

Quality, Health, Safety, Environmental & Energy Manual:

Document No:SM-63

MHE Operation

Toyota Material Handling UK Ltd's (TMHUK) policy on the use and operation of all Material Handling Equipment (MHE) on company premises by TMHUK team members.

General

- 1.0 All team members undertaking any operations involving MHE must be trained and qualified to use the designated equipment.
- 1.1 If trained on manoeuvring skills only, i.e. technicians and salespersons, then the operation of stacking and loading will not be necessary unless specifically requested and agreed with the leader.
- 1.2 Personal Protective Equipment (PPE) such as Safety footwear and Hi visibility jacket must be worn at all times when operating MHE.
- 1.3 Pre-use checks must be completed.
- 1.4 All MHE must be maintained in line with;
 - Manufacturers recommendations;
 - Lifting Operations and Lifting Equipment Regulations (LOLER);
 - Provision and Use of Work Equipment Regulations (PUWER).
- 1.5 Site specific transport policies must be adhered to at all times.
- 1.6 Access to the area where MHE operations are undertaken must be restricted to authorised team members.
- 1.7 All MHE should be stored in a safe designated area when not in use.
- 1.8 All charging must take place in the designated charging area, appropriate PPE worn and eye wash kits available.
- 1.9 Areas used for refuelling industrial trucks with diesel, LPG or petrol must be outside. Refuelling should not take place where there is a likelihood of an accumulation of flammable vapours in the event of a spillage, eg drains, pits, gulleys etc. Smoking should be prohibited, and notices should be clearly displayed in these areas and engines must be switched off.
- 1.10 The cylinders of LPG-fuelled lift trucks should be changed outside the warehouse away from all possible sources of ignition.
- 1.11 If a fork-lift truck is to be used on the road it must be registered with the Driver and Vehicle Licensing Agency (DVLA) (a 'road' is defined as any highway and any other road to which the public has access and includes bridges over which a road passes) and have a number plate and lights fitted. Refer to the QHSE team for further guidance.
- 1.12 At the end of each shift or if there is to be a prolonged period of inactivity the gas supply to the bottle must be turned off or the battery disconnected on all trucks.

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Operation of MHE

In addition to the guidelines given on pages 3 and 4 the following points must also be adopted.

- 2.0 A 2-metre distance must be maintained from any moving MHE and 1 metre from stationary MHE with an operator at its controls.
- 2.1 Ensure there is sufficient clearance when carrying out lifting operations. This includes the mast height and ensuring that there is ample clearance when transiting through doors / roller doors.
- 2.2 All operations are to be conducted safely and allowances made for adverse environmental aspects, including wet weather, icy conditions and high winds, poor light and slippery surfaces.
- 2.3 When MHE operation is taking place in a yard then vehicular movement must be kept to a minimum.
- 2.4 When loading / unloading of vehicles a key control process must be adopted in order to prevent a 'drive away' situation. Refer to depot transport policies.
- 2.5 When operating VNA equipment, persons or equipment are not permitted in the aisles. Segregation of the area must be implemented.
- 2.6 If using mobile elevating work platforms (MEWPS) or an order picker (OP/OME) for maintenance purposes, including the maintenance of other MHE, a work restraint system must be used. This includes a full body harness connected to a lanyard which is connected to an anchor point on the MEWP basket or order picker. From the anchor point, the lanyard length should be short enough to prevent a person reaching a position where they could fall. If no restraint system is to be used a job specific risk assessment must be completed and forwarded to the QHSE team prior to work commencing.
- 2.7 An emergency escape plan must be in place if using a VNA, MEWP or OP. All parties must be aware of this. Use of this equipment is prohibited if this is not in place.
- 2.8 No items or pallets are to be placed on walkways, blocking any emergency exits or restricting access to emergency appliances.

Children and young persons

- 3.0 Refer to safety & Environmental Manual procedure SM-09 – Employment of Young Persons for precise definitions on children and young persons.
- 3.1 "Children" are not permitted to operate any MHE.
- 3.2 "Young Persons" may operate MHE if specifically trained to do so.

Records

- 4.0 All driver training is recorded in the individuals training records.
- 4.1 All maintenance records are to be stored electronically.

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**All elements of the driver training received must be adhered to at all times.
Follow this advice to help you and those you work with stay safe.**

<u>Always:</u>	<u>Never:</u>
<ul style="list-style-type: none">✓ Carry out a pre-shift check. Do not use if a safety defect is identified✓ Wear operator restraints, where fitted✓ Look all around before moving off✓ Look in the direction of travel✓ Travel at a speed suitable for the location and the load you are carrying✓ Travel with the forks lowered, but clear of the ground✓ Travel slowly when going down slopes✓ When carrying a load, ensure the forks face uphill when travelling up or down slopes✓ Adjust the tilt (where fitted) to suit the gradient and raise the forks to clear the ground.✓ Watch out for pedestrians and obstructions.✓ Avoid sudden stops and violent braking.✓ Slow down at corners, doorways, and at every danger spot and sound the horn where necessary.✓ Face the lift truck and use steps and handholds when getting in or out.✓ Park the lift truck on level ground, never on a slope.✓ Leave the lift truck with the mast tilted forwards and the forks fully lowered, with the tips on the floor.✓ Apply the parking brake, select neutral, switch off the engine.✓ Remove the key and/or isolate the truck to prevent operation by unauthorised persons.✓ Turn off the gas supply to the bottle and disconnect the battery at the end of each shift or if there is to be a prolonged period of inactivity.	<ul style="list-style-type: none">✗ Operate MHE unless you are trained and authorised to do so.✗ Use any MHE that you know is not working properly.✗ Operate controls from outside the cab, unless it is designed so you can do this.✗ Stand on or near the controls to reach the load or anything outside the cab.✗ Travel on uneven ground unless the lift truck is suitable for this.✗ attempt to turn on or travel across a ramp or a slope.✗ Leave a lift truck on a gradient except in an emergency, in which case always chock the wheels.✗ Run over unprotected cables or flexible pipes.✗ Try to carry out repairs – leave this to a qualified technician.✗ Operate a lift truck when under the influence of alcohol or drugs.✗ Use mobile phones or other hand-held devices while operating or travelling.✗ Lift a person on the forks, or on a pallet, or similar, balanced on the forks.✗ Carry passengers, unless the lift truck is designed for this.✗ Allow people to walk under raised forks or loads.✗ Pick up a load if someone is standing close to it.
<u>When Loading</u>	<u>When Loading</u>
<ul style="list-style-type: none">✓ Observe floor loading limits – find out the weight of the laden lift truck.✓ Ensure there is adequate clearance for the Lift truck and load, including overhead.✓ Lower loads at a safe speed.✓ Use suitable attachments for lifting unusual or wide loads and follow the manufacturer's instructions.✓ Ensure you are properly trained, competent and authorised to operate the lift truck with the attachment being used	<ul style="list-style-type: none">✗ Lift loads greater than the capacity of the lift truck.✗ Move a load that appears unsuitable or unstable (including on a damaged pallet).✗ Travel with a bulky load which blocks your view.✗ Travel with a raised load, unless the lift truck is designed for this.✗ Use an attachment unless a competent person, an authorised dealer or manufacturer has derated the lift truck (reduced the actual capacity).