
Quality, Health, Safety, Environmental & Energy Manual:

Document No:SM-64

Working at Height

Toyota Material Handling UK Ltd.'s (TMHUK) policy on working at height on both company and customer premises by TMHUK team members.

Work at height means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury. For example, you are working at height if you:

- are working on a ladder or a flat roof;
- could fall through a fragile surface;
- are working on the mast of a FLT;
- could fall into an opening in a floor or a hole in the ground.

Team members are instructed that, whenever possible, they are to avoid working at height and if it is possible to do so use a Mobile Elevating Working Platform MEWP (e.g. Scissor Lifts or Boom Lifts) if available. This may be the customers own equipment (customer acceptance).

Before using any equipment, such as a MEWP, which has come from another business or rental company, the TMHUK team member is to check that it is accompanied by an indication (clear to everyone involved) when the last thorough examination has been carried out.

Working at height should always be avoided unless absolutely necessary. However, it is recognised that working at height is often unavoidable and sometimes the only option.

It is important that a sensible and practical approach is taken when managing the risk of a fall from height, therefore it is acceptable to work from a surface on a fork lift truck which is less than 1/2 metre from the ground (customer acceptance) without wearing a harness and Lanyard. See SWP-04.

TMHUK are committed to ensure that all team members who are required to work at height are trained and competent with the skills, knowledge and experience to do the job and that they are provided with the right type of equipment and PPE when undertaking this task.

Working at height equipment and PPE provided to TMHUK team members, listed below, is inspected by the team member prior to use and an inspection is conducted every six months by a competent person and recorded.

Equipment provided:

- Helmet
- Harness
- Lanyard
- Work positioning belt
- Ladders

All team members are to adhere to SWP-04 when there is a need to work from height and have general legal duties to take reasonable care of themselves and others who may be affected by their actions, and ensure they follow all the training and instruction provided to them by TMHUK.

The law says they must:

- report any safety hazard they identify to their employer;
- use the equipment and safety devices supplied or given to them properly, in accordance with any training and instructions (unless they think that would be unsafe, in which case they should seek further instructions before continuing)

TMHUK consults with team members on health and safety matters, including:

- risks arising from their work;
- proposals to manage and/or control these risks;
- the best ways of providing information and training.

Training

TMHUK trainers are approved to train TMHUK team members to work at height and are recertified annually

All TMHUK team members who may be required to work at height undergo training as a part of the induction process. Refresher training is conducted every 5 years.

Working at Height Medical Declaration Forms are to be completed by the individuals prior to training taking place.

TMHUK reserves the right to remove persons from the course if:

- a) They are considered to be taking unacceptable risks in doing the activity or
- b) They cannot provide a Medical Declaration Forms when requested.

Any persons who feel they are unable to perform this task are exempt from working at height activity.

All documentation in relation to the training received is recorded on the individuals training records.