

Forklift Battery Charging & Change-out Safety Checklist

Site / Project	_____	Address	_____
Inspector name	_____	Company	_____
Date	_____	Time	_____

Documentation aid only. Adapt this resource to the site, manufacturer instructions, and applicable local requirements. It does not replace a competent person, professional judgment, legal advice, or a required statutory form.

Inspection checklist

Battery Charging Area - Site Conditions

☐ Is the battery charging area equipped with adequate ventilation to prevent hydrogen gas accumulation (e.g., mechanical exhaust system)?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Is a hydrogen gas detector present and calibrated to alarm at or below 1% (25% LEL) hydrogen concentration?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Is an eyewash station located within 10 seconds (or 100 feet) of the battery charging area, on the same level, with unobstructed access?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Is the eyewash station flushing freely with potable water for a minimum of 15 minutes, and is the water tepid (60-100°F)?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Is an acid spill kit readily available and fully stocked with neutralizing agents, PPE, and disposal bags?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Are 'No Smoking' signs clearly posted within 50 feet of the battery charging area?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Is a Class C fire extinguisher (suitable for electrical fires) readily accessible and fully charged?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Is the floor in the battery charging area acid-resistant and free from cracks or damage that could trap spilled acid?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Is there adequate lighting (minimum 50 foot-candles) in the battery charging area to safely perform tasks?	☐ Pass	☐ Fail	☐ N/A	Notes: _____

☐	Are spare batteries stored on designated racks or pallets, preventing direct contact with the floor?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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Personal Protective Equipment (PPE)

☐	Are acid-resistant aprons available and in good condition for all personnel handling batteries?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Are acid-resistant gloves (nitrile or neoprene) available and in good condition for all personnel handling batteries?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Are full-face shields or safety glasses with side shields available and in good condition for all personnel handling batteries?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Is PPE inspected before each use for tears, punctures, or other damage?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Have all personnel been trained on the proper use, maintenance, and disposal of PPE?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Are safety shoes with steel toe protection worn by all personnel handling batteries?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Is there a written eye protection policy enforced in the battery charging area?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Is there a designated area for storing PPE when not in use, away from potential contamination?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Are procedures in place for cleaning and decontaminating PPE after each use?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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Battery Handling Equipment

☐	Is the battery extractor (if used) in good working order, with all safety features functioning correctly?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Is the battery extractor rated for the weight of the batteries being handled?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Is the battery extractor inspected daily for damage, wear, or missing parts?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	If a hoist is used, is the chain or strap inspected for wear, damage, or deformation before each use?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	If a hoist is used, is it rated for the weight of the batteries being handled, with a clear load rating visible?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	If a pallet jack is used, are the wheels and lifting mechanism in good working order?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are lifting slings (if used) inspected for cuts, abrasions, or chemical damage before each use?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Have all personnel been trained on the safe operation of the battery handling equipment?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is there a documented maintenance schedule for the battery handling equipment?	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Battery Charging Procedures

☐	Is the battery charger voltage compatible with the battery being charged?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is the battery charger free from damage, with all cables and connectors in good condition?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are all battery cables and connectors properly insulated and free from exposed wires?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are all battery vent caps in place and functioning correctly?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is the area around the battery charger clear of obstructions and flammable materials?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are battery connections clean and tight, preventing arcing or sparking?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is the battery charging process monitored to prevent overcharging or overheating?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is the electrolyte level in the battery checked regularly and maintained at the proper level with distilled water?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is the battery temperature monitored during charging to prevent overheating?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are the charger's operating instructions readily available and followed?	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Findings

#	Item	Location	Severity	Action required
1				
2				
3				
4				
5				
6				
7				
8				

Signature

Inspector signature _____

Name _____

Date _____