



Safe Work Procedure Battery Maintenance

Department and Program: Physical Plant Electrician

Date First Approved: October 2018

Date Updated: February 2023

Version 2.0 SWP-PP-ELE-002

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do.

Required Training

- Must be trained by experienced competent person

Required Personal Protective Equipment and Devices



CSA Approved Safety Footwear Required



Rubber Gloves Required



Eye Protection Required



Protective Apron Required



Face-Shield Required

Potential Hazards

- Electrical Burns
- Electric Shock
- Battery Explosion

Pre-Operational Safety Checks

- Ensure that all cords to and from Batteries are not frayed or cracked.
- Ensure there is no standing water around machine.

Prohibited Activities

- Do not leave this machine unattended while checking Batteries.
- No smoking or open flame while checking Batteries.

Safe Work Procedure

1. Inspect required personal protective equipment and replace if required.
2. Put on all required personal protective equipment.
3. Ensure that machine is in well ventilated area.
4. Ensure that all power is disconnected.
5. One battery at a time, remove the battery caps.
6. Check the acid level in each cell, acid level should be ¼ inch above plates.
7. If low, fill with distilled water to proper level.
8. Replace the caps; ensure they are clean and tight.
9. Repeat until all batteries have been checked.

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

- Place all materials in their proper storage areas.
- Ensure the equipment is safe, clean and tidy before you leave it.

**Guidance Documents/ Standards/
Applicable Legislation/ Other:**

Guidance Documents:

- Operator's Manual

CSA Standards:

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Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 6.1 Personal Protective Equipment
- 16 Machine and Tool Safety

Date Written: 2017/08/08

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Date Revised:

Approved By: Michael McCormick, Director of Physical Plant

Signature: _____



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