

Brief	Since conveyors have many moving parts, anyone who works on, near, or around them should be well versed in conveyor safety and understand the below policies which are important and necessary.
Purpose	The purpose of this policy is to help and reduce conveyor related accident and injuries and at the same time help to increase the productivity & efficiency of operations.
Responsibilities	<ul style="list-style-type: none"> • Handlers Operations • Sorters Operations • HUB & LH - Manager and Supervisors • Station Priority – Manager and Supervisors • Station LMX – Manager and Supervisors
Safety Points	<ol style="list-style-type: none"> 1. Ensure personnel working on the conveyor or near the conveyor to keep his clothing, body parts and hair away from the conveyor. 2. Climbing, Stepping, Sitting, Walking, Riding, Standing on the conveyor line is prohibited. By doing any of this will lead to serious injuries. 3. Ensure all employees working on the conveyor to give clearance before starting the conveyor system. 4. All personnel in the operations area should be alerted by a signal or by a designated person that the conveyor is about to start. 5. Do not start the conveyor system unnecessary when there is no requirement. 6. Supervisors should ensure that anyone who works in a conveyor area must know the location and function of emergency stop/start controls. 7. Ensure that area around loading and unloading points must be kept clear of obstructions that could create a hazard. 8. Sticky materials such as tapes, stickers from shipments stuck on the conveyor belt should be cleaned as often as required for safety of operation.

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| | <ol style="list-style-type: none">9. Ensure to not perform any maintenance/service work on conveyor until motor is disconnected. This act should be performed by authorized Engineers only.10. Before restarting a conveyor that has been stopped because of an emergency, an inspection of the conveyor should be conducted and the cause of the emergency stop determined.11. Only authorized/trained personnel shall be permitted to operate/maintain a conveyor.12. DON'T modify or misuse conveyor controls. Conveyor controls should never be modified by unqualified personnel. Any changes must be approved by management.13. Report any vibrations, unwanted sounds, burning smell, omitting of too much heat near the motors of the conveyor to maintenance engineer immediately.14. Report all unsafe conditions to your supervisor/manager. Such as, loose guards, people working too closely with the conveyors with unrestrained clothes or hair, etc.15. Visitors should also be informed of safe behavior standards if they are going to be near conveyors. |
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