

STANDARD OPERATING PROCEDURES






Hot Water Dispenser

DO NOT use this machine unless you have received authorization from the Shop Coordinator














17" elbow-length, heat resistant, neoprene gloves




Potential Hazards and Injuries

-  Burns from hot water
-  Burns from touching dispenser assembly
-  Slip hazards
-  Hand injury
-  Machine tip over



Pre-Operational Safety Checks

-  Ensure the machine is not leaking.
-  Check around the machine, and the water supply hoses and connectors.
-  Ensure the spillage reservoir is empty prior to operation.
-  Activate the red handle to ensure the dispenser is working.
-  Ensure the area under the unit is free from debris and supplies such as papers, pens, pencils.
-  If the machine is not functioning properly, **unplug the unit**, and contact the manufacturer for service.
-  Put on the oven mitts.
-  Only use the approved and provided Lexan plastic pitcher to collect hot water from the machine.
-  Ensure the area around the machine is free and clear of slip and trip hazards.
-  Place non-slip mats in appropriate locations to reduce slip hazards.
-  Warn the other employees to use caution or stay clear of the hot water dispenser as staff will be handling and transporting hot items.




Safe Practices During Operation

-  Only serve liquids when they are at the target temperature of 140 °F.
-  Monitor the fullness of the reservoir to ensure it doesn't become too full; a full reservoir may splash hot water.
-  Use caution! The spill reservoir may contain hot water! Allow to cool and empty as needed.

Ending Operations and Cleaning Up

-  Unplug the equipment when finished.
-  Use caution to not activate the water dispenser while cleaning.

DON'T

-  Do not touch the metal on the spigot assembly! It is very hot and may cause burns. Only touch the plastic handle. **Use caution!**
-  Do not allow hands and body to touch the hot water.
-  Do not push or bump the machine, which may cause it to tip over.

SOP must be used in conjunction with an effective training program