

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

Document No:SM-23

Personal Protective Equipment

Toyota Material Handling UK Ltd. (TMHUK) has duties concerning the provision and use of personal protective equipment (PPE) at work.

PPE is equipment that will help protect the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It also includes respiratory protective equipment (RPE).

#### General

- 1.0 The requirement for the provision of PPE/RPE is recognised during the risk assessment of all company work processes – SM-21 Management of Risk
- 1.1 Even where the hierarchy of controls have been applied, some hazards may remain. These include injuries to:
  - a. the lungs, e.g. from breathing in contaminated air
  - b. the head and feet, e.g. from falling materials
  - c. the eyes, e.g. from flying particles or splashes of corrosive liquids
  - d. the skin, e.g. from contact with chemicals or substances
  - e. the body, e.g. from extremes of heat or cold
  - f. the hands and fingers, e.g. from impacts or sharps
- 1.2 PPE/RPE is needed in these cases to reduce the risk and is provided by TMHUK free of charge.
- 1.3 Where PPE/RPE is mandatory on TMHUK premises signage will be displayed.
- 1.4 It is the responsibility of the team leader to advise the Quality, Health, Safety and Environmental (QHSE) Team if there have been any changes in the equipment, materials and methods used in their department in order for additional risk assessments to be completed.
- 1.5 Further guidance on different types of PPE/RPE and their uses can be found in safe working practice SWP-32.

#### Selecting the correct PPE/RPE

- 2.0 When selecting the correct PPE/RPE the following is considered:
  - a. Who is exposed and to what?
  - b. How long are they exposed for?
  - c. How much are they exposed to?
  - d. Is it UKCA marked in accordance with the Personal Protective Equipment Regulations?
  - e. Is it suitable – consider the size, fit and weight of the PPE/RPE.
  - f. Is it compatible with other PPE which may be worn at the same time?
- 2.1 PPE/RPE must not be purchased locally without prior written authority from the QHSE Team

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## **Training & Maintenance**

- 3.0 All TMHUK team members that require PPE/RPE are trained on:
- a. why it is needed;
  - b. how to use it;
  - c. when to use it;
  - d. what its limitations are.
- 3.1 In addition, team members must be trained on how to look after and store their PPE/RPE when not in use, e.g. in a dry, clean location. If it is reusable, it must be cleaned and kept in a good condition.
- 3.2 All working at height equipment must be recorded on the Special Tool Examination Planner and bi-annual inspections completed.
- 3.3 If RPE is used daily checks, recording that the equipment has had a pre-use check and if filters have been changed.
- 3.4 The company accepts responsibility for expenses incurred (must be by prior arrangement with a senior leader) for the maintenance of PPE/RPE supplied to team members, e.g. the routine cleaning of overalls.
- 3.5 Team Members must make proper use of PPE/RPE and report its loss, destruction or any faults identified.

## **Records**

- 4.0 All records of training are recorded on TMHUK's training database.
- 4.1 All maintenance records are to be retained by the team leader for a minimum of 10 years.
- 4.2 All Q037 pre-use checklists are to be retained by the team leader for a minimum of 10 years.