

SOP (CONVEYER BELT)

SS-WHS-SAF-000

Authorised By:
Rev 1 19/03/2024



| TASK | Conveyer Belt | | | | | |
|--------------|-------------------|-------------------------------------|-------------------|-------------------------------------|-------------------|-------------------------------------|
| HAZARDS | Flying debris | <input type="checkbox"/> | Heat / cold | <input type="checkbox"/> | Electricity | <input checked="" type="checkbox"/> |
| | Cuts / laceration | <input type="checkbox"/> | Dust | <input type="checkbox"/> | Rollover | <input type="checkbox"/> |
| | Pinch / crush | <input checked="" type="checkbox"/> | Noise / vibration | <input type="checkbox"/> | Plant interaction | <input type="checkbox"/> |
| | High pressure | <input type="checkbox"/> | Entanglement | <input checked="" type="checkbox"/> | Fall | <input checked="" type="checkbox"/> |
| PPE REQUIRED | | | | | | |

PRE-START CHECKS

1. Ensure all personnel are trained and authorized to operate the conveyor system.
2. Inspect the conveyor system for any visible damage, misalignments, or wear.
3. Check that all guards and safety devices are in place and functioning correctly.
4. Verify that the conveyor belts are clean and free of debris or obstructions.
5. Test the emergency stop controls and ensure that all switches and controls are operational.
6. Confirm that fire extinguishing equipment is readily available in case of emergency.

SAFE OPERATING PROCEDURE

1. Wear appropriate personal protective equipment (PPE) including high-visibility clothing, gloves, and safety boots.
2. Start up the conveyor system according to manufacturer's instructions, allowing it to reach operating speed.
3. Carefully load materials onto the conveyor belt to maintain balance and avoid spillage.
4. Activate the conveyor system and monitor the movement of materials.
5. Ensure that materials are evenly distributed and do not accumulate or jam the belt.
6. Be aware of any unusual noises, vibrations, or odors during operation and investigate the cause if necessary.
7. If any issues or errors occur during operation, stop the conveyor system immediately and troubleshoot the problem before resuming.
8. After operation is complete, shut down the conveyor system and remove any remaining materials from the belt.

POST-OPERATION PROCEDURE

1. Perform a visual inspection of the conveyor system for any damage or signs of wear, reporting any issues to the appropriate personnel.
2. Clean the conveyor belts and rollers to remove any debris or buildup that may have accumulated during operation.
3. Lubricate moving parts as necessary to ensure smooth operation and prevent wear.
4. Store any unused materials or products in designated storage areas away from the conveyor system.
5. Securely store the conveyor system controls and shut off power sources to prevent unauthorized use.