

Safe Work Practice – Working Around Conveyors

SWP-017

Preparation: Safety Specialist

Approval Authority: Senior Management

Issuing Dept: Safety

GENERAL:

To ensure that Diversified Staffing employees are protected from the hazards associated with working around conveyors.

PROTECTIVE MECHANISMS:

- Personal Protective Equipment (PPE) - Part 18 OH&S Code
- Emergency Response Plan (ERP)
- Manufacturers specifications/instructions
- Tie back (and tuck in) long hair
- Know the location of the emergency "shut-off" devices and how to use them
- Do not wear loose clothing or jewelry
- Do not climb on the conveyors

SELECTION AND USE:

- As per the job requirement
- OH&S Legislation – Part 32 Excavating and Tunnelling

SUPERVISOR RESPONSIBILITY:

- To facilitate and/or provide proper instruction to their workers on protection requirements
- Selection of Equipment
- Hazard Assessment
- Work Site Inspection

Gravity Conveyors - include those that have rollers, wheels or chutes where objects move by gravity or momentum only.

What are some safety tips for working near a gravity conveyor?

- Guard pinch points on rollers and wheels and between the conveyor and receiving table.
- Provide adequate guardrails along sides to prevent all objects from falling off.
- Provide retarders (friction areas) if heavy objects are conveyed.
- Ensure there are warning devices near the receiving areas if you cannot see the packages moving on the conveyor.
- Ensure draft checks (fire doors) are installed where conveyors pass through fire walls or floors.

"Powered" or "Power" Conveyors - include the use of belts, live rollers, slats, or buckets.

What are some tips when working at a "powered" conveyor?

- Position yourself so that you are not hit by objects moving down the conveyor.
- Ensure that you can see the conveyor system when you are at the operating controls.
- Ensure that guards are in place for all moving parts of the drive system and in all zones where hazards such as in-running nip, drawing-in, trapping and crushing, friction burns or abrasion are present.
- Guard all pinch points between the conveyor system and fixed objects.
- Locate guardrails around low level conveyors and areas where conveyors pass through the

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floor/ceiling.

- Locate emergency stop cut-off switches near the operator and along the length of the conveyor at approximately 30 metres (100 feet) apart (or closer).
- Ground belts on belt conveyors to prevent static buildup.

Do Not

- Do not service the conveyor without following lock-out procedures.

What are additional tips when working with other types of conveyors?

When working with aerial conveyors:

- Make sure that guards and protection plates are in place to protect people working below from falling objects.

When working with bucket conveyors:

- Make sure that both vertical and horizontal bucket conveyors are totally enclosed.

When working with pneumatic conveyors:

- Familiarize yourself with control devices and release valves to cut off air flow in the event of blockage.
- Shield joints and access points to prevent material from being thrown in the event of gasket failure.
- Ensure that screening is in place at the suction end to prevent large objects from being sucked in.

When working with portable conveyors:

- Use only weatherproof electrical components.
- Make sure power cables are located where they will not be walked on or run over.
- Make sure that sideboards are high enough to prevent large items from falling and smaller items from being thrown by the wind.
- Chock the wheels on trucks and rail cars that are being loaded or emptied by portable conveyors.
- Do not exceed the rated load capacity of the conveyor.

When working with movable conveyors:

- Install barrier guards, guardrails and/or mark the ground to indicate operating area of the conveyor.

NOTE:

- All PPE must be inspected prior to use.
- All equipment must be inspected prior to use.

***The information contained within this document does not take precedence over Occupational Health and Safety legislation. All employees should be familiar with the *Occupational Health and Safety Act* and the *Regulations*.**