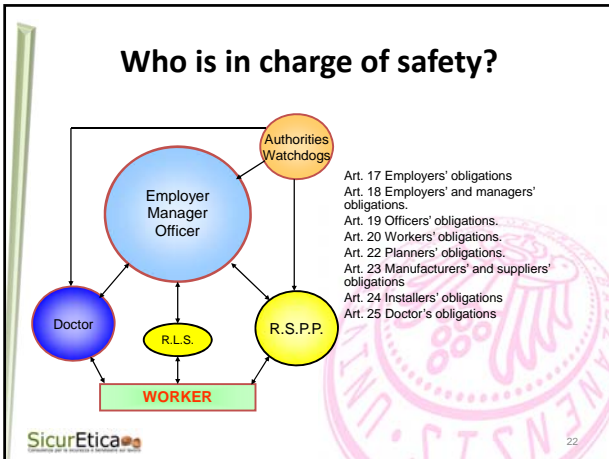
Worker protection



- h) limited use of chemical, physical and biological agents in the workplace;
- i) **collective** prevention measures take precedence over **individual** protection measures;
- l) health checks for workers;
- n) information and training for workers;
- o) information and training for H&S officers and managers;
- p) information and training on protection equipment;

SicurEtica

21



Parties involved

Definition of Manager

Decree Law 81/08 art. 2 par. 1, letter d

d) **«manager»**: a manager is responsible for implementing employer's instructions by **organizing** and **supervising** work activities, taking into account their *professional skills, hierarchical powers and function*;

SicurEtica

FUB Managers

The Free University of Bolzano's organizational chart shows the following managers :


a) At each **teaching** and research **unit** :

- Faculties: **Dean**
- SSIS: **Director**

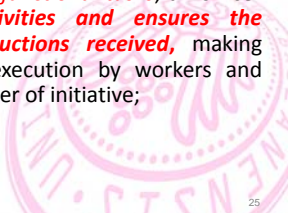
b) **Administration**: Director General.


SicurEtica

Parties involved
Definition of Officer
Decree Law 81/08 art. 2 par. 1, letter e)




e) **«Officer»**: in the light of his/her *professional skills and to the extent of their functional tasks*, an officer *supervises working activities and ensures the implementation of instructions received*, making sure there is accurate execution by workers and exercising a degree of power of initiative;



SicurEtica  25

LUB Officers



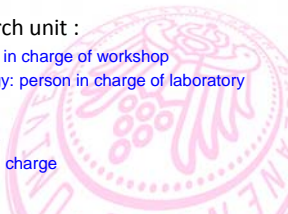
The Free University of Bolzano's organizational chart shows the following officers:


a) At each teaching and research unit :

- Faculty of Art and Design: person in charge of workshop
- Faculty of Science and Technology: person in charge of laboratory


b) At each service facility:

- Service centres: person in charge
- Faculty administrations: person in charge



SicurEtica  26

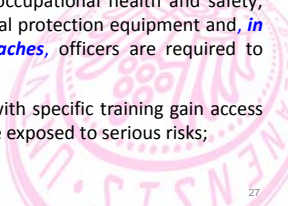
Officers' obligations
Decree Law 81/08 art. 19




✓ 1. With reference to the activities described under article no. 3, officers, in the light of their roles, responsibilities and skills, **are required to**:

a) **supervise and check** that individual workers comply with all rules imposed upon them by law; measures introduced by the company in relation to occupational health and safety; use of collective and individual protection equipment and, **in the event of persistent breaches**, officers are required to inform their superiors;

b) **ensure** that only workers with specific training gain access to areas in which they may be exposed to serious risks;

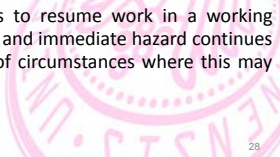




SicurEtica  27

Officers' obligations

Decree Law 81/08 art. 19

- c) **request compliance** with measures aimed at controlling at-risk situations in the event of emergencies and provide instructions so that workers leave the workplace or hazardous area in the event of serious, immediate and inevitable danger;
- d) **inform** workers of the nature of the risk as swiftly as possible in the event of any serious and immediate risk, also providing information on any protection measures to be adopted;
- e) **refrain** from asking workers to resume work in a working environment where a serious and immediate hazard continues to exist, with the exception of circumstances where this may be justified.

