

JOB HAZARD ANALYSIS - Task Specific

NEW

REVISED

WORKPLACE TASK TO BE ANALYSED

Preparation of Coffee

WESTERN HAZARD CATEGORY*

Energy Hazards

DATE:

May-21

DEPARTMENT

Hospitality Services

HAZARD TYPE*

Heat

WRITTEN BY:

Committee

WESTERN JOB CLASSIFICATION*

Culinary Support / Culinary Lead / Supervisor

LOSS POTENTIAL RATING*

Moderate

REVIEWED BY:

Jim Ross

REQUIRED EQUIPMENT AND/OR PERSONAL PROTECTIVE EQUIPMENT

*refer to Stantec Specific Job Report

MGMT APPROVAL:

SEQUENCE OF TASK

POTENTIAL HAZARDS

ACTION OR PROCEDURE

Ensure that machine is not brewing		
Slowly remove basket from coffee brewer		
Place filter and coffee in basket and securely replace into holder		
Turn handle to the side to prevent injury	Burns	Avoid injury by preventing "bumping"
Place undamaged coffee urn on burner with handle turned inwards		Ensure coffee urn is not damaged
Press brew button and do not remove until brewing is complete		
When brewing is complete slowly remove basket and dispose filter and grounds into designated waste area	Burns	Grounds will be hot; do not touch