

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

#### Document No:SM-43 Environmental Accident/Incident Reporting & Investigation

Toyota Material Handling UK LTD's (TMHUK) policy on the reporting and investigation of all environmental accidents and or incidents occurring as a result of activities conducted by Toyota Material Handling UK Ltd's (TMHUK) Team Members are to be investigated.

#### Environmental Accident Definition

An environmental accident is an unplanned event that has the potential to adversely impact upon the environment in any way whatsoever, irrespective of whether or not it actually does.

#### Environmental Incident Definition

An environmental incident is an accident as defined above that was, for whatever reason, averted. In other words it is an event that had all the potential previously described except that the actual event did not materialise. It is important to recognise this distinction and not to disregard an incident. It is by reporting such incidents that we may be able to take steps to avoid an accident happening in the future.

#### Report & Investigation

- 1.0 In the event of an environmental accident initial corrective actions are detailed in the appropriate Material Safety Data Sheet (MSDS).
- 1.1 Where there is an accident which results in the escape of any substance, safe working practice SWP-19 Spillages must be followed to ensure that the spillage is isolated, contained, absorbed, cleaned up and that the waste is disposed of safely, in collaboration with the MSDS.
- 1.2 An accident resulting in the escape of any hazardous substance e.g. oil, to sewer or land must be reported immediately to the site contact, most senior leader available and the Quality, Health, Safety & Environmental (QHSE) Team, followed by the completion of form Q081.

#### Reporting to External Agencies

- 2.0 No one other than the QHSE Manager or a Director may report, or comment on, an environmental accident/incident to any outside agency or body.
- 2.1 Subject to the verbal Accident/Incident report received, an immediate situation appraisal and the advice given by the manufacturer in their MSDS the Director or QHSE Manager will report to the appropriate agency. This will be for escapes:-
  - i) to the foul sewer: The Local Water Authority.
  - ii) to land and particularly to surface water drains, ditches and streams: The Environment Agency (0800 80 70 60).
  - iii) to air: The Environment Agency (0800 80 70 60).. We have no processes or activities that will give rise to a release of substances to air in sufficient quantities to be classified as an emergency.
  - iv) affecting road transport: The Highways Agency (0300 123 5000) or Traffic Scotland (0800 028 1414).

#### Records

- 3.0 The QHSE Team will hold copies of all investigations and audits in perpetuity.