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

Document No:SM-28

Electricity at work

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Toyota Material Handling UK Ltd. (TMHUK) has arrangements in place to ensure that equipment in use on its premises are properly designed, constructed, installed and maintained so that it does not present a risk of electric shock, burns, fire or explosion when used correctly.

#### **General**

- 1.0 All leaders are responsible for ensuring compliance by all team members to this policy.
- 1.1 All TMHUK premises must carry an Electrical Installation Condition Report (EICR). EICR Testing involves a competent electrician undertaking tests and inspections to produce a report to establish the overall 'condition' of a property.
- 1.2 The report is either satisfactory or unsatisfactory with any defects and issues raised listed within the report. These will also be coded, indicating the degree of urgency for remedial actions and must be resolved as soon as possible.
- 1.3 The certification process (examination & report) will be repeated periodically as recommended by the examiner, certainly not more than every five years.
- 1.4 Users should be instructed in use of and examination of electrical equipment, instruction should include looking for evidence of damage or wear to the outside of the equipment, its lead and plug before they use it.
- 1.5 Further advice on this subject is available from the Quality, Health Safety & Environmental (QHSE) Team.

#### **Portable Appliances**

- 2.0 Depot Safety Champions and the Service Management team are responsible for ensuring that a planned maintenance programme is in place for all such equipment.
- 2.1 All portable electrical appliances over 12 months old should be inspected and tested, as appropriate, by competent persons. The results of this inspection and test will be recorded and an approved label attached to all such appliances.
- 2.2 Any equipment failing this initial, and any subsequent inspection/test, must be made unavailable for service and clearly marked as unsafe for use. It must not be put into service until made safe or destroyed if not repairable.
- 2.3 All portable electrical appliances used in the field or workshop environments must be inspected and tested annually.
- 2.4 The company no longer supplies 240v electrically operated hand (portable) tools for use by technicians. all 110v equipment must be used with suitable centre tapped (CTE) transformers. Battery powered tools are the preferred option where appropriate.
- 2.5 All portable tools and transformers regardless of voltage should only be used with a sensitive residual current device (RCD). The device should comply with the relevant standard and should operate if the earth leakage current exceeds 0.03 amps.



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## Portable Appliances Testing (Combined inspection and testing)

Inspection and Testing should be carried out according to the matrix shown below.

Equipment	User checks	Formal visual inspection	Combined inspection and testing (PAT)
110V equipment	Yes, Pre Use	No	Yes Annually
230V equipment	Yes, Pre Use	No	Yes Annually
Fixed RCDs	Yes, Pre Use	No	Yes Annually
Battery-operated: (less than 40 volts)	Yes, Pre Use	No	No
Extra low voltage: (less than 50 volts AC): Telephone equipment, low-voltage desk-lights	Yes, Pre Use	No	No
Office information technology rarely moved, eg desktop computers, photocopiers, fax machines	Yes, Pre Use	No	Yes 2-4 years N/R if double insulated.
Double insulated  (Class II) equipment: Not hand-held. Moved occasionally, eg fans, table lamps	No	Yes, 2–4 years	No
Double insulated  (Class II) equipment: Hand-held, eg some floor cleaners, some kitchen equipment	Yes, Pre Use	Yes, 6 months – 1 year	No
Earthed equipment (Class I): Electric kettles, some floor cleaners, some kitchen equipment and irons	Yes, Pre Use	No	Yes, Annually
Cables (leads and plugs connected to the above) and mains voltage extension leads and battery-charging equipment	Yes, Pre Use	No connected to	Yes 2-4 years

**NOTE:** Local arrangements may be in place for portable appliance testing that surpasses the requirements shown in this section.

## Records

- 4.0 The responsible leader will retain the current electrical installation condition report (along with any related work details) and the portable appliance testing records for TMHUK premises.
- 4.1 Portable appliance testing records for After Sales technicians, both field based and site, are to be uploaded onto the Special Tool Examination Planner.

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