

# LITHIUM-ION BATTERY SAFETY CHECKLIST FOR HEALTH & SAFETY REPRESENTATIVES

Use this checklist to assess and manage lithium-ion battery risks in your workplace.

## Alternative Power Sources

- Assessment completed to determine if there are any safer power sources available.

## Charging Location

- Lithium-ion batteries, removable battery packs, and e-bikes and scooters charged in well-ventilated areas away from working stations
- Charging equipment is kept away from flammable materials
- Charging equipment is positioned away from emergency exits, evacuation routes and muster points
- Equipment is kept out of direct sunlight and away from other heat sources
- Equipment is away from moisture exposure areas

## Charging & Inspection Procedures

- Original or approved chargers are used for all equipment
- Equipment is inspected for damage before use
- Batteries are regularly inspected for damage and not used if they are dropped
- Equipment is inspected for damage after use and before charging
- Charging cables are inspected for damage before use
- Charging cables are inspected for damage after use

## Smart Charging & Disconnection Systems

- Smart Chargers are installed that:
  - Monitor battery status
  - Automatically disconnect power if faults are detected
- Manual emergency stop buttons are installed and accessible
- Isolators at installed distribution boards
- Automatic disconnection systems triggered by fire alarms where possible

## Enclosed & Restricted Spaces

- Avoid storing lithium-ion battery powered plant or passenger vehicles in enclosed or restricted spaces UNLESS:
  - Fire detection system is in place
  - Fire suppression system has additional capability (e.g., increased sprinkler heads)
- If unsure about sprinkler system suitability, advice has been sought from a fire engineer or appropriate specialist

## Emergency Response Plans

- Emergency response plan addresses lithium-ion battery fire risks
- Plan includes clear instructions to evacuate via suitable routes
- Plan includes how to handle a battery identified as having entered thermal runaway
- Plan specifies whether personnel should attempt to extinguish lithium-ion battery fires (noting that in the absence of specialist firefighting equipment and training evacuation is the safest option)
- That the appropriate evacuation distance is clearly identified to avoid exposure to toxic fumes.

## Maintenance And Servicing

- Only insulated tools are used when working on lithium-ion batteries
- PPE is provided to employees servicing/maintaining equipment with lithium-ion batteries
- Advice has been sought from equipment suppliers and manufacturers regarding appropriate PPE for each task

## Follow-Up Actions Required:

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Checklist completed by: \_\_\_\_\_ Date: \_\_\_\_\_