

### What are the hazards and how might they harm?



Crush injuries, bruises  
and cuts from  
entrapment



Burns or scalds from  
contact with hot  
surfaces or waste



Slip injuries from  
spillages

### What PPE should the individual wear?



### What other precautions should be taken?



Clean up any  
spillages  
immediately

### Safety Task Card

## Coffee machine waste filters

STCCS 101

Unit Managers – use page overleaf to list any hazards and control measures specific to your site which are not listed below

### Safe System of Work

1. Follow the manufacturer's instructions and only remove the coffee grounds filter if you have been trained to do so.
2. Allow the canister to cool down before emptying it. Where possible this task should be completed first thing before the coffee machine is in use.
3. Before removing the canister place a container underneath the filter to capture any spilt liquid.
4. Keep fingers away from the wall mounted bracket when removing or reattaching the canister and the clasp when opening and closing it
5. Protective gloves must be worn when opening the canister to prevent cuts from contact with the clasp.
6. Take care when emptying the coffee grounds into a food waste bin.
7. When replacing the canister ensure that it is secured by the wall mounted bracket and that it is securely connected to the drainage pipe.
8. Report any damage to your manager or supervisor, and do not use damaged equipment.
9. Clean up any spillages immediately and use caution signage where appropriate.

If you have any concerns, stop and speak with your line manager before proceeding.

## Coffee machine waste filters continued

**List any additional hazards or risks you have identified, and control measures required to manage these.**