# F & A SCARCELLA PTY LTD

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# Procedure – Battery Handling and Management

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## 1.0 Purpose

The purpose of this procedure is to define the requirements for handling and managing batteries in F & A Scarcella Pty Ltd depots.

## 2.0 Scope

This procedure applies to all workers at F & A Scarcella Pty Ltd operational sites.
This procedure should be used in conjunction with on-the-job instruction.

## 3.0 Reference

Work Health & Safety and Regulations 2011

## 4.0 Definitions

***Class 8 Corrosive Material:***

Sulphuric Acid (battery acid).

Hydrochloric Acid (spirits of salts).

Sodium Hydroxide (caustic soda).

## 5.0 Roles and Responsibilities

**F & A Scarcella Management** must, so far as is reasonably practicable, ensure that workers exercise proper care when handling batteries and that correct PPE is worn at all times.

**Workers** are responsible for ensuring that they follow correct procedures and wear the appropriate PPE at all times.

## 6.0 Procedure

Batteries received by F & A Scarcella Pty Ltd are transported to an industrial waste recycler.

Class 8 packing group III (lead acid automotive batteries) require the following:

- For volumes of 1000 kg or above signage is required at the front gate and storage area

- Sites should have all batteries stored away from incompatible materials

- For transport, both trucks and driver may be required to obtain special licenses. Spill kits (soda ash), manifest, and emergency procedures are also required.

### 6.1 Burns and Spills

Although automotive batteries come in a variety of sizes, they operate using similar principles. Batteries are the source of a vehicle's electrical energy, and they work by converting electrochemical energy from a lead-acid solution stored within. The sulfuric acid solution, although diluted using water, is still strongly corrosive enough to cause damage on alloy steel, metal, and chemical burns on humans. Workers are not to attempt to handle car batteries with bare hands. Sufficient protective clothing and accessories such as gloves and safety glasses must be used when handling batteries.

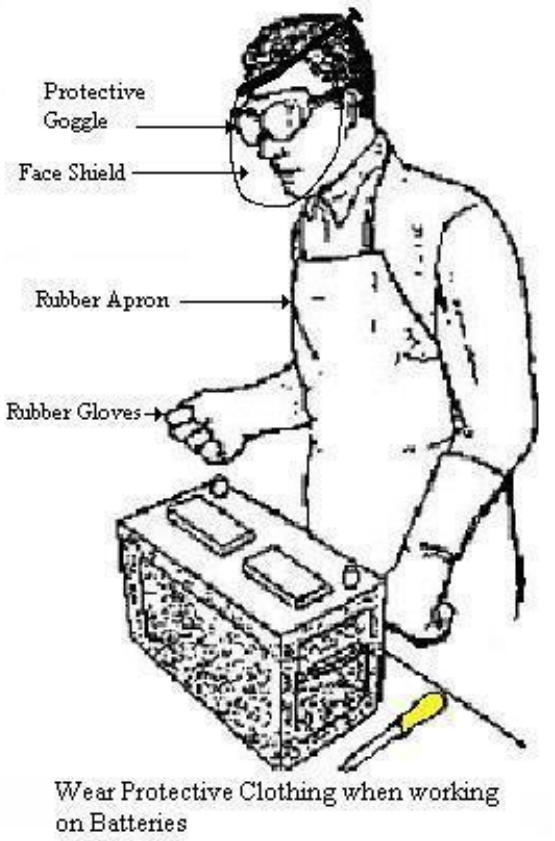
- Use extreme caution when handling batteries and keep an acid neutralizing solution—such as baking soda readily available

- Always wear proper eye, face and hand protection.

### 6.2 PPE Requirements for Battery Handling

## PPE Requirements:

- Safety Glasses/goggles
- Rubber Gloves
- Face Shield
- Chemical Apron
- Boots



Wear Protective Clothing when working on Batteries

If spills occur, battery residue will not be disposed of by dumping it in the soil or water. Spills shall be neutralised using alkali-based chemicals and powders such as soda ash.

- Neutralize with baking soda any electrolyte that spills in the work area. After neutralizing, rinse contaminated area clean with water.

In case of contact with skin and/or hair, contaminated clothing should be removed immediately, and the affected area flushed using running water. If contact with the eyes occurs, keep the eyes open and flush continuously using running water. Call the centre for Poisons Control and Information for guidance or make contact with a doctor.

- If the acid is splashed into an eye, immediately force the eye open and flood it with clean, cool water for at least 15 minutes.

- An eyewash facility should be capable of flushing both eyes simultaneously.

- Eyewash facilities are to be located as close to the point of exposure as possible of battery handling areas.

- If acid comes in contact with skin or clothing, rinse off for several minutes and try not to spread the acid.

- Get prompt medical attention.

- If acid is taken internally, drink large quantities of water or milk. DO NOT induce vomiting. Call a physician immediately.

## 7.0 Battery Handling

- Automotive batteries must be separated into similar sizes for stacking onto pallets.

- All batteries forming the perimeter of each layer must be of similar height. Lower height batteries can be stacked in the inner rows on each layer.

