
Quality, Health, Safety, Environmental & Energy Manual:

Document No: SM-25

Work Equipment

Toyota Material Handling UK Ltd's (TMHUK) policy on the management of work equipment which is used by a team member at work, for example hammers, knives, ladders, drilling machines, power presses, circular saws, photocopiers, lifting equipment (including lifts), forklift trucks and motor vehicles. Similarly, if team members provide their own equipment then it will also be covered by this policy.

It is TMHUK's responsibility to ensure that the work equipment provided to its team members meets the requirements of the Provision and Use of Work Equipment Regulations (PUWER). Such as making sure it is:

- Suitable for use - for the purpose and conditions in which it is to be used;
- Maintained - in a safe condition for use so that people's health and safety is not at risk; and
- Inspected - in certain circumstances, to ensure that it is and continues to be safe for use.

TMHUK must ensure that risks created by using the equipment are eliminated where possible or controlled as far as reasonably practicable by:

- taking appropriate 'hardware' measures - eg providing suitable guards, protection devices, markings and warning devices, system control devices (such as emergency stop buttons) and personal protective equipment; and
- taking appropriate 'software' measures - such as following safe systems of work (eg ensuring maintenance is only performed when equipment is shut down etc), and providing adequate information, instruction and training about the specific equipment.

A combination of these measures may be necessary depending on the requirements of the work, an assessment of the risks involved, and the practicability of such measures.

General

- 1.0 The Depot Responsible Person/Departmental Leader is responsible for ensuring that all team members are provided with equipment that is both safe, adequately maintained and that they are competent in its use.
- 1.1 Where the provision and maintenance of certain equipment is controlled by another section of this Safety Manual that section, where it overlaps, will take precedence over this one.
- 1.2 Irrespective of age or ownership any equipment used by team members (or contractors on company premises*) must be safe to use and properly maintained.
- 1.3 Faulty equipment (includes Personal Protective Equipment) must be removed from service and steps taken to prevent further use until repaired or replaced. The matter should be reported immediately to the Departmental Leader who will be responsible for its repair or replacement, within his/her expenditure limit. If such expense exceeds an individual's limits, it should be referred to a senior leader.

* This may mean that the Departmental Leader concerned will require the contractor to provide evidence of appropriate training and equipment maintenance before being allowed to start work.

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New Work Equipment

2.0 Prior to purchase a PUWER assessment must be completed, where consideration is given, but not limited to, the below:

- Location: Will it be in the safest possible position, should access be controlled, is the area allocated adequate? If fixed appliance, is it securely mounted?
- Restricted Use: Should the use be restricted to trained specific users?
- Lighting: Is lighting adequate?
- Guards: Appropriate guards should be in place. They should provide adequate protection against heat/fire, ejected or falling objects, and the unintended discharge of any article or any gas.
- Controls: There should be appropriate controls, particularly stop, start, fail safe emergency stop and isolation facilities.
- Signs: Appropriate signs (User and Warning) should be provided.
- Lifting Equip: Is the requirement under LOLER being met
- PPE: Is there any specific PPE which must be worn when using the equipment

Maintenance

3.0 Where any equipment requires routine maintenance, the respective Departmental Leader is responsible for the construction and implementation of a documented maintenance plan.

Typical examples of such equipment would be:-

- Compressors, maintenance and Scheme of Written Examination
- Portable and fixed electrical appliances.
- Electrical/mechanical equipment e.g. air conditioning units, roller shutter doors, Photocopier etc
- Lifting equipment e.g. hooks, ropes, slings and hoists etc. Subject to LOLER
- Forklift trucks. Subject to PUWER & LOLER
- Vehicles
- Spray booths
- Warehouse Racking

3.1 The maintenance plan should at least meet the manufacturers' minimum recommendations in respect of any equipment requiring planned maintenance.

3.2 Maintenance tasks should only be carried out by trained competent persons. They may be team members or contractors.

3.3 All work equipment must be visually inspected on every occasion of use, but not more than once daily.

Calibration

3.4 Precision measuring equipment is defined as "Any tool used by any team member to ensure that the performance of the product meets the specified requirement and where that capability of accuracy needs to be demonstrated".

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- 3.5 Suitable arrangements must be made to ensure the safe keeping, control and calibration of all precision measuring equipment.
- 3.6 Inspection, measuring and test parameters for all measuring equipment are detailed in the various technical documents provided by the relevant manufacturer and shall be calibrated at periodic intervals on the basis of stability, purpose and usage.

Examples of tools requiring calibration:

- All Torque Wrenches
- Avo Multimeter
- AC/DC Current Clamp (tong tester)
- Dial Calliper (vernier) Metric & Imperial
- Pressure Gauges (Oil)
- Micrometer
- Oscilloscope

Examples of tools NOT requiring calibration:

- Engineering Square
- Callipers
- Vernier (mechanical)
- Simple multimeter
- Steel Tape Measure
- Chain Gauge
- Feeler Gauge
- Steel Rule
- Test Weights

Please Note: New tools are not necessarily calibrated and certificated by the manufacturer/supplier. Care should be taken that all new tools are calibrated and certificated before being put into service.

Company Vehicles

- 4.0 Company vehicles also fall into the category of work equipment, and it is the responsibility of the company vehicle driver to:
- a) Ensure that the vehicle is safe to drive and must not continue to use it if they have cause to believe that any perceived fault may affect the safe use of the vehicle.
 - b) Make arrangements for the vehicle to have a MOT and / or service within the timescales documented by the manufacturer

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- c) Observe the manufacturers recommendations on weight distribution and axle loading and make safe/secure any equipment carried or stored in the vehicle. All tools, parts and equipment must be adequately stored in designated racking.

Records

- 5.0 Records of maintenance should remain on file in the respective department for not less than the life time of the equipment plus 1 year. Where there exists a specific procedure governing the nature and retention of records of particular types of equipment then that procedure takes precedence e.g.:-
 - a) Worksheet Compilation, Handling and Records.
 - b) Maintenance of Work Equipment.
 - c) Thorough Examination of Lifting Equipment.
 - d) Pre use checklists