*Safe Work Practices* Removing Coffee Filters

**Hazards:** Hot coffee grounds can result in burns

**Equipment:** Coffee machine

**Personal protective equipment:** N/A

**Training required:** Review the coffee machine function before using it

**Legal requirements:** N/A

# Safe work practices

1. Do a visual check to ensure that no hot water is coming out of the filter basket. If the filter basket is above head height, you may need to use a stool or a built-in step on the machine.
2. Grasp the filter basket by the handle and slowly pull it out.
3. If the basket is stuck, don’t pull harder. Instead, wiggle the basket back and forth to work it free, so that it can be removed slowly and smoothly.
4. Check inside the filter basket for hot water.
5. Empty the coffee grounds into a designated garbage can, recycling bin, or compost.