- All batteries must be stacked in an upright orientation so that acid is not spilled.

- Each layer must be separated by a slip sheet of fibre board or heavy duty cardboard. Polystyrene slip sheets are not to be used.

- All battery cables or connections must be removed.

- Exposed terminals, even on disconnected batteries, present an electrical shock hazard.

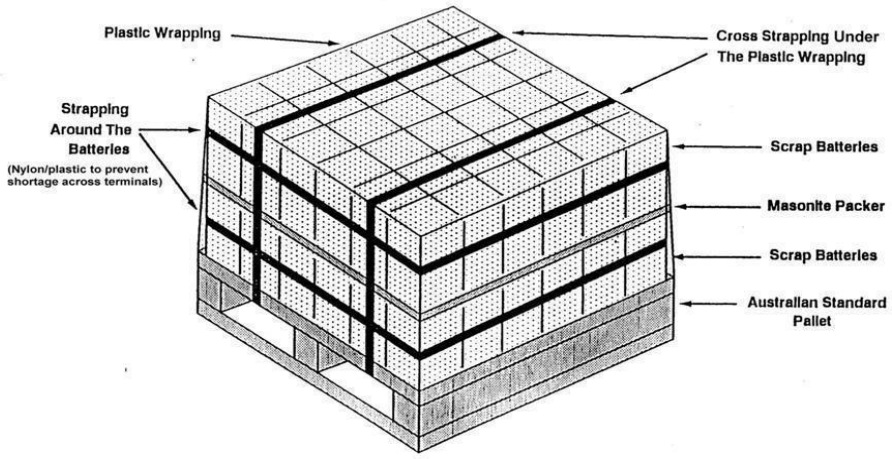
- Some battery systems are capable of discharging at extremely high rates of current. Accidental shorting of terminals or cables can result in severe electrical arcing, causing burns and electric shock to nearby personnel

- Never touch both battery terminals with your bare hands at the same time!

- Remove rings, watches and dangling jewelry when working with or near batteries. The metal in the jewelry can cause a shock or burn if they contact the battery terminals.

- Never lay tools or other metal parts on top of a battery.

- Batteries stacked on pallets are to be shrink-wrapped.




- Automotive batteries can be stacked up to a maximum of 3 layers provided a maximum weight of 1500 kg is not exceeded and the stacks remain square.

- Truck size batteries should be stacked on separate pallets where feasible.

### 7.1 Industrial Batteries

- Forklift battery cells and large flooded standby power cells must be stacked on separate pallets in an upright orientation so that acid is not spilled.

- Industrial batteries will be accepted in steel cases or trays but only when shipped separately.

- Industrial Perspex-cased industrial batteries must be stacked on separate pallets. They must not be mixed with Polypropylene-cased batteries.

### 7.2 Pallets

- Pallets must be in good condition and of heavy duty construction.

- The maximum size of the pallet must not exceed 1200 mm square.

- Pallets that are damaged with broken or missing timbers will not be accepted.

### 7.3 Packing and Strapping

- Strapping must be high strength polypropylene, polyester or nylon plastic.
- Steel strapping is not acceptable, due to the potential risk of fire from short-circuits
- Automotive batteries must have one horizontal strap around each layer of batteries.
- Forklift and flooded standby power cells must have at least 3 horizontal straps around the stack.
- In addition to the above all pallet loads must have at least 2 cross straps tying the load to the pallet.
- In addition to the above all pallet loads must be either stretch wrapped or shrink wrapped to the full height of the pallet stack.
- Plastic wrapping alone is not acceptable.
- Vertical strapping alone is not acceptable.

