*Safe Work Practices* Using Coffee Machines

**Hazards:** Hot coffee grounds

**Equipment:** Coffee and hot water machine, coffee filters (if applicable), urns for coffee or hot water

**Personal protective equipment:** N/A

**Training required:** Standard F&B training

**Legal requirements:** N/A

# Safe work practices

1. Remove the coffee filter basket from the machine.
2. Place a filter (filled with coffee) in the filter basket, or just empty the basket for hot water brew only.
3. Place the basket in the appropriate area for brewing in machine — make sure it is inserted properly.
4. Place the appropriate coffee urn underneath the basket.
5. Make sure the lid is off the coffee urn, if required.
6. Make sure the “drip exit” on the filter basket is in line with the entry area on the coffee urn.
7. Select the appropriate brew size for the urn.
8. Press “brew” or “start” only once — the urn will overflow if “brew” is pressed more than once.
9. Wait for the full brew to run. When the filter basket has stopped dripping, carefully remove it and dump the filter in the garbage.
10. Place the lid on the coffee urn, and remove the urn.