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| Revision #:  Written by: | Date: Month DD, YYYY  Approved by: |
| **Conveyors** |  |

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| Related Documents: | * Owner’s Manual for each conveyor brand, make, & model * Engineering specifications for Farm-made manufactured conveyors * Part 8 OHS General Regulations – Mechanical Safety, Section 93 * CSA Z432-04 – Safeguarding of Machinery * NFPA 101 Life Safety Code | |
| When to use this SWP: | Conveyors are a common piece of mechanical handling equipment that move material from one location to another. Conveyors are useful in agriculture to move hay, silage, feeding livestock, packaging and cleaning and processes for fruits and vegetables to name a few. Conveyor systems allow quick and efficient transport of materials, which make [material handling](https://en.wikipedia.org/wiki/Material_handling) and packaging lighter work. | |
| Hazards & Risks: | * Hearing Loss * Fire/explosion * Pinch Points * Nip & Shear points * Crush * Respiratory & Eye Irritation from dust * Mechanical Failure * Electrical shock from ungrounded controls or conductors. * Falling Material * Strains/Sprains from poor ergonomics or improper lifting. | |
| Personal Protective Equipment: | CSA approved   * Steel toes * Safety glasses * Face Shield * Gloves * Hearing protection * Contain long hair and beards | |
| Training Requirements: | * Training by a competent experienced person * Identify all Start & Stop Locations * Lock Out/Tag Out Procedure * Ergonomics for specific Tasks * Correct Lifting and Lowering | |
| Communication Process: | * Work with an experienced person before operating on your own or working independently * Read the owner’s manual before use. | |
| Equipment & Supplies: | * First Aid Kit * Fire Extinguisher * Cell/Smart Phone * Alarm system | |
| 1. Read the owner’s manual before use. 2. Inspect each conveyor section before use looking for obvious mechanical failures, blocked stop/start buttons, and any material that could interfere with the normal operation of the conveyor. 3. Check the clearance between material moving on the conveyor and fixed or moving objects around the conveyor system. 4. Ensure guards are in place in all areas where a worker’s appendage, limb or loose clothing may get caught and pull the worker into the conveyor. 5. Ensure warning signs are legible, visible and in good condition. 6. Maintain good housekeeping at loading and unloading points as well as in and around all conveyor sections and parts. 7. Wear close fitting clothing and gloves. Check for strings and torn fabric on gloves and clothing. Remove strings and torn fabric if they can get caught in the conveyor. 8. In dusty areas, wear CSA approved safety glasses and dust mask or respirator. 9. In dusty areas, increase or improve means of ventilation to control levels of dust. Keep dust levels below the lower explosive limits for the particular dust. 10. Keep sources of ignition such as friction out of dusty areas or areas in which hay or silage is moved along the conveyor. 11. Check that Emergency Stop Buttons/Devices are functional. 12. Ensure emergency stop buttons are no further than 75 feet (23 meters) apart. If not possible, use a level or strong wire cord tied to the stop button along the conveyor, so when pulled it will activate the stop button from anywhere along the conveyor. 13. If the conveyor runs through floors or walls, ensure there is an emergency stop on each side of the floor or wall. 14. Ensure emergency stop buttons are clearly marked and highly visible. 15. Design conveyor system so that if one portion of the conveyor is stopped all conveyors in the system stop. Electrical, mechanical, or both interlocking systems may be used. 16. Ensure the conveyor system has overload protection. If activated, locks out all starting devices and remove the cause of the overload. Inspect the entire conveyor system before start up. 17. Identify crossing points. Have a safe means of crossing. 18. The conveyor cannot feed onto a stopped power-driven conveyor, or ensure that written procedures are established that provide an equivalent level of safety. 19. Do not ride on any part of the conveyor. 20. Do not stand on supporting frame of the conveyor unless it has been locked out and has the structural integrity to support the person as well as meant for standing. 21. Guards in place to prevent material or objects from falling from the conveyor belts to an area below and case injury to a person. 22. Barriers in place to prevent workers from going under the conveyor when it is operating. 23. Where the rollback of the load or belt creates a hazard to a person, ensure an anti-rollback device is installed on the conveyor that carries a load up an incline to prevent the belt or the load from rolling back. 24. Before performing maintenance on any part of the conveyor system, lock out the power supply by turning the power supply to the off position and locking out the main electrical panel. 25. Maintain the conveyor as per the manufacturer’s specifications. 26. Ensure belt and slat cleaners are installed and install grease lines to keep all parts lubricated and easily running without friction. 27. Lock out conveyor before removing jams or unclogging. 28. Ensure railings and toe guards are in place on any platforms that run along the conveyor system or near hoppers installed along the conveyor system. 29. If conveyors are outdoors, and platforms exist, the platform may have build up of mud, snow or ice. Consider installing a horizontal screen between the mid rail and toe boards to prevent workers from slipping or falling through them. 30. Do not allow workers to clean belts or slats by hand. Have brushes or scrapes on hand and easily accessible for this purpose. 31. Ensure work at the loading and unloading points and any point of the conveyor where the worker performs activity, that the activity is ergonomically correct to prevent strains and sprains. | | |
| Emergency Procedures: | | In case of emergency, contact 911 and the farm owner immediately. Ensure conveyor is stopped. Remove yourself from harm’s way and ensure no one else is at risk. |