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### Quality, Health, Safety, Environmental & Energy Manual:

Document No:SM-53

New & Expectant Mothers

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Toyota Material Handling UK Ltd's (TMHUK) policy to provide the infrastructure and instruction necessary to ensure that all new and expectant mothers work in a safe environment.

#### **General**

- 1.0 This policy is additional to the requirements of PS-016
- 1.1 For new & expectant mothers own health and safety protection, and for maternity leave purposes, it is recommended that Human Resources (HR) and the relevant team leaders are notified as early as possible.
- 1.2 Once official notification has been given the relevant team leader will complete a risk assessment using form Q093. They may appoint a "competent person" or conduct the assessment themselves.
- 1.3 The assessment must be reviewed at regular intervals, to be determined by the assessor but not greater than every eight weeks during pregnancy and for six months following birth. This period may need to be extended, dependent upon the findings of the risk assessment.
- 1.4 It is important that the New & expectant mother informs TMHUK about any advice they have had from their doctor or midwife (eg pregnancy-related medical conditions such as high blood pressure, a history of miscarriages etc) as that could affect the assessment. This information will remain confidential and only be used to review the risk assessment and if necessary to adjust working conditions accordingly.
- 1.5 The Team Leader has the responsibility for the implementation of any control measures deemed necessary. See flow chart on page 2.
- 1.6 New mothers should provide HR with written notification that they are breastfeeding; it is advisable to do this before returning to work.
- 1.7 It is not suitable for new mothers to use toilets for expressing milk. TMHUK will provide a private, healthy, safe environment to express and store milk. This area can also be used as somewhere for pregnant and breastfeeding mothers to rest.

#### **Records**

- 2.0 The Team Leader will submit the completed form (Q093) to the Human Resources department to be placed on the individual's file for at least the duration of their employment.
- 2.1 The expecting mother should be provided with a copy of each assessment.

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## References:

### Company Policies:

PS-016

### HSE Documentation:

INDG373 - New and expectant mothers who work

### Risk Assessment Process

