

Insert Name of Club – Safe Work Procedure

OVEN

DO NOT use this machine unless you have been instructed in its safe use and operation and have been given permission

PERSONAL PROTECTIVE EQUIPMENT



Safety glasses must be worn at all times in work areas.



Long and loose hair must be contained.



Gloves must be worn.



Sturdy footwear must be worn at all times in work areas.



Close fitting/protective clothing must be worn.



Rings and jewellery must not be worn.

PRE-OPERATIONAL SAFETY CHECKS

- ✓ Locate and ensure you are familiar with all machine operations and controls.
- ✓ Check workspaces and walkways to ensure no slip/trip hazards are present.

OPERATIONAL SAFETY CHECKS

- ✓ Pre-heat the oven for at least five minutes to be sure the oven compartment has reached the required temperature.
- ✓ Be aware of other people in the area when handling hot material.
- ✓ Use thermal gloves or tongs to remove workpiece from the oven.
- ✓ Ovens must be located with due regard to the possibility of fire resulting from overheating.

ENDING OPERATIONS AND CLEANING UP

- ✓ Switch off the oven when work completed.
- ✓ Before cleaning material accumulations, switch off and allow the oven to completely cool.
- ✓ Leave the oven and work area in a safe, clean and tidy state.

POTENTIAL HAZARDS AND INJURIES

- ⓘ Burns from hot surfaces.
- ⓘ Fumes.
- ⓘ Sources of ignition from hot surfaces and workpiece.

DON'T

- ✗ Do not use faulty equipment. Immediately report suspect machinery.
- ✗ Do not use any ovens used for workshop applications for food preparation.
- ✗ Do not heat a sealed container.
- ✗ Do not heat any flammable or combustible liquid in the oven. A fire and/or explosion may result.
- ✗ Do not heat any material that might pose a hazard because of acute or chronic toxicity, unless special precautions have been taken to ensure continuous venting of the atmosphere inside the oven.
- ✗ Do not overheat the workpiece.

This SWP does not necessarily cover all possible hazards associated with this equipment and should be used in conjunction with other references. It is designed as a guide to be used to compliment training and as a reminder to users prior to equipment use.

This information is based on material published by the South Australian Department of Education and Children's Services.