

# USING A MICROWAVE OVEN



Company Name:	SOP Number:
Address Details:	
Revision:	Revision Date:
Document Date:	Approved By:
Created & reviewed by: My Safety Shop Pty Ltd	

## INTRODUCTION

A safe operating procedure (SOP) is an integral part of the risk management process as it outlines the hazards, risks and associated controls measures to be applied to ensure the task/activity is conducted in a way to reduce the risk of injury.

## RESPONSIBILITY

It is the responsibility of each individual to carry out all tasks safely and in the prescribed manner. Supervisors and Departmental Managers are responsible for ensuring compliance with the prescribed guidelines set out in this document.

## REFERENCES

Occupational Health and Safety Act 85/1993

- Section 8(2)(b) taking such steps as may be reasonably practicable to eliminate or mitigate any hazard or potential hazard to the safety or health of employees, before resorting to personal protective equipment.
- Section 8 (2)(d) provides such information, instructions, training and supervision as may be necessary to ensure, as far as reasonably practicable, the health and safety at work of his employees.
- Section 8(2)(j) causing all employees to be informed regarding the scope of their authority as contemplated in section 37(1)(b).
- Section 13 Without derogating from any specific duty imposed on employers by this Act, every employer shall - (a) as far as is reasonably practicable, cause every employee to be made conversant with the hazards to his health and safety attached to any work he has to perform, any article or substance which he has to produce, process, use, handle, store or transport and any plant or machinery he is required or permitted to use, as well as with the precautionary measures which should be taken and observed with respect to those hazards.



An Electrical kitchen appliance is an appliance such as a fridge, toaster, microwave or kettle that uses electricity to generate the desired effect.

## POTENTIAL HAZARDS:

- Flammable
- Environmental Damage
- Electrical

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## RISK ASSESSMENT CONTROL MEASURES:

Refer to Risk Assessment on OHSONline

## REQUIRED PERSONAL PROTECTIVE EQUIPMENT:

N/A

## PRE-OPERATIONAL SAFETY:

- Ensure that the microwave is placed on an even surface with adequate clearance distance from the edge of the table /shelf.
- Ensure that the electric wiring of the microwave is in a good condition.
- Ensure that the microwave's door closes tightly to avoid exposure to non-ionising radiation.
- Inspect the microwave for any damage. (Report damages to your supervisor; do not try to repair the microwave yourself.)
- Make sure that the microwave is clean inside.
- Never place metal or aluminium foil objects inside the microwave.
- Locate and ensure you are familiar with all Microwave operations and controls.
- Do not use faulty equipment. Immediately report suspect microwaves
- Do not use any microwave ovens used for workshop applications for food preparation.
- Do not heat any flammable or combustible liquid in the oven. A fire and/or explosion may result.

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### OPERATIONAL SAFETY:

- After you have placed your food in the microwave, ensure that the door is closed properly before activating the microwave, to avoid exposure to non-ionising radiation.
- Ensure that the microwave has stopped operating before you open the door.
- Do not attempt to remove food / beverages from the microwave whilst it is still activated.
- Take care when removing food / beverages from the microwave after re-heating. The contents may be hot and could scald you.
- If a microwave does not function, never by-pass any safety device. Get a competent person to rectify the fault.
- Be careful when you eat food taken from a microwave. It could have been heated unevenly and scald you.
- Never place metal objects / aluminium foil containing food in a microwave. It will cause a short circuit and the microwave could explode, resulting in a fire.
- Be aware of other people in the area when handling hot material.

### HOUSEKEEPING REQUIREMENTS:

- Clean the microwave after use to avoid bacteria from growing.
- Leave the microwave in the condition you would like to find it.

### REVIEW:

This procedure is required to be reviewed every three (3) years, unless in the event of a near miss, incident or accident, at which point all new control measures or possible hazards or change in procedures are to be reviewed and documented

### TRAINING:

All employees who are responsible for carrying out this task are to be trained on this procedure within 7 days of commencement of work, and each time this procedure is reviewed re-training is to be conducted. Records of all training are to be kept.

### INCIDENT HISTORY

Department	Incident Description	Date of Incident	Claim Number

