

Quality, Health, Safety, Environmental & Energy Manual:

Document No:SM-29

Chemical Handling

Toyota Material Handling UK Ltd (TMHUK) uses chemicals and is therefore called a downstream user in the European Union regulations - Registration, Evaluation, Authorisation and restriction of Chemicals (REACH) and Classification, Labelling and Packaging of substances and mixtures (CLP). This applies to companies who manufacture goods or offer services where chemicals are not the main element of their business. The chemicals used typically include paints, metals, adhesives, solvents and cleaning agents.

Downstream users have a key role to play in advancing the safe use of chemicals by implementing safe use at their own site and communicating relevant information both to their suppliers and their customers.

The storage and use of all substances regarded as “chemicals” (including oils) and their capacity for harm to persons and the environment is covered in this document.

Procedure

General Applies to all departments.

- 1.0 It is the company's policy to use the most cost-effective and least harmful substances available. All persons with purchasing authority must be aware of the requirement to consider the environmental purchasing criteria determined by the company and detailed in the “Purchasing” procedure.
- 1.1 Where contractors are used e.g. cleaners or one-off projects, managers with responsibility for their activities must ensure that the “Code of Practice for Contractors Working on behalf of TMHUK” (Q073) is observed.
- 1.2 All leaders with responsibility for the use of any substance will ensure that not only are the substances procured the most environmentally appropriate, but that they are stored, used and disposed of in accordance with the substance Material Safety Data Sheet (MSDS) and Control of substances hazardous to health (COSHH) risk assessments. See SM44 – COSHH Policy.
- 1.3 COSHH Risk Assessments have been carried out on all substances approved for use by TMHUK Team Members and are available on the QHSE SharePoint and Customer Support webpage, along with a copy of the associated MSDS.
- 1.4 TMHUK makes no distinction between Hazardous or Non-Hazardous liquids; they will all be procured, handled, stored and used in accordance with this procedure.

Workshops

- 2.0 Small stock items e.g. 500ml to 1ltr containers (oils, aerosols cleaning aids etc.) in accumulative amounts not exceeding 20 litres or 50kg of any one substance, will be stored in a secure stores area. Consideration must be given to the storage conditions required for each substance in accordance with the advice given on the MSDS and COSHH risk assessment.
- 2.1 The floor of all chemical storage areas should be maintained in an impermeable condition, e.g. with the use of suitable floor paints or sealers.
- 2.2 All bulk liquid containers (any container 20 litres or more or any aggregate amounting to 20 litres or more) must be stored in bunded containers capable of containing at least 110% of the largest container in the bund catchment area.

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- 2.3 Mobile platforms for decanting oils and chemicals are, in most instances, considered inappropriate due to the risk of spillage in unprotected areas whilst decanting and the likelihood of a complete tip over, particularly where small wheels are used on any mobile platform. Any container stored or placed on mobile platforms should be so arranged or designed to prevent accidental tipping i.e. they should be inherently stable.
- 2.4 Appropriate means of decanting liquids, such as suitable taps, funnels, decanted containers and drip trays must be provided to ensure that any such operation can be conducted safely and without leaks, see also 2.1 above.

Emergency Preparedness

- 3.0 The only perceived significant, environmental emergency likely to occur is the uncontrolled spillage of liquid, particularly oils, new and or used. All activities involving such liquids must take place on impermeable floors with suitable and adequate bunded containers. The provision of a quantity of absorbent material or a purpose specific "Spill Kit" is considered adequate provision. See SWP-19.
- 3.1 All team members must receive instruction on manoeuvring, decanting, spillage containment, clean-up and disposal. The instruction contained in COSHH data sheets may in many circumstances be considered adequate instruction for handling and instances of spillage.
- 3.2 Reporting of environmental accidents/incidents will be in accordance with SM43 - Environmental Accident/Incident Reporting and Investigation.
- 3.3 The state of emergency preparedness will be monitored and maintained by routine internal auditing and regular consideration at Senior Management Reviews. Because of the relative innocuous nature and minimal quantities of the substances involved there will not be any emergency preparedness testing.

Contractors

- 4.0 The respective Team Leader will be responsible for the activities of any contractor (e.g. cleaners, plumbers, electricians and builders etc.) contracted to undertake work at any of the company's premises and that they are on the approved supplier/contractor list. See SM-22.
- 4.1 The contractor must provide MSDS and Risk Assessment sheets for all potentially hazardous substances used on company premises prior to starting work.

Records

- 5.0 The results of auditing will provide evidence of compliance with the handling, storage and use of substances in accordance with this document. Records of such auditing will be retained as directed in the Audit procedure.
- 5.1 Copies of all Hazard Data Sheets and associated Risk Assessments will be retained for not less than forty years from its removal/revision.