

MATERIAL HANDLING

Quality, Health, Safety, Environmental & Energy Manual:

Document No: SM-69 Face coverings and face masks at work during a pandemic

Toyota Material Handling UK Ltd.'s (TMHUK) policy on the wearing of face masks/coverings on both company and customer premises by TMHUK team members.

Face masks/coverings must be worn:

- Where mandatory signs are displayed and/or where site rules specify this is a requirement.

Where face coverings or social distancing are not compulsory, we do recommend that these are observed in confined spaces.



Exemptions

Persons who suffer from breathing difficulties or a medical condition which affects lung function or breathing (e.g. asthma, COPD, etc.), may be exempt from wearing a mask. If you have a relevant condition, please inform your Leader and HR.

Effectiveness

Face masks reduce the risk of transmission from carriers of airborne infectious diseases; however, no safety reliance should be placed on them or be expected. If used incorrectly or instead of other measures, such as social distancing and good personal hygiene, the use of face masks will not be effective.

A face covering should:

- ensure the front is facing outwards and place the metal strip over the nose - shape to fit
- cover your nose, chin and mouth while allowing you to breathe comfortably
- fit comfortably but securely against the side of the face
- be secured to the head with ties or ear loops
- be made of a material that you find to be comfortable and breathable, such as cotton
- ideally include at least 2 layers of fabric
- unless disposable, it should be able to be washed with other items of laundry according to fabric washing instructions and dried without causing the face covering to be damaged

When wearing a face covering you should:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on. If unable to do this put on a pair of clean disposable gloves.
- avoid wearing on your neck or forehead

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Wearing Face Masks

- avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus
- change the face covering if it becomes damp, it is damaged or if you've touched it
- avoid taking it off and putting it back on a lot in quick succession (for example, when leaving and entering areas where face coverings are mandatory)

When removing a face covering:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing
- only handle the straps, ties or clips
- do not give it to someone else to use
- if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric
- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed
- clean any surfaces the face covering has touched using normal household cleaning products. If eating in a cafe, for example, it is important that you do not place the face covering on the table.

Disposal of a Face Mask

When wearing for social distance purposes only - Remove the face mask carefully and avoid touching the inside. After removal wash your hands or use hand sanitiser.

- dispose in a 'black bag' waste bin at home or at work, or a litter bin if you're outside
- do not put in a recycling bin as they cannot be recycled through conventional recycling facilities
- take home with you if there is no litter bin - do not drop them as litter

You do not need to:

- put them in an extra bag
- store them for a time before throwing them away

Masks are available in business centres and further supplies can be obtained from the Parts Department.