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 protection Gloves | | dust mask Face Masks | | safety gogglesEyeProtection | face shield Welding Mask | | foot protection Appropriate  Footwear | | hearing prot Hearing Protection | safety apron Protective Clothing | |
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| **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. | | | | | | | | | | | |
| **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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