### 7.4 Labelling

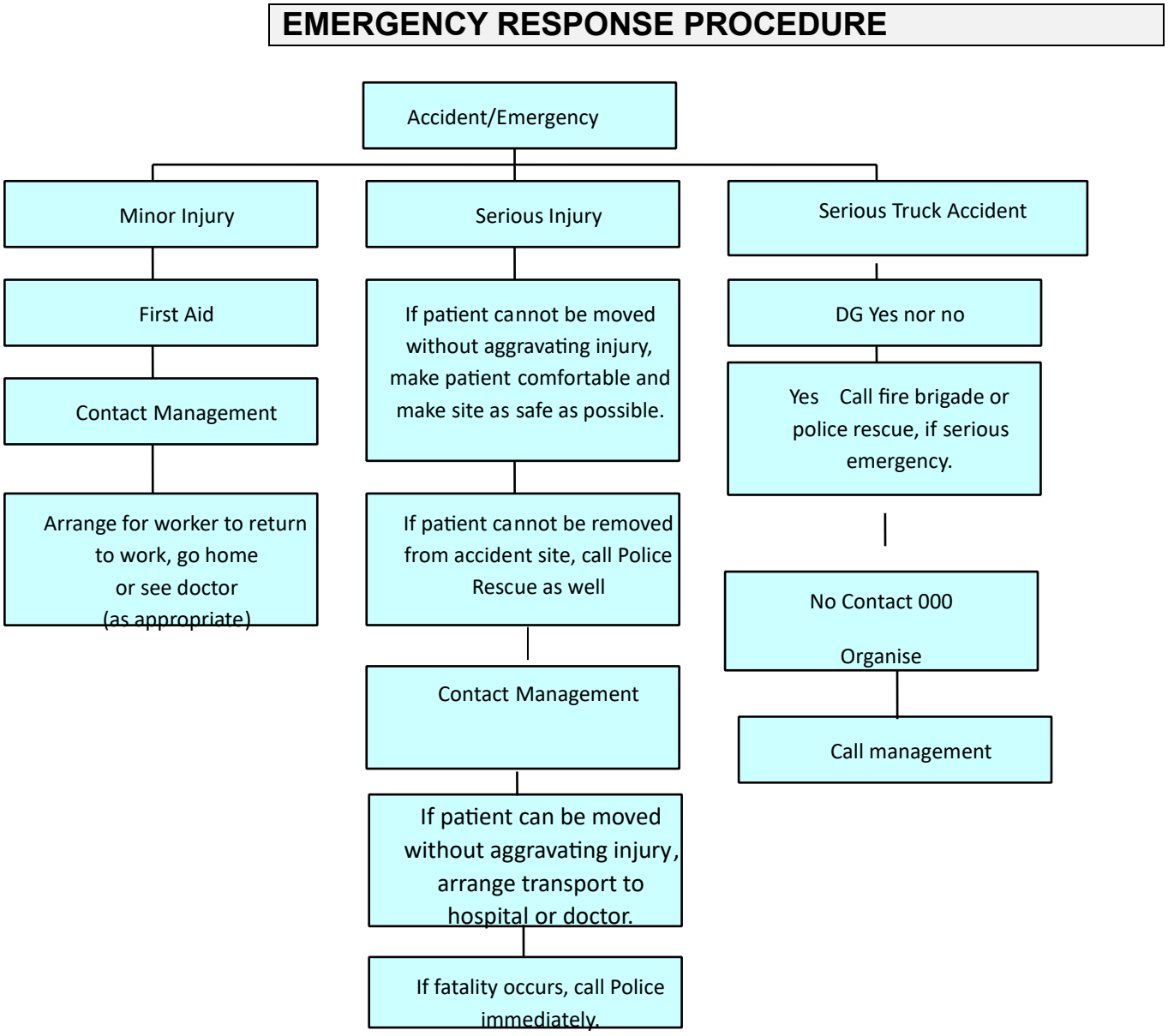
- All pallets must be labelled with a "Class 8 Corrosive" sticker to comply with Dangerous Goods Regulations.


Class 8 label.

## 8.0 Transportation

- The interstate movement of batteries must be undertaken with appropriate regulatory approval and documentation.
- The supplier must obtain an approved Consignment Authorisation issued by the destination state Environmental Protection Authority prior to transportation.
- Waste Transport Certificate documentation must accompany the load in transit and be presented at the receiving facility upon delivery.

## 9.0 Emergency Response Procedure

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|---|---|---|
| CONTACTS: | John Scarcella (Manager | 0413-021-210 |
| | Joseph Scarcella (Director | 0418-100-628 |
| | Darwin Area Mgr (Steve Cherry) | 0428-188-741 |
| | Blayne Fry (Operations Mgr) | 0447-258-001 |
| | FIRST AID (Cody Eichhorn) | 0418-461-115 |

*This page is placed in the workshop and in the drivers quarters at all Depots*

## 10.0 24 Hour Emergency Response Plan

- In the case of an emergency or accident whilst driving F & A Scarcella Pty Ltd company vehicles, there are steps you as a driver you must take.
- In the case of a breakdown an accident or if there is spillage or leakage from the load you must contact the Police, Fire Brigade and Our Company in that order. OR HAVE SOMEONE DO IT FOR YOU!!
- You must have a clear definition of your whereabouts and be able to give all the authorities the correct information. i.e. type of load and brief description of what has happened especially if there other vehicles involved, or people injured.
- In the case of a breakdown or minor incident F&A Scarcella Pty Ltd has in place an emergency 24-hour response system. Phone John Scarcella, Manager Sydney Depot (0413-021-210) or Blayne Fry, Operations Manager (0447-258-001) or Steve Cherry Darwin Area Manager (0428-188-741)
- In the case of a breakdown if you are blocking the road and need to be towed to a safe area contact John Scarcella, Manager immediately as we have an affiliation with several fleet towing services, who in the case of an accident or an urgent tow job are available 24 hours 7 DAYS A WEEK and are able to make necessary arrangements.
- John Scarcella must be contacted in all cases to make the necessary Decisions and Arrangements
- In the case of any major or minor breakdown or accident or incident John Scarcella **must** be contacted immediately to make necessary decisions.
- In the case of an Emergency situation, for example Bushfires, Floods, Terrorism or Road Rage, driver must contact Manager, John Scarcella immediately (PH: 0413-021-210) to be instructed on appropriate process.

## 11.0 TRAINING NOTES

- All people involved in working with batteries must be trained and capable of performing their allocated task