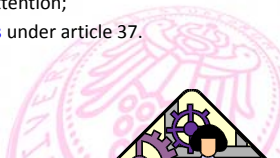
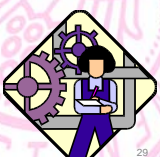




28

Officers' obligations

Decree Law 81/08 art. 19

- f) **give immediate notification** to employer or manager of any lack of tools or personal protection equipment, as well as any other potentially hazardous conditions in the workplace that may have been brought to the officer's attention;
- g) **attend specific training courses** under article 37.






29

Parties involved

Definition of Worker

Decree Law 81/08 art. 2 par. 1, letter a)

- a) **worker**: irrespective of the nature of their contract, a worker is someone working within **a public or private employer's organization, with or without wages**, including those wishing to learn a trade or profession, but with the exception of family workers.



30

Parties involved

Definition of Worker
Decree Law 81/08 art. 2 par. 1, letter a)



The **above definition** also applies to the following: **working members** of cooperatives and other companies, including *de facto* corporations, *silent partnerships* under article 2549 (and subsequent articles) of the Italian civil code; **beneficiaries** of internships and career guidance schemes (...)


Students from schools and **universities**, participants in vocational training courses using laboratories, general working tools, chemical, physical and biological agents, as well as equipment fitted with video display terminals.


SicurEtica  31

Workers' obligations

Decree Law 81/08 Art. 20

1. Each worker **is to look after their own health and safety**, and those of any other people in the workplace that may be impacted by the consequences of their actions or omissions, in ways that are consistent with their training, instructions and using equipment provided by the employer.



SicurEtica  32


Workers' obligations


Decree Law 81/08 Art. 20

2. In particular workers are required to:

a) Work with employers, managers and officers to contribute to compliance with all required regulations concerning occupational health and safety.

b) Comply with directives and instructions from the employer and officers to ensure individual and collection protection.




SicurEtica  33

Workers' obligations

Decree Law 81/08 Art. 20

c) making correct use of work equipment, hazardous substances and preparations, means of transport and safety equipment.



d) making correct use of all protection equipment provided;


SicurEtica

34

Workers' obligations

Decree Law 81/08 Art. 20

e) informing employers, managers or officers of any issues concerning the equipment under letters c) and d), as well as **any dangerous situations they may become aware of; taking immediate action**, in the event of an emergency, to the extent allowed by their skills; this is without prejudice to letter f) stating the need immediately to inform the worker safety representative **in order to eliminate or reduce serious, imminent hazards**;



SicurEtica


35

Workers' obligations

Decree Law 81/08 Art. 20

f) refraining from removing or tampering with safety or control equipment;

g) refraining from any own initiatives, operations or manoeuvres they are not entitled to carry out, thereby putting in jeopardy their personal safety and that of other workers;




SicurEtica

36

Workers' obligations

Decrete Law 81/08 Art. 20

- h) taking part in training programmes organised by the employer;
- i) undergoing health checks foreseen under this decree law or ordered by doctor.



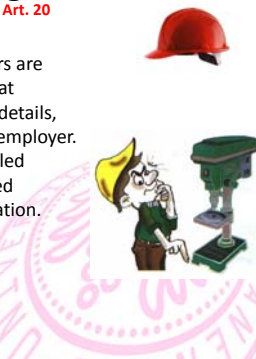
SicurEtica

37

Workers' obligations

Decrete Law 81/08 Art. 20

3. Contractor or subcontractor workers are required to display their badges that include their picture and personal details, as well as details concerning their employer. This requirement is also to be fulfilled independently by any self-employed workers operating at the same location.




SicurEtica

38

Workers' obligations

Decrete Law 81/08 Art. 20

- ✓ Informing superiors immediately of any accidents, including those not requiring any special treatment.
- ✓ Obeying warning signs and danger notices.
- ✓ Taking breaks or changing tasks as required under the relevant labour agreements.




SicurEtica

39

Workers' obligations

Decree Law 81/08 Art. 20

- ✓ Keeping workplace orderly and tidy, as untidiness may cause accidents and at very least make moving around more difficult.
- ✓ Using health and safety equipment and bringing any malfunctions to the attention of those in charge. This will prevent illnesses and any unnecessary risks to workers' health.



