

**IMPORTANT!
DO NOT DESTROY**



SAFETY INFORMATION MANUAL

BULLETIN NO. 641

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CONVEYOR SAFETY

It is the employers responsibility to implement the information contained in this manual, or otherwise required by state and federal law, and to provide adequate protection for any particular use, operation or service.

HYTROL CONVEYOR COMPANY, INC

Jonesboro, Arkansas

SAFETY INFORMATION

● Installation

GUARDS AND GUARDING

INTERFACING OF EQUIPMENT: When two or more pieces of equipment are interfaced, special attention shall be given to the interfaced area to insure the presence of adequate guarding and safety devices.

GUARDING EXCEPTIONS: Whenever conditions prevail that would require guarding under these standards, but such guarding would render the conveyor unusable, prominent warning means shall be provided in the area or on the equipment in lieu of guarding.

GUARDED BY LOCATION OR POSITION: Where necessary for the protection of employees from hazards, all exposed moving machinery parts that present a hazard to employees at their work station shall be mechanically or electrically guarded, or guarded by location or position.

- Remoteness from frequent presence of public or employed personnel shall constitute guarding by location.
- When a conveyor passes over a walkway, roadway, or work station, it is considered guarded solely by location or position if all moving parts are at least 8 ft. (2.44 m) above the floor or walking surface or are otherwise located so that the employee cannot inadvertently come in contact with hazardous moving parts.
- Although overhead conveyors may be guarded by location, spill guards, pan guards, or equivalent shall be provided if the product may fall off the conveyor for any reason and if personnel would be endangered.

HEADROOM

- When conveyors are installed above exit passageways, aisles, or corridors, there shall be provided a minimum clearance of 6 ft. 8 in. (2.032 m) measured vertically from the floor or walking surface to the lowest part of the conveyor or guards.
- Where system function will be impaired by providing the minimum clearance of 6 ft. 8 in. (2.032 m) through an emergency clearance, alternate passageways shall be provided.
- It is permissible to allow passage under conveyors with less than 6 ft. 8 in. (2.032 m) clearance from the floor for other than emergency exits if a suitable warning indicates low headroom.

● Operation

A) Only trained employees shall be permitted to operate conveyors. Training shall include instruction in operation under normal conditions and emergency situations.

B) Where employee safety is dependent upon stopping and/or starting devices, they shall be kept free of obstructions to permit ready access.

C) The area around loading and unloading points shall be kept clear of obstructions which could endanger personnel.

D) No person shall ride the load-carrying element of a conveyor under any circumstances unless that person is specifically authorized by the owner or employer to do so. Under those circumstances, such employee shall only ride a conveyor which incorporates within its supporting structure platforms or control stations specifically designed for carrying personnel. Under no circumstances shall any person ride on any element of a vertical conveyor.

E) Personnel working on or near a conveyor shall be instructed as to the location and operation of pertinent stopping devices.

F) A conveyor shall be used to transport only material it is capable of handling safely.

G) Under no circumstances shall the safety characteristics of the conveyor be altered if such alterations would endanger personnel.

H) Routine inspections and preventive and corrective maintenance programs shall be conducted to insure that all safety features and devices are retained and function properly.

I) Personnel should be alerted to the potential hazard of entanglement in conveyors caused by items such as long hair, loose clothing, and jewelry.

J) Conveyors shall not be maintained or serviced while in operation unless proper maintenance or service requires the conveyor to be in motion. In this case, personnel shall be made aware of the hazards and how the task may be safely accomplished.

K) Owners of conveyor should insure proper safety labels are affixed to the conveyor warning of particular hazards involved in operation of their conveyors.

CAUTION!

Because of the many moving parts on the conveyor, all personnel in the area of the conveyor need to be warned that the conveyor is about to be started.

● Maintenance

- All maintenance, including lubrication and adjustments, shall be performed only by qualified and trained personnel.
- It is important that a maintenance program be established to insure that all conveyor components are maintained in a condition which does not constitute a hazard to personnel.
- When a conveyor is stopped for maintenance purposes, starting devices or powered accessories shall be locked or tagged out in accordance with a formalized procedure designed to protect all persons or groups involved with the conveyor against an unexpected start.
- Replace all safety devices and guards before starting equipment for normal operation.
- Whenever practical, **DO NOT** lubricate conveyors while they are in motion. Only trained personnel who are aware of the hazard of the conveyor in motion shall be allowed to lubricate.

SAFETY GUARDS

Maintain all guards and safety devices **IN POSITION** and **IN SAFE REPAIR**.

SAFETY LABELS

Maintain all safety labels in a legible condition and obey all warnings. See below for examples of safety labels.

REMEMBER

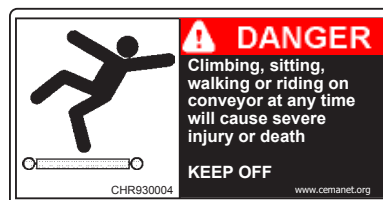
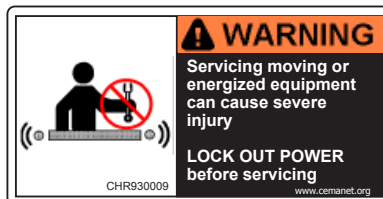
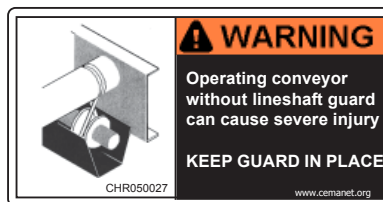
Do not remove, reuse or modify material handling equipment for any purpose other than it's original intended use.

CAUTION!

Only trained personnel should track a conveyor belt which must be done while conveyor is in operation. **DO NOT** attempt to track belt if conveyor is loaded.

● Safety Labels

In an effort to reduce the possibility of injury to personnel working around HYTROL conveying equipment, safety labels are placed at various points on the equipment to alert them of potential hazards. Please check equipment and note all safety labels. Make certain your personnel are alerted to and obey these warnings. Shown below are typical labels that are attached to this equipment.



NOTE: Refer to Conveyor Equipment Manufacturers Association (CEMA) at www.cemanet.org for additional information, including a safety video on unit handling conveyors, that may be used in your own safety program.

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