



ORNAMENTAL AQUATIC TRADE ASSOCIATION LTD

"The voice of the ornamental fish industry"

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OATA Training Programme Policy Document – Health and Safety: Information to Candidates

As OATA training programmes are delivered via distance learning, the health and safety guidance within this document should be treated as being provided for general guidance only. Candidates who are being sponsored by an employer should ensure that they are aware of their employer's health and safety guidelines whilst in the workplace.

Electrical safety

When working with electrical equipment such as computers etc., make sure there are no trailing wires, that electrical sockets are not overloaded, that there is sufficient ventilation for computers, being careful in the use of electrical equipment near water and ensuring that lighting levels are adequate e.g. no glare, reflections etc.

Using Visual Display Units (VDUs)

Candidates should have an awareness on how to avoid physical problems which may arise either through adopting poor posture or having an inadequate set up. Common problems are:

- Back/Neck problems – the use of a fully adjustable chair, footrests and tilting display screens can help to avoid awkward/poor posture. Regular screen breaks should be incorporated into your study period so ensure to move around regularly
- Repetitive Strain Injury (RSI) – to prevent RSI, avoid poor posture, use supports e.g. wrist rests and again ensure you take regular breaks
- Eyestrain – this can be experienced if candidates are continually looking at their computer/smartphone/tablet screens without a regular break, if working in poor light or if there is glare/reflections on screen. This can be prevented by ensuring that you take regular screen breaks, ensuring that there are no flickering screens, that light levels are suitable and the use of screen filters to reduce glare.

More detailed guidance on health and safety measures can be found via the website for the UK Health and Safety Executive here: <http://www.hse.gov.uk/>