

Safety Sheet 1 - Conveyors

Consult the *Ontario Occupational Health and Safety Act* and its regulations for additional information.

1. Conveyors must be guarded to prevent access to pinch points or moving parts.
2. Guards shall be provided beneath conveyors that pass over any worker or, from which falling material, including broken conveyor parts, may be a hazard to any worker.
3. Adequate personal protective equipment must be worn (i.e. protective footwear, overhead protection if the conveyor passes over any worker, etc.).
4. Instruct all users (including workers from external companies using the conveyor) on the safe use of the equipment and handling of material.
5. A conspicuously identified emergency stop control must be located within easy reach of the operator. This control is designed to automatically cut off the power, not to control operation.
6. Ensure the lockout procedure is implemented during repairs. Lockout prevents accidental start-ups of machinery.
7. Ensure material to be lifted, carried or moved does not endanger the safety of any worker.
8. Ensure that prior to being used for the first time a competent person inspects the conveyor and its constituent parts. Follow up inspections should be conducted as often as necessary, being at least as frequently as recommended by the manufacturer, and at least once per year. Permanent records must be signed by the competent person and be kept by the University representative.
9. Conveyors must be plainly marked with sufficient information which displays maximum load and dimensions that the device is capable of carrying.
10. Only authorized / trained personnel should be permitted to use a conveyor. Appropriate signage must be posted.
11. Portions of a conveyor that are not visible from the control station and where starting up may endanger any worker, shall be equipped with automatic start-up warning devices.
12. Conveyor must be installed and used according to manufacturer's specifications only.
13. Conveyors must meet the specifications set by the Canadian Safety Association (CSA) or by the Electrical Safety Authority.

14. Conveyors should never be used to transport a person. Appropriate signage must be posted.
15. Controls to protect the worker should never be disabled or bypassed at any time.