SicurEtica

40

Workers' obligations

Decree Law 81/08 Art. 20

- ✓ Keeping workplace floor tidy and identifying any liquids that may make floor slippery.
- ✓ Do not place any objects in front of emergency exits.



SicurEtica


41

Workers' rights

Decree Law 81/08 Art. 20

- ✓ It is important for workers to be aware of the prevention measures adopted by the company (consultation) and for workers to be able to express their opinions in relation to any prevention measures adopted by the company (involvement principle).

Consultation and **involvement** take place through the **Workers Safety Representative**



SicurEtica

42

Workers Safety Representative

Decree Law 81/08 Article 47

2. A Workers Safety Representative needs to be elected or appointed at all company or manufacturing units.

3. Companies with 15 employees or less:
usually the workers safety representative is elected directly by the employees from among their own number or appointed to cover more than one company within a given area or manufacturing sector as stated under article 48.

SicurEtica



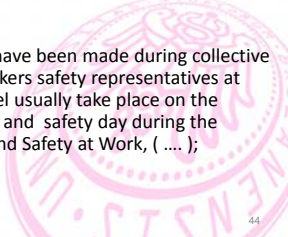
Workers Safety Representative

Decree Law 81/08 Article 47

4. Companies with more than 15 employees:
the WSR is elected or appointed from within the trade union representatives at the company. If no such representatives exist, the WSR is elected directly by the employees from among their own number.

6. Unless other arrangements have been made during collective bargaining, elections for workers safety representatives at company, area or sector level usually take place on the national occupational health and safety day during the European Week for Health and Safety at Work, (....);

SicurEtica



Workers Safety Representative

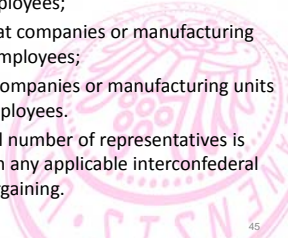
Decree Law 81/08 Article 47

7. Paragraph 2 states that the minimum number of representatives is as follows:

- a) one representative at companies or manufacturing units with 200 or less employees;
- b) three representatives at companies or manufacturing units with 201 to 1,000 employees;
- c) six representatives at companies or manufacturing units with more than 1,000 employees.

At these companies the total number of representatives is increased in accordance with any applicable interconfederal agreements or collective bargaining.


SicurEtica



Workers in charge of handling emergencies

Decreto Law 81/08 Article 18

1. **Employers** carrying out activities described under article 3, and managers organizing and overseeing the above activities in accordance with their skills and responsibilities are required to do the following:
 - b) **Appoint** workers in charge of implementing fire prevention and firefighting measures, as well as the evacuation of workplaces in case of serious and immediate danger, rescue operations, first aid and other emergency handling measures.



SicurEtica

46


Workers rights

Decreto Law 81/08 Articles 36 and 37

✓ **Suitable information and training are:**

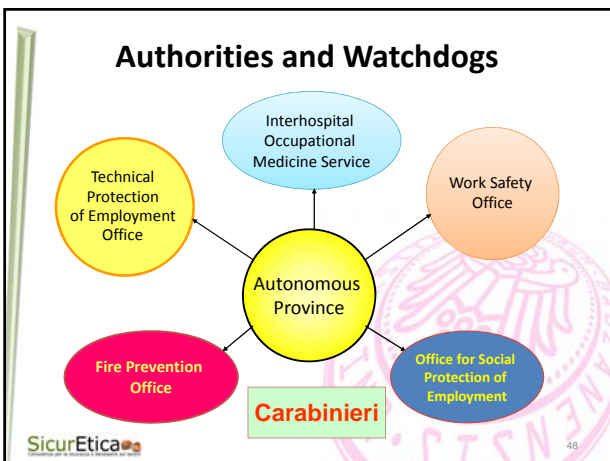
- a **right - obligation** for workers,
- an **obligation** for employers.

Required of employers and workers by law



SicurEtica

47



Disciplinary and dismissal procedures

- ✓ Oral warning
- ✓ Written warning
- ✓ Fine
- ✓ Suspension
- ✓ Dismissal



SicurEtica

49

Disciplinary action and fines


✓ **Article 56**

Disciplinary action and fines levied against Managers.

