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

Document No: SM-39

Control of Asbestos

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Toyota Material Handling UK Ltd's (TMHUK) policy to manage the risks from asbestos and prevent the exposure of persons to asbestos in any of its forms.

#### **General**

- 1.0 Where TMHUK has a responsibility for maintenance of the property occupied and where the presence of asbestos is possible, an inspection will be arranged by an accredited inspection body to identify any Asbestos Containing Materials (ACM) and assess the risk.
- 1.1 The Quality, Health, Safety, Environment and Energy (QHSE) team will maintain an asbestos register and management plan for each building occupied by TMHUK. This register will detail instances where asbestos is known or suspected to be present.
- 1.2 Anyone (includes contractors/subcontractors) working with, or in the area where asbestos has been identified (where there is any doubt it must be assumed to be asbestos) must be informed of its presence and are required to sign form Q010 "Record of contractors' inspection of asbestos register" to confirm that they have viewed the register and will take appropriate precautions as required.
- 1.3 The company does not allow any of its Team Members to undertake work with asbestos, appropriately licensed contractors will always be used.

#### **Working with Asbestos**

- 2.0 It is TMHUK's requirement that all work involving asbestos is carried out by a contractor holding an asbestos licence.
- 2.1 A "Plan of Work" must drawn up by the contractor/subcontractor before any task involving asbestos begins. The plan must define the location, nature, duration and methods involved with the work.
- 2.2 The plan must specify the arrangements for protecting the workers and any others that may be affected by such work and be available at the place of work and for at least the duration of such work, see records, below, for further retention details.

#### **Information & Training**

- 3.0 TMHUK Team members potentially exposed to asbestos must be given adequate instruction and training to understand the risks associated with asbestos.
- 3.1 TMHUK team members who work remotely from TMHUK Business Centres do not work with asbestos and are not considered to be at risk of exposure, therefore training will not be provided.
- 3.2 Appointed contractors must provide suitably informed, trained and competent workers.

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## **Prevention/Reduction Measures**

- 4.0 As TMHUK does not operate any processes involving asbestos and does not use products that include asbestos, the question of preventing exposure by using alternatives does not arise.
- 4.1 When any existing substance e.g. roofing, decorative panels and insulating products are disturbed they will only be so by a contractor holding an asbestos licence, working in accordance with the below instructions.
- 4.2 The use of suitable PPE, maintenance and disposal is the contractor's responsibility.

## **Designated Work Areas**

- 5.0 Regardless of any assessment of exposure, any area where asbestos is likely to be involved will be declared an "Asbestos Area" and TMHUK Team members prevented from entering the declared zone.
- 5.1 Work areas must be clearly designated by the erection of suitable enclosures, notices and barriers.
- 5.2 The recognition of "PPE/RPE" zones is the responsibility of the contractor.
- 5.3 The responsible manager must determine suitable arrangements are in place so that any risk to company team members has been reduced to the lowest practicable limits or is eliminated entirely.

## **Washing/Changing Facilities**

- 6.0 In order to prevent the migration of asbestos contractors working with asbestos on company sites are not allowed to leave the designated work area until all external PPE e.g. overalls and respiratory equipment is removed. Such equipment should be stored in a prearranged designated storage facility provided by the contractor.

## **Records**

- 7.0 The QHSE Manager will maintain an electronic version of the Asbestos Register and management plan for unrestricted viewing on the company intranet.
- 7.1 Copies of form Q010 will be retained for 5 years.