



LOCATION DETAILS

School/Branch: School of Molecular & Biomedical Science

SAFE OPERATING PROCEDURE DETAILS

Using the drying ovens

Date Prepared:
24th August 2009

PREPARED BY: Name, position, & Signature (insert names of supervisor, HSO, subject matter expert)

Kate Dixon – School Health & Safety Officer

Signature:

RISK ASSESSMENT

Has a risk assessment been completed and all other environmental considerations been made?

YES

See risk assessment dated:

10/07/2009

(on risk register)

Overall Risk Rating:

- Low
- Medium
- High
- Very High

RISKS IDENTIFIED

- Burns to skin from heat
- Musculoskeletal injury from manual handling
- Electric shock from power current
- Fire from dirt/unclean ovens igniting
- Cuts and lacerations from glass that has broken in the oven.

SAFETY PRECAUTIONS

The following control measures **MUST** be adhered to:

- All staff and students using the drying ovens must be trained by a competent person.

PERSONAL PROTECTIVE EQUIPMENT REQUIRED

The following PPE must be worn at all times when working with animals:

- Heat resistant gloves
- Safety eye glasses
- Lab coat/gown

SAFE OPERATING PROCEDURE

1. Check the machine's electrical testing tag is not overdue and oven has been maintained as per the manufacturer's recommendations e.g. maintenance log book.
2. Put on heat resistant gloves, lab coat and safety glasses.
3. Physically set the temperature on the oven temperature dial. **Do not** exceed the recommended temperature (check the manufacturer's instructions for further information).
4. Visually check the thermostat when setting up the run.
5. For ovens that run above 100 degrees Celcius, complete the activity details on the Oven Booking/Activity Sheet.

6. Clean the oven and surrounding area thoroughly once you have completed the activity.
7. Turn the machine off.

OTHER INFORMATION

- DO NOT over-stack the oven
- DO NOT exceed the recommended temperature
- DO NOT use plastic containers in high temperature environments
- DO NOT stack/unstack loads for long periods of time. Break it up into short tasks
- DO NOT dry items that have been rinsed in solvent
- DO NOT dry chemical samples that have any kind of volatility

ADMINISTRATION

Note: This Safe Operating Procedure must be reviewed :

- a) after any accident, incident or near miss;
- b) when training new staff;
- c) if adopted by new work group;
- d) if equipment, substances or processes change; or
- e) within 5 years of date of issue.