Risk Management Form

Print Instructions	Clone As New

Document Details

Enter the details of the document. The Risk Management Procedure (HS329) should be consulted to assist in the completion of this form.

Document Number   SCI-BABS-RMF-4270   Current Author   Lucien Alperstein   Original Author   Helene Lebhar

Approval Status   Approved   Approval Date   28/03/2018

Title *   CPM_Use of microwave oven

Faculty *   Science

School *   School of Biotechnology and Biomolecular Science

Approver *   Christopher Marquis

Period of time before next review   ◉ 6 months   ◉ 1 year   ◉ 2 years   ◉ 3 years   ◉ N/A

OR

Next Review Date   6/04/2019

Review Date Reminder   ☐ 1 day ☐ 5 days ☐ 10 days ☐ 15 days ☐ 30 days ☐ 45 days ☐ 60 days ☐ 90 days

Risk Management Details

Risk Management Form Description   Safe use of Microwave Over

Locations   KENC-F25-L1-124;

Persons at Risk *
☑ Workers
☑ Students
☐ Visitors
☐ Contractors
☐ Members of the public

Consultation Process *   Persons must read this form

Related Legislation, Standards, Codes of Practice etc. *   WHS Act 2011; WHS Regulations 2017

Related Safety Documents

Related Equipment

Related Activities

Hazards and Risks

Use this section to list each task/scenario and its associated hazard and risk. You can choose multiple tasks by clicking on 'Add new hazard' at the end of this box

Hazard Task/Scenario *	Use of electrical equipment
Hazard Category *	Electrical
Associated Harm *	Electric shock Electrocution
Existing Controls *	Electrical equipment must be electrically tested and tagged
Additional Controls	

Risk Consequence	2. Minor	Risk Likelihood	D. Unlikely	Risk Rating	Low

Cost of Controls

Is this reasonably practicable?   ⊙ Yes   ○ No

Hazard Task/Scenario *	Collect heated items
Hazard Category *	Plant & Equipment
Associated Harm *	Burns, superheated liquid
Existing Controls *	PPE including Heat proof gloves required when removing hot items from the microwave oven. Use multiple short heating times, stir occasionally
Additional Controls	

Risk Consequence	2. Minor	Risk Likelihood	D. Unlikely	Risk Rating	Low

Cost of Controls

Is this reasonably practicable?   ⊙ Yes   ○ No

Hazard Task/Scenario *	Use of microwave
Hazard Category *	Fire/Explosion
Associated Harm *	Fire/Explosion
Existing Controls *	No metal item (including aluminium foil) to be heated in microwave User must not leave the lab while microwave is running
Additional Controls	

Risk Consequence	2. Minor	Risk Likelihood	D. Unlikely	Risk Rating	Low

Cost of Controls

Is this reasonably practicable?	⊙ Yes ○ No

Hazard Task/Scenario *	Use of microwave
Hazard Category *	Ionising radiation
Associated Harm *	Radiation
Existing Controls *	Visual inspection of equipment prior to use. No apparatus which is damaged should be used.
Additional Controls	

Risk Consequence	2. Minor	Risk Likelihood	D. Unlikely	Risk Rating	Low

Cost of Controls

Is this reasonably practicable?	⊙ Yes ○ No

Hazard Task/Scenario *	Chemical spills inside microwave
Hazard Category *	Chemical exposure - Spill
Associated Harm *	Irritant/Burn
Existing Controls *	Read MSDS of the relevant chemicals, make sure it is compatible with heating Clean up spillage immediately
Additional Controls	

Risk Consequence	2. Minor	Risk Likelihood	D. Unlikely	Risk Rating	Low

Cost of Controls

Is this reasonably practicable?   ◉ Yes   ○ No

Other Risk Management Details

Date All Controls Implemented   28/03/2018

Emergency Procedures *   Fire: Cover the fire with a fire blanket if it can be fully contained underneath the blanket; otherwise use a fire extinguisher. Carbon dioxide or dry powder is suitable.
Be prepared for re-ignition, especially if equipment is involved: do not leave the scene unless fumes or smoke become hazardous.

Exposure: Remove contaminated protective clothing and examine your clothes for contamination which may have soaked through. If day clothing is contaminated, remove, and wash skin under running water immediately for 15 minutes or until medical attention arrives. Assess if any person requires medical attention – contact first aid officers if required.
Advise others of the situation and clear the laboratory if required
Report incident to Lab Supervisor and School H&S representative.
For emergencies contact UNSW Security on x56666.

Competency and Training Required

Competency Levels *   1. Read Document

Only add descriptions below for competency levels chosen above

Training Description

Knowledge Test Description

License/Cert Description

Other Competency Description

Additional Documents

Declare As Read	Close

The 'Save and Submit' button has been temporarily disabled due to a fault. UNSW IT are working to fix this.If you require urgent approval you may email the draft (via PDF or hyperlink) to your approver for confirmation.

Due to the high number of documents within SafeSys, when you click Save as Draft/ Save and Submit/ Cancel, it may take 1-2mins for the next page to load. We appreciate your patience while we work to improve the speed.