

STANDARD OPERATING PROCEDURE

Electric Furnace (High & Low Temperature)

DO NOT use this machine unless you have been trained and assessed to a competent level in its safe use and operation, and have been given permission to use this equipment.



Safety glasses must be worn when operating this equipment.



Covered footwear must be worn at all times when operating this equipment.



Gloves must be worn when using this equipment.



Long and loose hair must be contained when operating this equipment.



Close fitting/protective clothing must be worn when operating this equipment.



Rings and jewellery must not be worn when operating this equipment.

PRE-OPERATIONAL SAFETY CHECKS

1. Ensure that risk assessment has been read. **UQ risk assessment task ID #2152.**
2. Check if the oven and contents are hot. If they are, proceed with caution.
3. Check workspace and walkways to ensure no slip-hazards are present.
4. Check equipment is fitted with a current electrical safety test tag.
5. Examine the power cord for damage.
6. Locate and ensure you are familiar with the operation of the ON/OFF switch.
7. Locate and ensure you are familiar with the operation of the temperature controller.
8. Refer to relevant MSDS for all chemicals being heated.
9. Faulty equipment must not be used. Immediately report suspect equipment.

OPERATIONAL SAFETY CHECKS

1. Set the required temperature profile settings including ramp and hold timing functions where available.
2. Clear a set down area nearby for hot items.
3. Tongs should be used to lift hot items whenever possible.
4. Use a safe working posture.
5. Complete and affix a re-usable "Equipment in Use" notice to the front of the furnace with user and process details completed.

HOUSEKEEPING

1. Switch off when not in use.
2. Clean "Equipment In Use" notice and affix to oven door
3. Allow all fixtures to cool and then return them to the correct storage location.
4. Ensure the equipment and work area are in a safe, clean and tidy state after job is completed.

POTENTIAL HAZARDS

- Burns to skin/body parts
- Inhalation of fumes
- Electric Shock
- Fire

FORBIDDEN

- Removal or modification of safety devices
- Heating toxic or flammable substances or materials
- Heating food substances
- Using equipment with lapsed test tag

This SOP does not necessarily cover all possible hazards associated with the machine and should be used in conjunction with other references. It is designed to be used as an adjunct to teaching Safety Procedures and to act as a reminder to users prior to machine use.