Safe Work Procedure

**NOTE: DO NOT use this machine unless you have been trained in its safe use and operation.**

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| Description of Work: | Using a Bunsen/Meker Burner  |
| Bunsen/Meker Burner   http://z.about.com/d/chemistry/1/0/6/d/bunsenburner.jpg | **Potential Hazards:** Fire hazard with the potential to cause harm through exposure to heat, explosions, sparks, fumes and flame.  |
| **Personal Protective Equipment (PPE) Required** *(Check the box for required PPE*): |
| hand protectionGloves | dust maskFace Masks | safety gogglesEyeProtection | face shieldWelding Mask | foot protectionAppropriateFootwear | hearing protHearing Protection | safety apronProtective Clothing |
| [x]  | [ ]  | [x]  | [ ]  | [x]  | [ ]  | [x]  |
|  **Safe Work Procedure Checklist:** |
| 1. PRE-Operation/Task:* Task (e.g. Drawings, instructions, specifications etc.) is clearly understood.
* Ensure the work area is clean and clear of grease, oil and any other flammable materials.
* Ensure all fittings are tight and the gas hose is in good condition.
* Ensure appropriate PPE is worn.
* Use the fume cupboard if undertaking experiments which produce fumes.

2. Operation/Task:* Light gas with a match or flint lighter.
* Turn adjustable opening so the flame turns to blue when in use.
* Turn adjustable opening so the flame turns to orange when not in use.
* Never leave the Bunsen/Meker burner running unattended.
* Wait for instruments and burner to cool prior to handling.

3. POST-Operation/Task:* Switch off gas.
* Clean and return all materials to storage area.
* Report any breakages or incidents immediately.
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| **Competent Person(s):** (The following persons are authorised to operate, supervise and test students on the equipment/process). |
| **Name:** | **Title:** | **Contact Details:** |
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