1. With reference to the articles hereunder and responsibilities held, managers may be subject to the following:

- a) up to two months imprisonment or a Euro 400 – 1,200 fine for breach of article 19, paragraph 1, letters a), c), e) f);
- b) Up to one month imprisonment or a Euro 200 - 800 fine for breach of article 19, paragraph 1, letters b), d) g).

Please note: relating to section 1 only



SicurEtica

50


Disciplinary action and fines

✓ **Art. 59**

Disciplinary action and fines levied against workers.

1) **Workers** may be subject to the following :

- a) up to one month imprisonment or a euro 200 - 600 fine for breach of article 20, paragraph 2, letters b), c), d), e), f), g), h) and i) **and article 43 par. 3) point 1;**
- b) Euro 50 - 300 fine for breach of article 20 paragraph 3; same applies to self-employed workers.




SicurEtica

Please note: relating to section 1 only

51

Risk Factors in workplaces


- ✓ Structural – Stairs, escape routes, windows...
- ✓ Physical – Electrical, noise, vibrations, optical, electromagnetic.
- ✓ Chemical – Carcinogens – mutagens – teratogens.
- ✓ Biological
- ✓ Multi-factor – organization, ergonomics, stress, mothers at work, VDT, MMC
- ✓ Fire – explosives
- ✓ Transport



SicurEtica

SECTION VII Video display terminal workers


- ✓ Article 173 **Definitions**
- a) **Video display terminal (VDT)**: alphanumerical screen
- b) **Workplace**: equipment, materials, chair, desktop and surrounding environment.
- c) **Worker**: a person systematically and regularly using equipment that includes a video display terminal for **twenty hours per week** less breaks under article 175.



SicurEtica

Risk factors in office workplaces

- ✓ Electrical risks
- ✓ Posture and fatigue
- ✓ Ergonomics and environmental health
- ✓ Eyesight risks
- ✓ Features and position of equipment
- ✓ Lighting of environments where VDTs are used
- ✓ Mental fatigue and stress
- ✓ Microclimate
- ✓ Pollutants
- ✓ Non-ionising radiation



SicurEtica

VDT risk analysis

✓ Correct positioning of video display terminal workstation

SicurEtica

55

VDT risk analysis

✓ Correct positioning of video display terminal workstation

SicurEtica

56

Electrical risk

Decreto Legge 81/08 art. 81

✓ How does electricity impact the human body?

- ❖ Ventricular fibrillation
- ❖ Respiratory failure
- ❖ Burns
- ❖ Tetanization (muscular spasms)

SicurEtica

57

Electrical risks

Decrete Law 81/08 art. 81

Possible contact and routing

mano - piede:
resistenza media 1000-1500Ω

mano - mano:
resistenza media 1000-1500Ω

mano - torace:
resistenza media 450-700Ω

SicurEtica

58

Electrical risks

Decrete Law 81/08 art. 81

contatto diretto

Direct contact:

Direct contact occurs when someone touches a part of the electricity circuit that is usually live as a result of damaged insulation, live wire, etc...

SicurEtica

59

Electrical risks

Decrete Law 81/08 art. 81

contatto indiretto

Indirect contact:

Indirect contact occurs when someone touches a part of an appliance that is live owing to faulty insulation (metal casing).

SicurEtica


60

Electrical risks

Decree Law 81/08 art. 81

✓ **Circuit breaker:**

A circuit breaker is an automatic electrical switch designed to protect an electrical circuit from damage caused by overload or short circuit. Its basic function is to detect a fault condition and, by interrupting continuity, to immediately discontinue electrical flow.





In the event of negligence or improper or unskilled use, a circuit breaker is the only device that may offer protection.

SicurEtica

61

Electrical risks

 **Danger** 

The most severe dangers arise in office environments in the following cases:

- ✓ Electricity extension cables are scattered across the floor, potentially causing people to trip and fall;
- ✓ Incorrect use of electrical appliances may cause electric shock;
- ✓ Placing plants in non-suitable locations (watering), etc.



SicurEtica

62

Overview of tasks

✓ **At the end of each shift personnel are required to do the following:**

switch off all electrical appliances, such as printers, computers, scanners and so forth.




SicurEtica

63

Workstation setup - Ergonomics

✓ **Ergonomics and occupational health at VDT**
(the study of occupational strains and stress, aimed at adapting working conditions).

