

Conveyor Systems Safety Checklist

Conveyors are useful for moving things around the workplace. However, moving machinery can cause serious injuries. This checklist will help the manager ensure people don't get caught up in a conveyor.

If you mark any NO box on the checklist, you need to take action to make your workplace safer.

Date checklist completed:

Date checklist to be reviewed:

(annually or when there is a change to the workplace)

Name of person who completed checklist:

Position title:

Company/workplace:

Guarding

Are guards in place to prevent access to all dangerous areas during the conveyor system's operation?	Yes	No
Are guards either permanently or securely fixed to ensure the guard cannot be altered or detached without the aid of a tool or key?	Yes	No
If a fixed barrier is not practicable, and access to dangerous areas is required during operation, is an interlocked physical barrier used?	Yes	No
Are nip points guarded?	Yes	No

Safe operating procedures

Are all stop/start controls and emergency stop switches clearly marked?	Yes	No
Are workers aware of the location of these?	Yes	No
Are these controls within easy reach for workers?	Yes	No
Is the conveyor locked-out or isolated before maintenance or clearing out is started?	Yes	No
Do operators wear appropriate clothing: for example, do they avoid loose clothing, and keep their hair controlled under caps?	Yes	No

The moving conveyor system

Do your workers know not to:

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|--|-----|----|
| • walk under the moving conveyor system, unless it is guarded to prevent spillage and/or entrapment by the moving parts? | Yes | No |
| • clean belts, pulleys, drums or troughs while the conveyor system is moving? | Yes | No |
| • ride on or cross over the conveyor system? | | |
| • carry out repair or maintenance on the conveyor system while it is moving? | Yes | No |

Training

Have operators received the training, supervision and information about:

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|---|-----|----|
| • the correct method for stopping and starting the conveyor system? | Yes | No |
| • the hazards of the conveyor system in its normal operations? | Yes | No |
| • the hazards from being inattentive or not following safe work procedures? | Yes | No |
| • the purpose of guards? | Yes | No |

Starting the conveyor

Before you start the conveyor system, do you inspect to ensure that:

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|---|-----|----|
| • nobody is working on the conveyor system? | Yes | No |
| • access platforms are clear? | Yes | No |
| • guards are fitted? | Yes | No |
| • emergency stop switches are working and clearly marked? | Yes | No |
| • lanyards are fitted and working? | Yes | No |
| • lights are working and clean? | Yes | No |
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