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| Safe Work Instruction | |
| Battery Re-Charge | Issue date: 30 April 2010 |

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Example content:

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| Scope: This work instruction applies to all types of battery packs for forklift trucks and battery packs for electrical equipment to enable them to be used and maintained in a safe and fit for work condition. | | Responsible supervisor | |
| References <ul style="list-style-type: none"> OHS Act 2000 Manufacturers Instruction | PPE required <ul style="list-style-type: none"> <input type="checkbox"/> Hard hat or bump hat <input type="checkbox"/> Eye protection <input type="checkbox"/> Hearing protection <input type="checkbox"/> . <input type="checkbox"/> . <input type="checkbox"/> . <input type="checkbox"/> . | Skills, competencies or qualifications required <ul style="list-style-type: none"> <input type="checkbox"/> Site specific induction, <input type="checkbox"/> . <input type="checkbox"/> . <input type="checkbox"/> . | Permits or Licences required |
| Tools and equipment required <ul style="list-style-type: none"> <input type="checkbox"/> Appropriate power trade tools <input type="checkbox"/> | | Inspection and Tagging of plant and tools <ul style="list-style-type: none"> <input type="checkbox"/> All equipment visually inspected prior to use for damage, wear or deterioration <input type="checkbox"/> | |
|  Warning | Prior to the commencement of any work activity it is identified that the suggested risk control measures are not suitable or less than adequate and that major changes are required, a risk assessment is to be conducted and new controls nominated and implemented as per the risk management procedure. | | |
| 1. General | This document outlines the steps to be followed for the re-charging of battery packs. It is to be used in close accord with the manufacturer's instructions.  | | |
| 2. Pre-work inspection of work area | Prior to the commencement of re-charging a battery a visual inspection of the the work area, the materials to be used and the proximity to flammable liquids and emergency response should be undertaken. <ul style="list-style-type: none"> The inspection should be conducted as per the Pre-work Inspection Safe Work Instruction | | |
| 3. Battery charging | All batteries are to be charged in a well ventilated area, clear of any naked flames or ignition sources. Only competent authorised persons who have been trained are to set up forklift batteries for charging; When setting up and charging batteries the following precautions are to be observed; <ol style="list-style-type: none"> Wear eye protection and rubber gloves when setting up for charging Electrical Considerations <ul style="list-style-type: none"> Ensure that a Safety Switch or RCD is protecting the circuit; Portable Safety or RCD switches must be plugged directly | | |