- ✓ Desktop height
- ✓ Desktop surface, colour and size
- ✓ Desktop light reflectance
- ✓ Chair specifications and adjustability
- ✓ Sufficient legroom
- ✓ Footrest

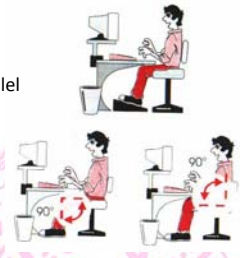


SicurEtica

Workstation setup - Ergonomics

Correct sitting posture

- ✓ Chair height should be adjusted accurately: forearms should be parallel to desktop.
Lower limbs should form a 90° angle.
Use footrest if necessary.
- ✓ You should use the whole seat
- ✓ Ideal height of desktop is approximately 72 cm.




SicurEtica

Workstation setup - Ergonomics

Correct sitting posture

- ✓ The height of the backrest should be adjusted carefully so that it continues to support the lower back even when sitting position changes.
- ✓ Load distribution on intervertebral discs should be balanced.
- ✓ Height of seat should be adjusted correctly.



SicurEtica

Correct posture

✓ VDT operators should try to hold the correct posture in order to avoid any health risks.

SicurEtica 70

VDT risk analysis

✓ Non-ionising radiation

No need protection against ionising radiation (X rays) and non-ionising radiation is necessary as the WHO has shown that VDTs do not cause any increases in the natural amount of the above radiation.

SicurEtica 71

VDT risk analysis

✓ Pollutants

Ink toner

Ink toner may be toxic if inhaled and should therefore be handled with care. When replacing cartridges, avoid contact of toner with hands. Place used ink toner in plastic bags and close them.
Ink toner should be disposed of via separate waste collection.

SicurEtica 72

Product safety

Toxic
Even small amounts of toxic substances and preparations may be dangerous for your health.
Lethal dose Oral LD 25 ≤ 200 mg/kg; skin 50 ≤ 400 mg/litre;
Lethal concentration LC 0.5 ≤ 2 mg/kg

Very toxic
A product will bear the 'toxic' symbol when severe effects on health occur in the presence of small quantities.
Lethal dose Oral LD < 25 mg/kg; skin < 50 mg/litre;
Lethal concentration CL < 0,5 mg/kg

PAY ATTENTION TO "R-PHRASES"

Harmful
These products penetrate into the human body when inhaled, swallowed or through the skin.
Lethal dose LD 200 ≤ 2000 mg/kg oral; 400 ≤ 2000 mg/litre cut.;
Lethal concentration LC 2 ≤ 20 mg/kg

Irritant
Always use goggles and gloves






SicurEtica 73


VDT risk analysis

✓ Stress factors

- ✓ Mental fatigue
- ✓ Monotonous repetitive tasks
- ✓ Workload
- ✓ Responsibilities
- ✓ Relationship with colleagues and/or superiors
- ✓ Environmental factors

Effects
Psychosomatic and psychological effects: (depression, insomnia, irritability, anxiety, headaches, muscular tension, gastrointestinal distress).






SicurEtica 74

VDT risk analysis

✓ Ocular and visual distress caused by environmental factors:

- Soreness
- Watery eye
- Dryness
- Foreign body sensation
- Frequent eye blinking
- Light sensitivity
- Heaviness
- Cloudy vision
- Double vision
- Reading fatigue




SicurEtica 75

VDT risk analysis

✓ **Ocular and visual distress stemming from physical condition:**

- Longsightedness
- Astigmatism (age and strain)
- Latent strabismus
- Insufficient eye convergence
- Fusional amplitude
- Headache
- Nausea
- Double vision
- Cloudy vision




SicurEtica www.sicuretica.it 76

Posture at VDT

✓ **Posture**

- **Musculoskeletal disorders:**
- ✓ **Sense of heaviness, discomfort, pain, drowsiness, stiffness** (neck, back, shoulders, arms and hands).
- **Causes:**
- ✓ **Incorrect prolonged posture while working, fast repetitive movement of the hands.**



SicurEtica www.sicuretica.it 77

Remedies for posture at VDT



MUSCLE RELAXATION, STRETCHING AND STRENGTHENING EXERCISES

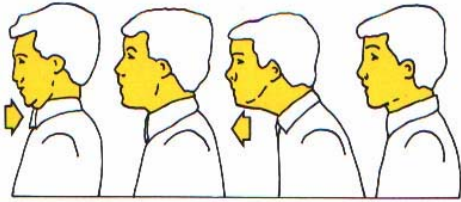
In order to prevent any musculoskeletal disorders stemming from work in office environments, a few simple exercises requiring just a few minutes may be done at home or during breaks at work.

