B-cycle Drop off Point

RISK ASSESSMENT AND SAFETY PLAN TEMPLATE

Published on 19th August 2022

As a B-cycle accredited Drop off Point, your organisation has committed to preparing a risk assessment and safety plan. This template has been provided to assist Drop off Points to explore and evaluate the specific risks associated with their specific Drop off Point(s) and to have a plan to minimize those risks.

Risks and controls must be tailored to suit the specific location and legal requirements of your relevant jurisdiction. Responsibilities may be assigned to the Collector or to your workers.

The template is to be used in conjunction with your organisations risk procedures or using the B-cycle Guidance for Conducting a Risk Assessment. Not all activities, risks or controls will be relevant to your operations.

BSC is committed to understand Drop off point risks and to improving these tools and would appreciate hearing from you with:

- any feedback or ideas on how to make them better
- notification of any battery related incidents

Please email the Battery Stewardship Council at: contact@bsc.org.au.

Drop off Point Name		Date	
Address			
Email		Phone	
Completed by			
Signature		Date	

Description of the Drop off point and its surrounds.	

Australian Government Accredited Product Stewardship Scheme

This Scheme is authorised by the Australian Competition & Consumer Commission (ACCC), accredited by the Australian Government, and has received financial support from the Australian Government and industry.

Activity	Risk	Rating	Possible Controls	Who	When
Bin contamination	☐ Placement of non-conforming material in battery bins may present a hazard. For example, metal items may cause short circuits, and combustible items may increase risk of fire.		☐ Bin signage and communications that educates users on accepted batteries. ☐ Procedure that clearly identifies acceptable and non-acceptable items. ☐ Employee training to ensure staff are aware of the need to reinforce and communicate acceptance procedures to users.		
Heavy lifting	☐ Lifting containers of batteries could cause injury.		☐ Heavy lifting procedures and training, that includes: Container size limits Accumulation limits Not allowing loads of batteries to accumulate beyond safe lifting weight (e.g., <15 kg) ☐ Lifting equipment and trolleys		
Overfilled battery containers	☐ Batteries spilling from containers can cause trip and accident hazards.		☐ Procedures and training for managing collected batteries in containers safely, that: ☐ communicates clearly to users and staff the limits of the battery collection container ☐ keeps additional battery collection containers on-site for overflowed materials ☐ regular (daily) container checks to review collected volumes ☐ service agreement between Collectors and Drop off points that clearly defines the expected quality of service, pick-up schedule, and pick-up response times.		

Activity	Risk	Rating	Possible Controls	Who	When
Fire	☐ Used batteries may contain a charge and thus have the potential to spark and catch fire. ☐ Some batteries contain substances that can self-combust if damaged or subjected to excessive heat, e.g., lithium-ion batteries.		☐ Fire and Emergency Preparedness and Response Plans that consider battery-related fire risk, e.g. ☐ battery collection bins / containers that reduce fire risk (e.g., inclusion of heat sensors, fire-resistant material, etc.) ☐ compliance with the Australian Dangerous Goods Code ☐ protection of batteries terminals, e.g., by taping or other effective means ☐ not storing flammable materials near battery collection bins ☐ Fire suppression through: ☐ containers designed with fire suppression ☐ availability of suitable fire extinguishers ☐ fire blankets or containers ☐ battery safety and emergency response training.		
General housekeeping	☐ Untidy facilities and areas hosting a B-cycle bin can become unsafe areas of accidents.		☐ Housekeeping program that addresses the following: ☐ keep the area around the B-cycle bin tidy ☐ daily sweep, vacuum or clean the area around the B-cycle bin.		
Maintaining safety equipment & supplies	☐ Out of date or expired safety equipment is a hazard in the event of an emergency.		☐ Review and update site procedures to include: ☐ regular testing of equipment ☐ report and resolve any equipment faults		

Activity	Risk	Rating	Possible Controls	Who	When
Accident or incident	☐ As with any activity, there is the potential for unexpected accidents and incidents.		☐ Review emergency response plans to address identified risks involving used battery collection and storage, such as: ☐ fires ☐ poisons ☐ spills. ☐ In the event of a serious incident (fire, risk to life, burn, or anything that cannot be controlled) activate emergency plan. ☐ Call 000 immediately, notify manager, close the site if safe to do so, and/or evacuate. ☐ In the case of controllable fire ☐ respond according to procedures and training using the available fire suppression equipment (e.g., fire extinguishers). ☐ Isolate the area immediately from customers and staff. ☐ In the case of an uncontrollable incident, follow the emergency response procedures. ☐ Once evacuated to safety, advise operators of adjacent premises. ☐ Record the fire in the appropriate incident register and report as required. ☐ Conduct a lessons learned after the event with those involved.		

Activity	Risk	Rating	Possible Controls	Who	When
Spill response	☐ Any material that could get onto a pedestrian surface could cause a slip. This can include water or cleaning material, and may be solid, semi-solid or liquid.		☐ Update and implement SOP to consider spills from battery collection containers: ☐ isolate the area immediately, asking customers to leave the area and placing signage and barricades if appropriate to prevent customer entry ☐ obtain required equipment (adsorbent material, brushes, brooms, waste material containers) ☐ wear appropriate PPE (safety boots, gloves, face shield, respirator if needed) ☐ clean up spilt material and place it in a waste container. Ensure that the clean-up is thorough to prevent slips or falls ☐ record incidents in your organisation's incident register and report as required.		
Handling swollen & damaged batteries	☐ Damaged batteries can pose a risk to human health by leaking toxic materials or posing a fire risk.		☐ Review B-cycle guidance on handling leaking, swollen and damaged used batteries. ☐ Procedures to provide clear advice for managing swollen or damaged batteries: ☐ always wear appropriate PPE when handling containers suspected of holding damaged batteries. ☐ wear gloves and appropriate clothing when handling damaged or swollen batteries. ☐ isolate the damaged or swollen battery and place it in a flame-resistant blanket/container if available ☐ contact a B-cycle Collector to notify them of the damaged or swollen batteries and discuss an appropriate collection process.		

Activity	Risk	Rating	Possible Controls	Who	When
Pressure build-up	☐ Storing batteries in sealed containers can result in a build-up of pressure causing risk of explosion.		☐ review site and equipment procedures to reduce risk of pressure build-up in battery collection containers. ☐ ensure containers are fit for purpose and allow for release of vapours. ☐ use containers that have adequate ventilation such as a vented cap. ☐ review and ensure containers meet B-cycle Container Protocols.		
Theft	☐ Containers open to the public may be targeted for theft.		☐ Review appropriateness of collection containers with Collectors to reduce risk of theft. This may include: ☐ containers designed with one-way valves ☐ location of containers in view of attendants and/ or shop assistants		
Ingestion	☐ If accessible by small children or pets, batteries may be accidentally ingested.		☐ If the person is having difficulty breathing: ☐ call 000 immediately. ☐ If the person is not having difficulty breathing, call the Poisons Information Hotline on 13 11 26 immediately ☐ DO NOT wait for symptoms to develop. ☐ Go straight to a hospital Emergency Department and NOT to a doctor. If possible, bring the device and/or battery packaging to assist in identifying the battery type. ☐ DO NOT induce vomiting. ☐ DO NOT give food or drink while awaiting medical treatment.		

Activity	Risk	Rating	Possible Controls	Who	When
Other:	☐				
	☐				
	☐				
	☐				
	☐				
	☐				
	☐				
	☐				
	☐				
	☐				
	☐				

This template has been published as a PDF, however BSC a Word version can be provided upon request if that would be of assistance.

REF: B-cycle Risk Assessment Safety Template 20220819