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

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**Document No:SM-21**                      **Management of Risk**

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As a part of managing the health and safety within Toyota Material Handling UK Ltd (TMHUK) work process and task specific risk assessments have been implemented to control any risks identified in the workplace.

#### **General**

- 1.0 Where specific regulations exist, for example the Display Screen Equipment (DSE) or the Manual Handling regulations, arrangements for these will be detailed elsewhere in this manual.
- 1.1 A general assessment of all work processes must be completed. Where no significant hazards are identified the assessment is considered complete and not subjected to a documented risk assessment.
- 1.2 It is the responsibility of the team leader/departmental manager to ensure that all team members are aware of the risk assessments relevant to them, their location and that all control measures are implemented.
- 1.3 All risk assessments are reviewed periodically with nominated team members, ensuring that the consultation of all actions to eliminate hazards and reduce risk is implemented.

#### **Procedure**

- 2.0 The below five steps are addressed when completing a risk assessment;
  - 1) Identify the hazards;
  - 2) Decide who might be harmed and how;
  - 3) Evaluate the risks and decide on precautions;
  - 4) Record significant findings;
  - 5) Review the assessment and update if necessary.
- 2.1 In addition to the above five steps the following hierarchy of risk controls are considered to achieve risk reduction;
  - 1) Eliminate the hazard;
  - 2) Substitute with less hazardous materials, processes, operations or equipment;
  - 3) Use engineering controls;
  - 4) Use safety signs, markings and warning devices and administrative controls;
  - 5) Use personal protective equipment.
- 2.2 The relevant Departmental Manager will be responsible for the implementation of any actions deemed necessary as a result of risk assessments carried out in their department.
- 2.3 Where hazards cannot be eliminated and some risk still exists a Safe Working Practice (SWP) may be documented, giving a clear set of procedures to which work must be carried out.

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### **Qualitative Risk Assessments**

- 3.0 TMHUK has conducted “qualitative” risk assessments for the tasks where significant risks have been identified. Copies are available on the QHSE SharePoint and Customer Support webpage.
- 3.1 Team members, by virtue of training, instruction and experience are deemed competent to conduct risk assessments. These will be carried out before commencing any task and will normally be of a low risk nature and will not therefore be documented.
- 3.2 Team members have the authority to abort any task considered too high risk to continue and refer such matters to their team leader for resolution.
- 3.3 When a customer requests a task specific assessment, the team member may conduct such assessments. Should an assessment reveal any safety issue/action involving the site operator, a representative of both TMHUK’s and the site operator’s management should be advised before any work is undertaken. Only when agreement is reached between both parties that appropriate controls have been implemented may the work continue. This process should be documented, demonstrating that both parties are satisfied with the new safety arrangements. If additional assistance is required the QHSE Team should be contacted.

### **Records**

- 4.0 Each leader will maintain a record of all risk assessments conducted in their department and a copy will remain on file for not less than 1 year from the cessation of the process or its replacement by a subsequent assessment.
- 4.1 The QHSE Team will retain all qualitative risk assessments for not less than ten years from assessment date. The records and the resulting actions will be subject to routine auditing by the Safety & Quality Advisor at the instigation of the QHSE Manager.

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