

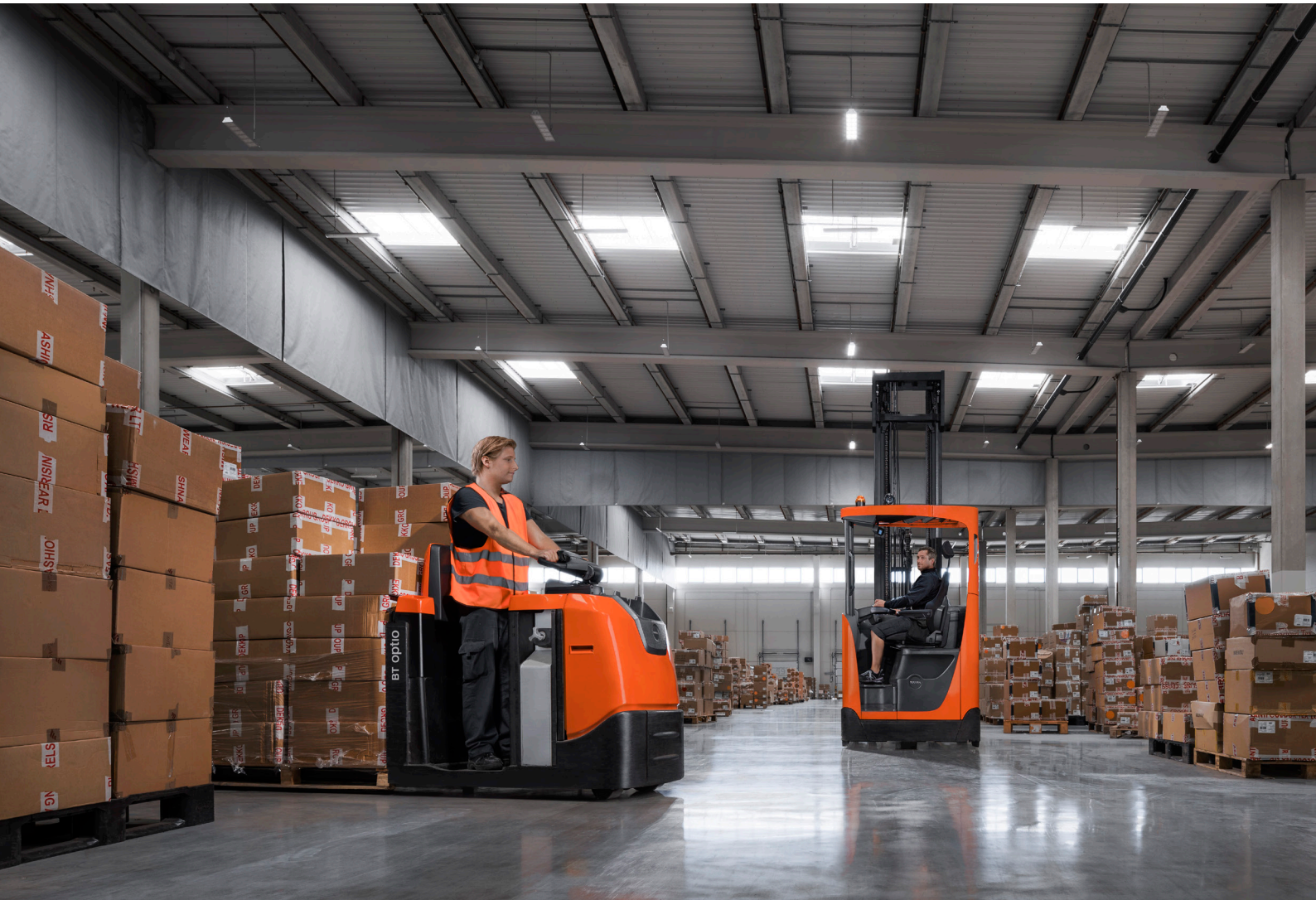
# Guidelines for the cleaning of Material Handling Equipment\*

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Keeping your business running

In the current Covid-19 pandemic Toyota Material Handling will adapt to the evolving health crisis. Toyota Material Handling is following the Corona virus development with utmost care. Our priorities are clear: the health and safety of our employees, as well as our customers and suppliers, come first.

We will do everything we can to uphold our service to our customers and partners. Therefore, we have made these guidelines to make sure that we protect our service technicians' and customers' wellbeing.



# How to clean Material Handling Equipment?

The following advice is provided for material handling equipment in regular use where there is no formal identification of contamination by the coronavirus. If there is a high risk that work equipment or environments have been contaminated by a person with suspected coronavirus, a formal assessment of all risks must be undertaken by your H&S responsible. As this is a new illness, it is not exactly documented how the coronavirus spreads from person to person. Similar viruses are spread in cough droplets, hence the significant risk will be either from person to person or by transmission on common contact points such as high-contact surfaces on shared work equipment & environments. It is not yet clear at what point there is no risk, however the risk is likely to be reduced significantly after 72 hours.

## When to clean

We recommend to clean the high-contact surfaces of the equipment:

- Before and after each work shift;
- Upon any change of driver;
- Before handing it over to your Toyota Service technician.

## What to clean

Examples of high-contact surfaces to clean on material handling equipment:

- Steering wheel, tiller arm, control switches & levers;
- Touch-sensitive display screens;
- Grab handles, seat belts, dashboards, arm rests & shared chassis areas;
- Access covers, e.g. battery change plug, fuel cap;
- Other surfaces: Unless a specific risk has been identified, special cleaning measures for surfaces which are not normally touched more frequently than every 72 hours are not required.

Cleaning of specialist items, such as batteries and chains, should only be carried out in accordance with the specific manufacturer's recommendations. Before applying cleaning products always refer to the truck's operator's manual.

## How to clean

- We recommend the use of disinfectant wipes or a combination with a disinfectant spray; administered to a paper towel to assist with cleaning down the contact surfaces of trucks;
- We do not recommend the use of a direct spray as it may disperse germs from the surface into the air and reusable cloths as they may transfer the virus between surfaces;
- As some commercial cleaning substances are in very short supply at this moment it is beyond this advice sheet to make specific recommendations;
- Always follow the instructions provided with the cleaning product.

## Safe working practice

It should be noted that any cleaning undertaken should not introduce additional hazards such as:

- Slippery or wet surfaces;
- Ignition sources caused by alcohol-based products;
- Harmful vapours in confined spaces such as truck cabins;
- Damage to electrical systems and controls due to fluid ingress.

## Personal Protection Equipment, Personal Hygiene and Waste

- We recommend to use at least (single-use) gloves when cleaning. Please consult local regulation with regards to the recommended use of additional PPE like safety glasses, masks and overalls;
- Wash hands before and after the cleaning with soap and water and dry them with a single-use towel;
- Make sure paper towels are disposed following waste management procedures.

For more information please contact us via your normal channels.

\*These guidelines are generally formulated for the TMHE network. Local regulations may differ.