



**IMPORTANT!  
DO NOT DESTROY**

# **Safety Information Manual**

**BULLETIN NO. 513**

**EFFECTIVE JANUARY, 2003**



***CONVEYOR  
SAFETY***

**HYTROL CONVEYOR CO., 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.** Wherever 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 guard, 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 exit, 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. Owners of conveyors should affix warning devices to the conveyor reading **Do Not Ride 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 which case, personnel shall be made aware of the hazards and how the task may be safely accomplished.

### 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

- A) Maintenance, such as lubrication and adjustments, shall be performed only by qualified and trained personnel.
- B) 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.
- C) 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 person or groups involved with the conveyor against an unexpected start.
- D) Replace all safety devices and guards before starting equipment for normal operation.
- E) 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 **SAFE REPAIR**.

### WARNING SIGNS

Maintain all warning signs in a legible condition and obey all warnings. See Page 3 of this manual for examples of warning signs.

**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.

# ● Warning Signs

In an effort to reduce the possibility of injury to personnel working around HYTROL conveying equipment, warning signs are placed at various points on the equipment to alert them of potential dangers. Please check equipment and note

all warning signs. Make certain your personnel are alerted to and obey these warnings. Shown below are typical signs that are attached to this equipment.



PLACED ON ALL POWERED CONVEYORS NEAR DRIVE AND/OR CONTROLS.



PLACED NEXT TO DRIVE, BOTH SIDES.



PLACED ON 20 FT. INTERVALS, BOTH SIDES.



PLACED ON TERMINATING ENDS



PLACED ON ALL CHAIN GUARDS.



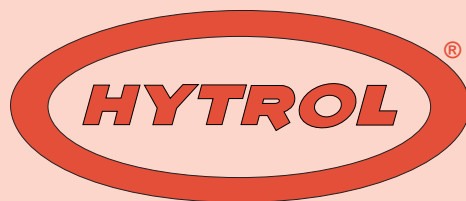
PLACED ON LINE SHAFT SIDE.



PLACED WHERE POP-OUT ROLLERS ARE USED



PLACED AT DRIVE OF ALL POWERED CONVEYORS.



**HYTROL CONVEYOR COMPANY, INC.**  
**2020 Hytrol Drive**  
**Jonesboro, Arkansas 72401**

**Phone: (870) 935-3700**

[www.hytrol.com](http://www.hytrol.com)

[www.ezlogic.com](http://www.ezlogic.com)

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