



Date : _____

التاريخ : _____

SAFE WORK PROCEDURE VEHICLE BATTERY FLUID LEVEL AND CONDITION CHECKS

REQUIRED AND/OR RECOMMENDED

PERSONAL PROTECTIVE EQUIPMENT: Rubber gloves, safety glasses, torch.

SEQUENCE OF BASIC JOB STEPS	POTENTIAL ACCIDENTS OR HAZARDS	RECOMMENDED SAFE JOB PROCEDURES
1. Lift bonnet of vehicle	Crush	<u>No Smoking - Switch off engine and ensure hand brake is engaged.</u> If bonnet has a support arm, place the support in the correct position. <u>Ensure that the engine is cool.</u>
2. Fit gloves and safety glasses on	Injury	Personal protective equipment must be worn
3. Remove all battery vent caps.	Burn, chemical burn, shock, explosion, chemical vapour inhalation.	Make sure the area is well ventilated, use rubber gloves to remove battery vent caps
4. Visually check fluid levels.	Burn, chemical burn, shock, explosion, chemical vapour inhalation.	Safety glasses must be worn. Use only a battery operated torch - <u>NO NAKED FLAMES.</u> Check if battery fluid level are full (but not over full)
5. Replace all battery vent caps.	Burn, chemical burn, shock, explosion, chemical vapour inhalation.	Check caps are on tight, wash any acid spills away with copious quantities of hot water or bi carbonate soda and water.
6. Remove plastic battery terminal covers.	Burn, shock, or explosion	<u>DO NOT</u> use anything metal to remove covers.
7. Visually check condition of terminals	Acid burns	Don't touch with the bare hands. Clean battery terminals with boiling water, or a wire brush
8. Replace battery terminal covers	Burn, shock, or explosion	Ensure covers are replaced carefully and are secure.
9. Close vehicle bonnet	Crush, damage, motor vehicle accident	Visually check the engine bay so that no tools or materials are left in the engine bay. Keep hands clear and lower the bonnet gently until spring mechanism locks the bonnet down. Manually check that the bonnet is secure.
10. Report any maintenance required to your supervisor.	Major equipment failure	Ensure maintenance is reported, documented and followed up.

Mr. Fareed Al-Sulimani
Chairman of the Board

