

## Lithium Battery Workplace Safety Checklist

### Charging Safety

CHECK	ITEM
<input type="checkbox"/>	Only approved or certified chargers are used
<input type="checkbox"/>	Charging takes place on non-combustible surfaces
<input type="checkbox"/>	Charging areas are kept clear of flammable materials
<input type="checkbox"/>	Devices are not left charging unattended overnight
<input type="checkbox"/>	Charging does not take place in a means of escape
<input type="checkbox"/>	Charging areas are adequately ventilated

### Battery Inspection & Handling

CHECK	ITEM
<input type="checkbox"/>	Staff understand warning signs such as smell, swelling, heat, or vapour
<input type="checkbox"/>	Damaged batteries are isolated immediately away from the building
<input type="checkbox"/>	Dropped or impacted batteries are treated as potentially unsafe
<input type="checkbox"/>	Batteries are protected from crushing and puncture damage

## Storage Practices

CHECK	ITEM
<input type="checkbox"/>	Lithium batteries are stored away from heat and sunlight
<input type="checkbox"/>	Storage areas are cool, dry, and ventilated
<input type="checkbox"/>	Damaged, swollen, leaking, or hot batteries are isolated immediately
<input type="checkbox"/>	Charging and storage areas are clearly identified
<input type="checkbox"/>	Battery terminals are protected from contact with metal objects.

## Emergency Response

CHECK	ITEM
<input type="checkbox"/>	Staff know how to raise the alarm quickly
<input type="checkbox"/>	Emergency services would be informed of a lithium-ion battery fire
<input type="checkbox"/>	Isolation or quarantine procedures are in place
<input type="checkbox"/>	Staff understand batteries can reignite after a fire
<input type="checkbox"/>	Staff understand the hazards of a thermal run away
<input type="checkbox"/>	There is a documented and shared battery fire response plan

## Training

CHECK	ITEM
<input type="checkbox"/>	Staff are trained on lithium-ion battery safety awareness as a minimum
<input type="checkbox"/>	Training is practiced in emergency drills

**Important:** This checklist supports awareness and safer workplace practices but does not replace a formal risk assessment.