

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

#### Document No:SM-44 Control of Substances Hazardous to Health (COSHH) Policy

Toyota Material Handling UK Ltd's (TMHUK) policy to comply with the Control of Substances Hazardous to Health Regulations (COSHH) which provides the main legislative framework for the control of hazardous substances in the workplace.

The Regulation on the registration, evaluation, authorisation, and restriction of chemicals (REACH) is the main EU law to protect human health and the environment from the risks that can be posed by chemicals. A REACH statement is available on the TMHUK website which complies with our obligation to inform customers of Substances of Very High Concern contained in our products.

In order to comply with these regulations and to ensure team member health and safety TMHUK will adopt the following seven principles to obtain effective and reliable control:

1. Minimise emissions, release and spread.  
Design and operate processes and activities to minimise emission, release and spread of substances hazardous to health.
2. Consider routes of exposure  
Take into account all relevant routes of exposure – inhalation, skin and ingestion – when developing control measures.
3. Control exposure by measures that are proportionate to the health risk.  
The more severe the potential health effect and the greater the likelihood of it occurring, the stricter the measures required to control exposure. Control measures that are adequate will take into account the nature and severity of the hazard and the magnitude, frequency and duration of exposure. They will be proportionate to the risk. Requirements for health surveillance will be in accordance with SM -18
4. Choose effective control options.  
Choose the most effective and reliable control options that minimise the escape and spread of substances hazardous to health.
5. PPE – the final control option  
Where adequate control of exposure cannot be achieved by other means, provide, in combination with other control measures, suitable personal protective equipment.
6. Review the effectiveness of the controls.  
Check and review regularly all elements of control measures for their continuing effectiveness.
7. Provide information and training.  
Inform and train all team members on the hazards and risks from substances with which they work, and the use of control measures developed to minimise the risks.

TMHUK will ensure that the introduction of measures to control exposure does not increase the overall risk to health and safety.

#### Risk Assessment

- 1.0 All risks associated with the use of substances will be assessed prior to purchase, a Material Safety Data Sheet (MSDS) will be obtained from the supplier and a COSHH risk assessment

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compiled. Once this has been authorised by the QHSE team the substance will be available from the parts department.

- 1.1 A copy of the MSDS and risk assessment can be accessed via the TMHUK intranet, and QHSE SharePoint.
- 1.2 Applications can be made to add a new substance to the authorised list using the appropriate form (Q050). Approval will only be granted if the substance has wide application and acceptance. Approval will not be granted for one off uses.
- 1.3 If a technician is obliged to use a substance not on the approved list (e.g. at the customers insistence) he should obtain a leaders (Department Manager, Service Manager or Service Support Manager) authority before doing so. The leader will be responsible for the acquisition of the necessary MSDS and a local work process risk assessment. These records must be maintained at the point of use.
- 1.4 All users have the responsibility to use these products in accordance with the advice given within these MSDS, COSHH Risk Assessments and the training given.

#### **Records**

- 2.0 All Q050 forms are to be retained by the QHSE team.
- 2.1 MSDS and COSHH risk assessments will be reviewed at least every 2 years or as and when TMHUK have been notified of a significant change to the substance or when a material change to the conditions or circumstance of use is proposed or adopted.