



JOB SAFETY ANALYSIS OPERATING A KITCHEN HOT WATER DISPENSER

Required Personal Protective Equipment (PPE)*

17" elbow length heat resistant neoprene gloves

Required Training

Standard operating procedures (SOPs) for a hot water dispenser

*Additional training and PPE may be required depending on the scope of activities.



TASK	HAZARDS	CONTROLS
1. Equipment Inspection	<p>Burns from hot water</p> <p>Burns from touching dispenser assembly</p> <p>Slip hazards</p>	<ul style="list-style-type: none"> - 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. - CAUTION! Do not touch the metal on the spigot assembly! It is very hot and may cause burns. Only touch the red, plastic handle. - 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 M&O plumbing department for service.
2. Preparing for Work	<p>Burns from hot water</p> <p>Burns from touching dispenser assembly</p> <p>Slip hazards</p>	<ul style="list-style-type: none"> - Put on the oven mitts. - Only use the District 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.

	<p>3. Operating Equipment</p>	<p>Burns from hot water</p> <p>Burns from touching dispenser assembly</p> <p>Machine tip over</p> <p>Slip hazards</p>	<ul style="list-style-type: none"> - CAUTION! Do not touch the metal on the spigot assembly! It is very hot and may cause burns. Only touch the red, plastic handle. - Do not allow hands and body to touch the hot water. - 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. - CAUTION! The spill reservoir may contain hot water! Allow to cool and empty as needed. - Do not push or bump the machine, which may cause it to tip over.
	<p>4. Cleaning and Shutting Down the Equipment</p>	<p>Burns from hot water</p> <p>Burns from touching dispenser assembly</p> <p>Machine tip over</p>	<ul style="list-style-type: none"> - Unplug the equipment when finished. - Use only soapy water to gently wipe the outside of the machine. - Use caution to not activate the water dispenser while cleaning. - CAUTION! Do not touch the spigot assembly! It is very hot and may cause burns. - Do not clean within the spigot orifice. - Do not push or bump the machine, which may cause it to tip over.

I have received, read, and understood the contents of this JSA. I have also acquired the aforementioned required training.

Name:	
Department:	
Job Title:	
Employee ID:	
Date:	
Signature:	



For more information about this JSA, contact the *Office of Environmental Health and Safety* at LAUSD, 333 South Beaudry Avenue, 21st Floor, Los Angeles, CA 90017, (213) 241 – 3199 or <http://achieve.lausd.net/oehs>