

# Belt Conveyor

## AgSafe Safe Work Procedure

### BELT CONVEYOR

#### Operation:

1. Never operate the machine without all guards in place.
2. Keep hands, hair, and clothing well clear while the conveyor is running. The machine must be stopped and the electrical power disconnected before cleaning, or removing any guards.

#### The Main Hazard Areas are:

1. The pinch points at either end of the belt, where the belt goes over the roller.
2. The point at the top where the flights on the belt slide under the bottom guard. Do not walk under the belt while it is running, as hair or clothing may be caught.
3. The horizontal axle braces. Care must be taken not to trip on these low bars.
4. Moving: Make sure you have plenty of help to move the machine around. It must be kept balanced on the wheels.

#### Maintenance:

1. Read and understand all instructions for the machine and be sure all personnel who operate the machine are trained and qualified.
2. Do not overload the equipment. Exceeding the load limits or using equipment improperly can result in part failure. This could cause further equipment damage or personal injury.
3. Always make sure that the electrical power is disconnected before making any adjustments or performing maintenance or repairs to the machine. Shut off the belt, disconnect the power cord, and keep control of the plug until the machine has been completely reassembled and all guards are in place.
4. Make sure all parts of the machine have come to a complete stop

before performing any maintenance.

5. Never operate the machine with guards removed.
6. Do not alter, override, or bypass any safety device that has been provided to prevent unsafe operation of the machine.
7. When lifting parts or assemblies, make sure that all slings or cables are correctly fastened and balanced before lifting. Make sure that the crane, cable, or chain has the capacity to lift the weight.
8. Do not lift heavy parts by hand. Use a suitable lifting mechanism.
9. Wear safety glasses when performing maintenance.
10. Always use suitable blocks to prevent the unit or pads from rolling or falling.
11. Keep the unit and working area clean and in order.
12. Use the correct tools for the maintenance job.
13. Keep tools clean and in good condition.
14. Make sure only suitable spare parts are used.
15. Make sure that all bolts, nuts, snap rings, and other fastening devices are removed before applying force to remove parts.
16. Always fasten a “Do Not Operate” sign to the controls of the unit when making repairs, or if repairs are required.
17. All electrical connections must be properly grounded, and must comply with local codes.
18. Do not operate the machine if any electrical panels are damaged or not fully closed, or if cords or conduits show fraying, cuts or kinks.

Please use the following **Safe Work Procedures** as a guideline to building your own safe work procedures.