



## Health & Safety Policy

-  It is the policy of Toyota Tsusho UK Limited (hereafter referred to as “the Company”) to comply with the terms of the Health and Safety at Work etc. Act 1974, subsequent legislation and to provide and maintain a healthy and safe working environment. The health and safety objective of the Company is to minimise the number of instances of occupational accidents, illnesses and ultimately achieve an accident free working environment.
-  All employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the above stated objective.
-  The Company recognises and accepts the duty to protect the health and safety of all visitors to its premises, including contractors and temporary employees, as well as any members of the public who might be affected by our operations.
-  While the management of the Company will do all that is within its powers to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of each and every individual associated with the Company. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well-being of any other person.
-  The management of the Company will provide every employee with the training necessary to carry out their tasks safely. However, if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job then it is the employee's duty to report this to their Business Unit Manager or Group leader. An effective health and safety programme requires continuous communication between employees at all levels. It is therefore every employee's responsibility to report immediately any situation which could jeopardise the well being of themselves or any other person.
-  The Company will make available such finances and resources as are deemed reasonable to implement this policy.
-  All accidents, however small, sustained by a person at work or near misses must be reported to their line Manager as well as the QSE Team. Accidents and near misses records are crucial to the effective monitoring and reporting processes, which then provides supporting data that can be used to develop and revise our policy and must therefore be accurate and comprehensive.
-  The Company recognises the civil and moral need to ensure that all employees adhere to this Health and Safety Policy and will be prepared to invoke the disciplinary procedure in case of any deliberate disregard for the Health and Safety Policy.
-  The Company's Health and Safety Policy will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur. The specific arrangements for the implementation of the Policy and the personnel responsible are detailed in this policy document.

Mr. A. Kitahara  
Branch Manager  
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