


**Work Health Safety: Safe Work Practice: Food & Catering**

**Microwave oven operation**

 Risks	Risk rating	Risk Controls
Food contamination	Likelihood E Consequence 3 Rating = MODERATE	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Ensure that the cooking appliances are clean</li> <li><input checked="" type="checkbox"/> Food must be cooked at appropriate temperature for appropriate length of time</li> <li><input checked="" type="checkbox"/> Gloves must be changed regularly. Do not use the same gloves when handling raw and cooked foods.</li> </ul>
Burns	Likelihood C Consequence 4 Rating = MODERATE	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Only use microwave to heat or cook food - Never heat flammable or combustible liquids, or attempt to dry or sterilise clothes or blankets, or heat wheat bags, or use a metal dish or aluminium foil, or recycled paper (unless clearly marked as microwave suitable)</li> <li><input checked="" type="checkbox"/> When cooking popcorn heat according to the instructions, begin with the minimum time specified as some microwaves can scorch popcorn in as little as two minutes.</li> <li><input checked="" type="checkbox"/> If you have a fire in the microwave oven, turn off the oven immediately and unplug the power cord if safe to do so. Do not open the door of the microwave, simply wait till the fire suffocates, never open the door until you are absolutely sure the fire is out. Dial Triple Zero (000) and ask for Fire.</li> </ul>
Manual handling injury	Likelihood D Consequence 3 Rating = MODERATE	<input checked="" type="checkbox"/> All microwave ovens must not be stored or used; (1) above shoulder height or below bench height and (2) do not require moving
Radiation poisoning	Likelihood E Consequence 4 Rating = LOW	<input checked="" type="checkbox"/> Microwave ovens are tested for radiation leaks every two years

**Equipment required:.**

<i>Mercy Services equipment</i>	<i>Others equipment</i>
Worker to wear <u>footwear</u> that is fully enclosed, slip resistant sole, water repellent/resistant and provides adequate support.	Clients supply utensils and equipment for cooking in their home
<b>Personal Protective Equipment required:</b> gloves.	

<b>Activity</b>	<b>Worker behaviour</b>	<b>Client/other's behaviour</b>
1. Preparation	a. Ensure microwave oven is clean inside and out. - The oven is to be wiped with a damp cloth/paper towel to remove particles. b. Ensure food to be heated/cooked is covered to prevent splattering c. Ensure food is in a microwave suitable dish/container	<i>Clients to: stay away from food preparation area</i>
2. Use	a. Select suitable time and temperature for the oven (reheated/cooked food must have reached 65°C) b. Allow between 3 – 60 seconds before opening the oven after it has stopped heating food	
3. After use	a. Use oven mitts if the dish is hot b. Be extremely careful when removing heated liquids and food from the microwave, the container may only feel warm but the contents could be extremely hot. c. Be careful of steam escaping when removing wrappers or container lids d. The oven tray must be cleaned after each use. Switch off the oven at the power outlet. The actual microwave oven and tray must be clean and sanitized inside and out.	
4. Follow-up	a. Document any incident and report it to your Coordinator immediately	

**As 03/05/17 this Safe Work Practice is authorised for use in:**

<b><i>Service</i></b>	<b><i>Position</i></b>
Day Centre/ Centre Based Meals	Food Safety Officer/Cook and experienced kitchen volunteers
Home Care Packages	Community Care Assistant
Home Support Program/NDIS	Community Care Assistant
Residential Aged Care	Cook, kitchen hand and Assistant in Nursing

**Date for review of safe work practice:** May 2020 (*or if injury or changes require*)

## COMPETENCY ASSESSMENT Microwave oven operation

Employee \_\_\_\_\_

Assessor \_\_\_\_\_ Date \_\_\_\_\_

**Desired Outcome:**

For staff/volunteer to operate a microwave oven without causing harm or distress

**Knowledge required:**

Performance Criteria	Competence demonstrated	Comment
<b>Preparation</b>		
a. Ensures microwave oven is clean inside and out		
b. Ensures food to be heated/cooked is covered to prevent splattering		
c. Ensures food is not on a metal dish or covered with aluminium foil		
<b>Use</b>		
a. Selects suitable time and temperature for the oven		
b. Does not open the oven until three seconds after it has stopped heating food		
<b>After use</b>		
a. Uses oven mitts if the dish is too hot		
b. Is extremely careful when removing heated liquids and food from the microwave		
c. Is careful of steam escaping when removing wrappers or container lids		
d. Cleans the oven - Switches off the oven at the power outlet (if practicable). The actual microwave oven and tray is cleaned and sanitized inside and out.		
<b>Follow-up</b>		
a. Documents any incident and reports it to your Coordinator immediately		

Is the worker assessed as being competent?     YES     NO

Any required follow up action/training: \_\_\_\_\_

Signature of employee ..... Date.....

Signature of assessor ..... Date.....