

Safety Alert

ARTC No. 103
Issued 14/02/2018

Coffee Machine Cleaning Procedures:

An employee made a coffee using an office coffee machine and accidentally ingested cleaning chemicals. As a result the worker felt unwell and required medical treatment. The investigation found that the cleaning chemicals had mistakenly been left in a milk container connected to the machine when it was last cleaned.

This event is a reminder that coffee machine cleaning chemicals are hazardous substances and can be harmful when ingested.

Key Learning from the event:

If using coffee machine cleaning solutions:

1. Confirm procedures to follow before starting any cleaning activity
2. Always put an 'Out of Service' sign on the machine before commencing cleaning
3. Take action to reduce the risk of distraction while completing the task (e.g., turn off mobile phones) to help reduce the possibility of machine being left untended prior to the cleaning cycling being completed.
4. Only remove the 'Out of Service' signs once you have confirmed the machine is safe to return to service.

For your action

1. Place Safety Alert on display and make copies of this alert available to people who report to you (without regular email access) and ensure that the contents of the safety alert are discussed/explained to your staff.
2. If engaging contractors, ensure they are made aware of current ARTC Safety Alerts.
3. Ensure a method of sign-off is obtained (eg via tool-box/safety meetings/morning briefings etc) to verify that the Safety Alert has been distributed and discussed.
4. If you have any safety concerns with this Safety Alert please speak directly to your supervisor.

Further information

- All Safety Alerts issued can be [found here](#).
- For further information please contact Melissa Maclean, Health Safety and Environmental Systems Coordinator Inland Rail, 0409 736 640 or mmaclean@artc.com.au.