

Quality, Health, Safety, Environmental & Energy Manual:

Document No:SM-30

Manual Handling

Toyota Material Handling UK Ltd's (TMHUK) policy to protect team members from the risk of injury and ill health from hazardous manual handling tasks in the workplace.

Manual handling means transporting or supporting a load by hand or bodily force. It includes lifting, lowering, pushing, pulling, moving or carrying a load. A load is a moveable object, such as a box or package, a person or an animal, or something being pushed or pulled, such as a roll cage or pallet truck.

General

- 1.0 Manual handling injuries are part of a wider group of musculoskeletal disorders (MSDs). The term 'musculoskeletal disorders' includes injuries and conditions that can cause pain to the back, joints and limbs.
- 1.1 Manual handling risks can be found across all kinds of workplaces. Heavy manual labour, repetitive handling, awkward postures and previous or existing injuries or conditions are all risk factors for developing MSDs. Work may also make worse an injury which was not caused at work, such as a sports injury.
- 1.2 TMHUK has conducted "qualitative" risk assessments for the tasks where significant hazards have been identified (SM-21) and where this identifies hazardous manual handling of loads, Manual Handling Operations Regulations apply.
- 1.3 Where possible, hazardous manual handling has been eliminated by taking the below into consideration
 - a. Does the item really need to be moved, or can the activity be done safely where it already is by redesigning the task?
 - b. Can products or materials be delivered directly to where they will be used?
 - c. Use materials handling equipment or mechanical aids to eliminate or reduce risk.

Training

- 2.0 All team members receive initial manual handling training during their induction and/or via the companys Learning Management System (LMS). This training is supported by Safe Working Practice SWP 13 - Manual Handling and Risk Assessment WPRA 13 - Manual Handling. Manual handling training is refreshed every 5 years.
- 2.1 It is the responsibility of all leaders to ensure that manual handling tasks are appropriately assessed and if there is any deviation from SWP-13, WPRA-13 an additional risk assessment must be carried out.
- 2.2 Team members' capabilities may determine that an individual risk assessment is required.

Records

- 3.0 Additional Risk Assessments are to be completed using form Q072 and forwarded to the Quality, Health, Safety & Environmental (QHSE) Team and held on file for no less than 10 years
- 3.1 All training completed will be recorded on individuals training records as per SM-24