
Quality, Health, Safety, Environmental & Energy Manual:

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Pedestrian and Transport Safety

Toyota Material Handling UK Ltd (TMHUK) is committed to ensuring a safe workplace for all team members, contractors and visitors. All business centres have a transport policy outlining the site rules to help achieve the goal of zero accidents and ALL team members are to adhere to these rules.

Transport Policies are available on the company intranet and are displayed at each location.

General Guidance

- 1.0 Wherever there is a mix of pedestrians and vehicles (vehicles include; forklift trucks, lorries, cars and any other “moving machinery”) the Quality, Health, Safety & Environmental (QHSE) Manager is ultimately responsible for ensuring that a documented task/area specific risk assessment is carried out.
- 1.1 Segregation between pedestrians and moving vehicles, as far as is reasonably practicable, is essential. This will include:
 - Marked pedestrian walkways
 - Car parking bays
 - Designated Goods vehicles routes & loading bays
 - Clear signage
 - Designated forklift operating areas
- 1.2 Team members and visitors to TMHUK’s premises are to ensure that the following are adhered to at all times, it is the responsibility of the host to ensure all visitors are aware of this policy
 - Do not exceed the displayed speed limit.
 - Only park in the designated parking bays.
 - Pedestrians must keep to marked walkways where the wearing of safety shoes is not required. Vehicle and pedestrian segregation is very important.
 - All team members, visitors and contractors must sign in.
 - Look out for and adhere to any safety signage.
- 1.3 Our workshops can be hazardous areas, for example when forklift trucks are moving, overhead cranes are in operation or when fabrication work is taking place. Make sure you are aware of these activities before entering and if you are not sure contact the workshop Team Leader beforehand.

All Business Centres (local requirements)

Proactive measures must be in place to ensure that pedestrian routes, transport yards and carparking areas have a winter maintenance plan, which is necessary to ensure the depots stay safe and open through the winter. This should entail applying salt before frost, ice, or snowfall forms and may be contracted out or managed locally.

In addition, salt bins are to be situated around the depots in order for 'top up' to be applied throughout the working day.

Warrington Business Centre

- 2.0 The workshops, warehouse and transport yard are designated as requiring hi-visibility clothing and safety shoes.

Leicester Business Centre

- 2.1 The demonstration area, warehouse, technical training and transport yard are designated as requiring hi-visibility clothing and safety shoes.
- 2.2 Cars are not permitted in the transport yard without the authorisation of the Parts Manager or Team Leader. If permission has been granted then entry and exit to the yard must be via the gate located at the bottom of the car park, keys available from reception, and all vehicles are to be parked in the designated area.

Castleford Business Centre

- 2.3 The workshops, warehouse and transport yard are designated as requiring hi-visibility clothing and safety shoes.
- 2.4 Cars are not permitted in the transport yard without authorisation from the transport office.

Fleet Management Centre Old Dalby

- 2.5 All workshop and warehouse areas are designated as requiring hi-visibility clothing and safety shoes (workshop technicians exempt from hi-visibility clothing in the workshop area).

Slough Business Centre

- 2.6 The transport cage and demonstration area are designated as requiring hi-visibility clothing and safety shoes.

Request for special circumstances

- 3.0 Where there is a requirement for the above listed restrictions to be amended this must be done in consultation with the QSE team and Depot Responsible Person/Safety Champion.
- 3.1 An additional time bound risk assessment must be completed.

Records

- 4.0 All risk assessments to be recorded, reviewed regularly and remain on file for not less than 5 years.