SicurEtica www.sicuretica.it 78

Remedies for posture at VDT

Heaviness in the head and neck stiffness

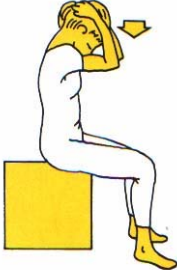
- ✓ move chin backwards, then back to normal position;
- ✓ move chin forwards, then back to normal position;
- ✓ repeat 10 times.



79

Remedies for posture at VDT

Pain and stiffness in shoulders and neck



Neck stretches

- ✓ sit as shown in picture;
- ✓ join hands on head and pull head downwards;
- ✓ hold this position for 10 seconds;
- ✓ repeat 10 times.


80

Remedies for posture at VDT

Pain and stiffness in shoulders

Shoulder stretches

- ✓ Sit down and place hand between shoulder blades keeping elbow high;
- ✓ to increase stretch raise head as much as possible;
- ✓ hold position for 20 seconds;
- ✓ repeat 5 times (alternating arms).



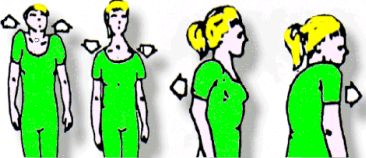
81

Remedies for posture at VDT

Pain and stiffness in shoulders

Strengthening shoulders

- ✓ raise shoulders, count to 10 and relax;
- ✓ lower shoulders, count to 10 and relax;
- ✓ repeat 5 times.




SicurEtica

82

Remedies for posture at VDT

Pain in shoulders and arms



Forearm stretches

- ✓ place hands as shown in picture and hold position for 20 - 30 seconds;
- ✓ repeat 5 times.

SicurEtica


83

Remedies for posture at VDT

Lower back pain

Strengthening abdominal muscles

- ✓ sit on stool;
- ✓ move your upper body back slightly until you can feel your abdominal muscles tightening;
- ✓ hold this position for 30 seconds.

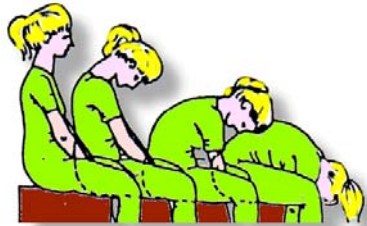


SicurEtica

84

Remedies for posture at VDT

Lower back pain




SicurEtica

85

Diet and nutrition

✓ Daily calorie intake for office workers:


- Approximately 2000 Kcal.
- No more than 600 Kcal for lunch. Example:
 - Steak 300 Kcal.
 - Pasta with tomato sauce 300 Kcal.
(a plate of pasta with bolognese sauce may have up to 600/800 Kcal)
 - Salad (very few calories)
 - Mineral water



SicurEtica


86

Diet and nutrition



✓ This is what a correct diet should look like:


- More **carbohydrates** (pasta, soup, etc.) calories and easy to digest.
 - fibre** (vegetables, fruit, etc.)
 - proteins** (meats, cereal, etc.) to keep you from feeling hungry
 - olive oil** (unsaturated fats) oxidants fight cholesterol
 - drink plenty of oligo mineral water** (few minerals)
- Less **cold meats, fried food etc.** (saturated fats) alcohol carbonated drinks



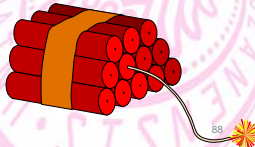
SicurEtica

87

Diet and nutrition



- ✓ **During your breaks:**
 - mid-morning, fruit (supplementing mineral salts, liquids, vitamins, etc) – less tea and coffee, cocoa (high in Xanthine).
 - mid-afternoon (preferably yoghurt).
 - **Avoid:** potato crisps, cakes and snacks (rich in fats and sweeteners)



SicurEtica
