

LAC+USC MEDICAL CENTER POLICY

| | | |
|---|---|---|
| Subject: MICROWAVE OVENS | Original Issue Date: 6/8/06 | Policy # 658 |
| | Supersedes: 2/21/20 | Effective Date: 4/7/23 |
| Policy Owner(s): Environmental Health and Safety Officer Executive Sponsor(s): Chief Operations Officer | | |
| Department(s) and Committee(s) Consulted: Facilities Management Environmental Health & Safety Nursing Services | Reviewed & Approved by: Attending Staff Association Executive Committee Senior Executive Officer | Approved by: (Signature on File) Chief Operations Officer |
| | | (Signature on File) Chief Executive Officer |

PURPOSE

To minimize potential fire hazards relating to the use of microwave ovens at LAC+USC Medical Center.

POLICY

Due to the risk of fire, microwave ovens are only allowed to be located in rooms that have adequate fire barrier protection. The locations below have such protection. At LAC+USC Medical Center, microwave ovens shall only be located in:

1. Kitchens, cafeterias; or nourishment rooms
2. Staff lounges / break rooms

Microwave ovens located outside of the areas identified above are unauthorized and are subject to confiscation by the Safety Office

In the event of a microwave oven related Code Red, the microwave oven shall be removed immediately, when it is safe to do so. The replacement of the microwave oven must then be approved by the Medical Center Safety Office.

Staff shall not leave a microwave oven unattended when it is in use.

PROCEDURE

Facilities Management shall conduct initial and annual service check of all the microwave ovens used at the four Medical Center buildings to ensure proper maintenance.

Food and Nutrition Services (Dietary) is responsible for the cleaning of the microwave ovens in the Inpatient Tower's second floor cafeteria. Management will ensure the cleaning of the microwave ovens in their areas.

All new microwave ovens shall be purchased through the existing Medical Center procurement procedures. Employees shall not bring their own microwave ovens into the Medical Center. Each area manager or supervisor shall ensure that microwave ovens are removed from all inappropriate areas.

All managers and supervisors shall inform their staff about this policy and the proper use of microwave ovens. Managers and Supervisors of the designated locations shall monitor the use of the microwave ovens to ensure compliance.

Subject: **MIRCOWAVE OVENS**

Effective Date:
4/7/23

Policy #
658

All unauthorized usage or acquisition of microwave ovens will result in the immediate removal of the microwave oven and possible disciplinary actions.

REVISION DATES

August 23, 2006; September 5, 2008; May 08, 2012; January 12, 2016; February 21, 2020; April 7, 2023