



## CONVEYOR SYSTEM SAFETY TIPS



Be Prepared	Work Safe	Finish Right
<ul style="list-style-type: none"> <li>✓ Ensure you have been trained in the use of the conveyor</li> <li>✓ Check the machine for obvious defects such as:                             <ul style="list-style-type: none"> <li>– Missing guards</li> <li>– Damaged controls</li> <li>– Damaged lacing</li> </ul> </li> <li>✓ Use appropriate personal protective equipment (PPE):                             <ul style="list-style-type: none"> <li>– Non-slip safety shoes</li> <li>– Hearing protection if over 85 dBA</li> </ul> </li> <li>✓ Remove ties, rings, bracelets, watches and necklaces</li> <li>✓ Secure long hair</li> <li>✓ Wear tight-fitting clothing and/or roll up sleeves to prevent snagging</li> </ul>	<ul style="list-style-type: none"> <li>✓ Do not use gloves</li> <li>✓ Do not try to clear jams or clean while conveyor is running</li> <li>✓ Do not scramble over or under conveyors</li> <li>✓ Lift product properly:                             <ul style="list-style-type: none"> <li>– Grip securely</li> <li>– Lift with the leg muscles</li> <li>– Bend at the hips and keep the back straight (i.e., maintain natural curve in low back)</li> <li>– Keep the object close to your body</li> <li>– Turn your feet and do not twist the back</li> </ul> </li> <li>✓ Do not grasp rotating parts</li> <li>✓ Do not defeat any safeguarding measures</li> </ul>	<ul style="list-style-type: none"> <li>✓ Clean the floor and work area around the conveyor</li> <li>✓ Ensure all warning signs are readable</li> <li>✓ Use lockout procedure during cleaning and maintenance</li> <li>✓ Defective equipment must be tagged and removed from service</li> <li>✓ Clean and put away PPE</li> <li>✓ Let your supervisor know of any safety concerns or damage to the conveyor</li> </ul>



**Speak up!**

If you see a hazard, let a supervisor know. Everyone plays a role in your safety and health.

## HOW TO USE SAFETY CHECKS FOR WORKERS

Safety checks provide information for workers on how to work safely with specific hazards. Safety Check information can be used in orientation training, tailgate talks or even in one-one coaching. Use the following tips to help you communicate this information in your workplace:

- Use language that is consistent with the workplace
- Consider the work you do and specific examples of how these hazards can result in injury or illness
- Explain how the safe work practices will help prevent injury and illness
- Wherever possible, use the actual tools, equipment, materials and PPE to demonstrate proper use
- Ask specific questions during your talk to check understanding
- Keep a record of each talk that you deliver (see the form below)
- Post a copy of the Safety Check for workers to reference



### OWNERS AND SUPERVISORS

Have you taken steps to control hazards by using the hierarchy of controls?

- **Engineering** safeguarding to a safety standard
- **Policies and procedures** for proper use and maintenance
- **Inspecting and repairing** equipment regularly
- Training staff on how to **recognize, assess and control conveyor hazards**
- **Implementing and enforcing** safe work procedures including use of PPE

Date: \_\_\_\_\_ Topic: \_\_\_\_\_

Safety Check Session Leader: \_\_\_\_\_

Learner Name (Please print)	Signature

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