



Tailgate/Toolbox Safety Training

Safety Services Company-Safety Meeting Division, PO Box 6408 Yuma, AZ 85366-6408 Toll Free (866) 204-4786



Company Name: _____ Job Site Location: _____

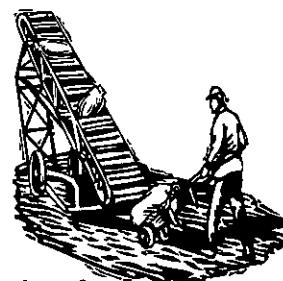
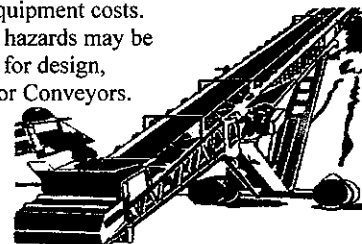
Date: _____ Start Time: _____ Finish Time: _____ Foreman/Supervisor: _____

Topic 164: Conveyors

Introduction: Conveyors are used in many applications to move material at a fast, steady rate, saving labor and equipment costs. Most of the hazards associated with conveyors may be eliminated by proper guarding at hazard points. Most other hazards may be eliminated by proper training and safe working practices. All conveyors in use must meet applicable requirements for design, construction, inspection, testing, maintenance, and operation as prescribed in the ANSI B20.1-1957, Safety Code for Conveyors.

OSHA safety requirements for conveyors and their associated power transmission equipment:

- All pulleys and their drive belts must be guarded by use of expanded metal, perforated or sheet metal, or wire mesh securely fastened on a frame of angle iron or iron pipe.
- Guards must be securely fastened to the floor or to the frame of the machine.
- No pulleys with cracks or pieces broken out of the rim may be used.
- Drive gears, sprockets and chains must be guarded by a complete enclosure if located less than 7 feet above the floor or work platform.
- If more than 7 feet above the floor or work platform, drive gears, sprockets, and chains must be guarded the same as pulleys and belts.
- When frequent oiling must be performed, openings with hinged or sliding self-closing covers must be used.
- All projecting keys, setscrews, and other projections on revolving parts must be removed, made flush, or guarded by metal covers.
- Projecting shaft ends must present a smooth edge and the end must not project more than one-half the diameter of the shaft. Unused keyways must be filled in or covered. Direct transmission couplings must be guarded.
- Conveyors must be locked out, or tagged out, or rendered inoperable during repairs or when operation is hazardous to employees doing maintenance work.
- Means for stopping the motor or engine must be provided at the operator's station.
- Emergency stop switches must be arranged so that the conveyor cannot be re-started until the switch is reset to the running or "ON" position.
- Conveyors and their transmission devices must be examined at intervals not exceeding 60 days, for defects and hazards.
- An audible warning signal is to be sounded immediately before starting the conveyor.
- Where a conveyor passes over work areas, aisles, thoroughfares, or pathways, suitable guards must be provided to protect employees below and conspicuously marked by suitable signs.

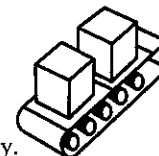


Conveyor hazards commonly occur at:

- Power transmissions, pulleys, belts, sprockets and chains, gears, and direct drive couplings must be guarded.
- Possible "spill points" should be guarded, if any hazard exists to employees, where conveyor empties material or where material is carried overhead may drop on employees.
- Pinch, shear, or nip points, typically where belts contact rollers, pulleys or pass under guards or wipers, should be guarded if accidental employee contact could reasonably be expected.

Other basic rules for conveyor safety:

- Only properly trained maintenance personnel should ever service conveyor equipment.
- Keep clothing and all body parts, including hair, away from unguarded parts of conveyor.
- Keep tools away from conveyor when in vicinity.
- Never climb, step on/over, sit, or ride on conveyors.
- Do not remove or alter any guards or safety device on conveyors.
- Never overload conveyor design limits.
- Keep areas around conveyors clear of obstructions and trip hazards.
- Train all personnel associated with conveyors in their hazards and safety.
- Keep all stop/start controls free of obstructions and know their locations.
- Report all unsafe conditions immediately.
- Wear hard hats if conveyor passes overhead exposure.



Conclusion: Although conveyors may appear relatively safe because of their fixed location, over 50 fatalities are attributed to conveyors each year according to the U.S. Department of Labor. Injuries associated with conveyors include amputation, crushing, and mutilation. Safety must be a major consideration when working with or around conveyors. Follow these guidelines for safe conveyor operations.

Work Site Review

Specific Work-Site Hazards and Safety Suggestions: _____

Employee Signatures:

(My signature attests and verifies my understanding of and agreement to comply with, all company safety policies and regulations, and that I have not suffered, experienced, or sustained any recent job-related injury or illness.)

Foreman/Supervisor's Signature:

These guidelines do not supersede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.