



Safety Rules: Operating Urn (Hot Drinks)

Revision No:

1

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Purpose

This document outlines the rules for the safe operation of Urns.

Scope

This document applies to all catering workers.

Rules

1. PPE to be worn, light cotton gloves with vinyl gloves over the top.
2. Turn your body to face the Urn
3. Pickup tea or coffee pot or cup under the tap
4. Fill pots or cups $\frac{3}{4}$ full and turn tap off
5. Wipe clean when finished
6. "Danger" tag if you think equipment is faulty.