## SAFE WORK PROCEDURE

### ELECTRIC KETTLE

<table>
<thead>
<tr>
<th>LOCATION OF WORK:</th>
<th>WRITTEN BY:</th>
<th>APPROVED BY:</th>
<th>DATE:</th>
<th>LAST REVISION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Schools</td>
<td>L. Carriere, Stephanie Dmyterko, Natalie Isford, Keren Mercer</td>
<td>School Principal</td>
<td>Aug 13, 2014</td>
<td>July 11, 2017</td>
</tr>
</tbody>
</table>

### EQUIPMENT

![Electric Kettle](image)

### HAZARDS

- Pinch point
- Hot steam
- Shock

### HAZARDS PRESENT

- Burns, Scalds
- Hot water
- Steam
- Pinch point
- Shock

### ADDITIONAL REQUIREMENTS

- Equipment Orientation and Teacher Instruction.
- Wear appropriate footwear. Shoes must be fully enclosed, no open toes. E.g. sandals
- Close fitting clothes must be worn. Remove strings hanging from pullovers/sweaters.
- Aprons must be worn.
- Long and loose hair must be tied back.

### SAFE WORK PROCEDURE

**DO NOT** use this machine unless a teacher has instructed you on its safe use and operation and has given permission.

**PRE-USE INSTRUCTIONS:**

1. Ensure that the floor around the work area is dry and free from any slip/trip hazards.
2. Ensure that good housekeeping practices have been followed around the work area.
3. Inspect the kettle and cord to ensure they are not damaged and are properly working.
4. Always unplug the appliance when not in use and before cleaning.
5. Do not operate dry and do not use for heating anything other than water.
6. To avoid steam damage turn the spout away from walls or cabinets during use.
7. Use extreme caution while carrying the kettle to avoid burns and any risk of injury.
8. Position the kettle on a stable surface away from the edge of the counter and plug it into an electrical outlet.

OPERATING PROCEDURE:

1. Remove the Kettle from the base fill with tap water.
2. Return the kettle to the base and flip the on / off button to ON. The indicator light will come on.
3. The Kettle may whistle when water is boiling. Not all electric kettle whistle. Some also have automatic shut of switches that will shut off after 30 seconds of boiling.
4. Once the water has boiled, turn it off and unplug the base. You may leave the kettle on the unplugged Base.
5. Use an oven mitt or pot holder to steady or support the bottom of a full, hot Kettle while pouring. DO NOT touch the metal sides of the kettle as it will be very hot.

CLEAN UP:

1. Before cleaning, be sure the base is unplugged and the kettle has cooled completely. Empty any remaining water from the kettle.
2. Wash the inside of the kettle with soapy water and rinse. NEVER IMMERSE THE KETTLE IN WATER OR OTHER LIQUIDS. Do NOT place in a dishwasher.
3. Wipe the exterior of the kettle and base with a damp cloth or sponge and dry. Do not use abrasive soaps, cleansers, or scouring pads on any part of the Kettle.
4. Over time, the kettle may heat up but won’t boil; this is due to scaling and mineral deposits which may build up inside the kettle depending on your use and the hardness of the water in your area. When this happens, it’s time for descaling. Use a scale/lime remover and follow its manufacturer’s directions.

If and emergency situation occurs while conducting this task or there is an equipment malfunction, shut the equipment off immediately and unplug it.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR / SUPERVISOR IMMEDIATELY

REGULATORY REQUIREMENTS

- WS&H Act W210, Section 4, 5, 7, 7.1
- Mb. Regulations 217/2006,
  - Part 2, Safe Work Procedures
  - Part 16, Machines / Tools and Robots
- Manufacturers User Manual