

Quality, Health, Safety, Environmental & Energy Manual:

Document No:SM-55

Noise

Toyota Material Handling UK Ltd's (TMHUK) policy on how to ensure compliance with legal requirements to protect team members, contractors and visitors from harm due to excessive workplace noise.

General

Symptoms of Noise

1.0 What are the early signs and symptoms to look out for?

- Conversation becomes difficult or impossible
- Your family complains about the television being too loud
- You have trouble using the telephone
- You find it difficult to catch sounds like 't', 'd' and 's', so you confuse similar words
- Permanent tinnitus (ringing, whistling, buzzing or humming in the ears) can also be caused

If you continue to be exposed to excessive noise with no protection symptoms are likely to get worse and it is a permanent condition.

Exposure Limits:

2.0 An **exposure action** value is a level of noise at which certain action must be taken. An **exposure limit** value is a level of noise at the ear above which a team member must not be exposed. Therefore, if the workplace noise levels are above this value, any ear protection provided must reduce the noise level to the limit value at the ear.

- Lower Exposure Action Levels are:
 - A daily or weekly personal noise exposure of **80 dB(A)**
 - A peak sound pressure of **135 dB(C)**.
- Upper Exposure Action Levels are:
 - A daily or weekly personal noise exposure of **85 dB(A)**
 - A peak sound pressure of **137 dB(C)**.
- Exposure Limit Values are:
 - A daily or weekly personal noise exposure of **87 dB(A)**
 - A peak sound pressure of **140 dB(C)**.

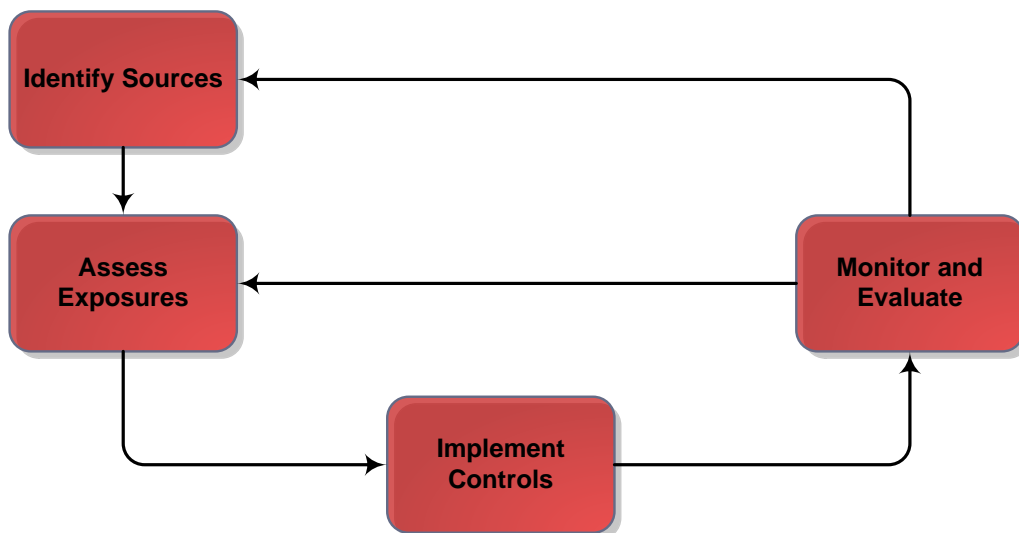
Responsibilities

3.0 As an employer is it TMHUK's responsibility to ensure the exposure to noise is managed and controlled.

a) Management of Noise in the workplace is obtained by:

Date of Issue: June 2024	Page 1 of 4	Revision 3
--------------------------	-------------	------------

- Identifying Sources
- Assessing Exposure
- Implementing Controls
- Monitoring and Evaluating



b) Controlling the risk is obtained by:

- Assessing the noise exposure to team members
- Implement control measures
- Provide information and training for those at risk of exposure
- Provide appropriate health surveillance if required
- Supply hearing protection and ensure that it is worn
- Review and update as appropriate

3.1 All at risk TMHUK team members have a responsibility to control and minimise the risk by:

- Following the training and guidance given (conducted upon initial start to the role and every 2 years thereafter)
- Undergoing regular health surveillance (upon initial employment to the role and annually thereafter).

Reporting any symptoms of hearing difficulties immediately to their team leader

Quality, Health, Safety, Environmental & Energy Manual:

Document No:SM-55

Noise

TMHUK Depots - Office based

- 4.0 As a result of a noise risk assessment, none of our current activities constitute a risk to our team members, contractors and visitors in respect of excessive unregulated noise levels in TMHUK administration areas.

TMHUK Depots - workshops & warehouses

- 5.0 Noise measurements in TMHUK workshops and warehouses have been conducted and where it has been found that the noise level exceeds the lower exposure action level control measures have been implemented as necessary. Ear defenders are provided to team members that work in these areas, mandatory signs are displayed and team members working in these areas will be subject to health surveillance and an audiometry test will be conducted See SM-18 Health Surveillance.
- 5.1 Noise measurements are an important and useful reference; however, any such measurement is only good on the day of the survey. Noise levels are, by definition, dependant on the task in hand and should be constantly monitored.
- 5.2 Leaders have a duty to monitor noise levels to ensure they do not become excessive and should request assistance from the Quality, Health, Safety and Environmental (QHSE) team if needed.

Field based & resident site technicians

- 6.0 Technicians are subjected to noise of their own making and that produced by customers. The noise generated by technicians themselves is generally infrequent, of short duration and low level. There is no control exercised over customer produced noise.
- 6.1 As a result of work process risk assessments, it is accepted that noise generated by the normal activities of TMHUK technicians is unlikely to result in exposure above the regulated lower exposure action level.
- 6.2 Ear Defenders are provided to all technicians as part of their basic tool kit on starting employment with TMHUK. Users are trained and given instruction in its use and maintenance.
- 6.3 Technicians must assess the level of noise before starting and throughout any task, self-generated or other, to determine if exposure is likely to exceed recognised safe working limits.
- 6.4 If they are unsure of the level of risk, they must in the first instance refer to their team leader for further assessment. They may in turn consult with the customer to reduce the level of noise or ensure adequate precautions are made and appropriate PPE is supplied.

All team members visiting customer premises

- 7.0 PPE is available to all team members where required – see SM-23 Personal Protective Equipment
- 7.1 It is recognised that some site operators may provide special or alternative PPE. Where the PPE provided by TMHUK does not give adequate protection against unusual or unrecognised risks then the site operators PPE should be used.

Date of Issue: June 2024	Page 3 of 4	Revision 3
--------------------------	-------------	------------

Quality, Health, Safety, Environmental & Energy Manual:

Document No:SM-55

Noise

- 7.2 Warning signs must be adhered to. If a sign states "Ear protection zone" then team members must not enter the area, even for a short period, without appropriate protection. Failure to wear the relevant PPE equipment in an "at risk" area places your health and hearing at considerable risk.

Records

- 8.0 Any records generated as a result of this procedure (noise measurement surveys) will be held by the QHSE Department.

Date of Issue: June 2024	Page 4 of 4	Revision 3
---------------------------------	--------------------	-------------------

Authorisation: HR-QHSE Director
Approval: QHSE Manager

Information classification: Internal