

STANDARD OPERATING PROCEDURE

Battery Charging

DO NOT use this equipment unless you have been trained and assessed to a competent level in its safe use and operation, and have been given permission to use this equipment.



Safety glasses must be worn when checking lead-acid batteries and handling electrolyte.



Safety footwear must be worn when checking lead-acid batteries and handling electrolyte.



Gloves must be worn when checking lead-acid batteries and handling electrolyte.

PRE-OPERATIONAL SAFETY CHECKS

1. Ensure that risk assessment has been read. **UQ risk assessment task ID #31109.**
2. Ensure no slip/trip hazards are present in workspaces and walkways.
3. Check equipment is fitted with a current electrical safety test tag.
4. Examine the power cord for damage.
5. Locate and ensure you are familiar with the operation of the equipment.
6. Ensure correct charger is selected for battery type.
7. Check charging lead connections are clean and serviceable.
8. Faulty equipment must not be used. Immediately report suspect equipment.

OPERATIONAL SAFETY CHECKS

1. Keep cords and cables away from heat, oil, and sharp edges.
2. Always follow user's manual specifications when operating equipment.
3. Ensure the output voltage selected is correct for the battery being charged.
4. Always ensure the correct polarity of battery terminal connections and that they are securely fitted prior to switching on charger.
5. Ensure batteries are charged in a well-ventilated area away from flammable materials or substances.
6. Always switch off charger when not in use or when removing or adjusting terminal connections.
7. Never carry a battery charger by the power cord or disconnect it by yanking the power cord.
8. Don't use battery chargers in damp or wet locations.
9. Ensure battery vent caps are securely tightened before moving lead-acid batteries.
10. Use correct lifting procedures when handling heavy batteries or battery packs.

HOUSEKEEPING

1. Power off all equipment, disconnect and return all cables and fixtures to the correct storage location.
2. Store all batteries appropriately to avoid inadvertent discharging/contact with terminals.
3. Display a completed "Equipment in Use" notice when charging lead-acid batteries when unattended.
4. Ensure the equipment and work area are in a safe, clean and tidy state after job is completed.

POTENTIAL HAZARDS

- Electric shock
- Inhalation of fumes
- Explosion
- Acid/Electrolyte splash into eyes
- Acid burns
- Handling heavy batteries
- Fire

FORBIDDEN

- Using equipment with lapsed test tag
- Resting charger on top of battery
- Removal or modification of safety devices

This SOP does not necessarily cover all possible hazards associated with the machine and should be used in conjunction with other references. It is designed to be used as an adjunct to teaching Safety Procedures and to act as a reminder to users prior to machine use.