SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

Conveyor Operation and Jam Clearing Checklist

Regulation: 29 CFR 1910.212(a)(1)

FACILITY	AREA OR EQUIPMENT ID	DATE	SHIFT
INSPECTED BY (PRINT)		SIGNATURE	

1. Procedure checks

Tick each step as it is done, in this order.

DONE	CHECK	NOTES
☐	Clear the line and sound the warning before every start	
☐	Know your nearest e-stop before you start work	
☐	Never ride, sit on, step over, or crawl under a conveyor	
☐	Cross only at designated crossovers	
☐	Keep loose clothing, lanyards, and hair away from rollers	
☐	Jam? Stop the line first, lift free only what you can reach from outside	
☐	Wedged, guarded, or inside the frame? Lockout by maintenance only	
☐	Defective guard or e-stop? Tag it out and report it now	

2. Compliance checks

Tick each item that is in place. The citation after an item is the paragraph that requires it.

DONE	CHECK	NOTES
☐	Every ingoing nip point at drive pulleys, tail pulleys, take-ups, transfers, and powered rollers within reach of employees is guarded, and no guard is missing, open, or defeated **29 CFR 1910.212(a)(1)**	
☐	Guards are affixed to the conveyor where possible, are secure, and do not create a hazard themselves **29 CFR 1910.212(a)(2)**	
☐	Drive belts within seven feet of the floor or a working platform are guarded, and vertical and inclined drive belts are enclosed **29 CFR 1910.219(e)**	
☐	Drive chains, sprockets, and gears within seven feet of the floor or platform are enclosed **29 CFR 1910.219(f)**	
☐	Jam clearing that requires removing or bypassing a guard, or placing any part of the body into the machine or its danger zone, is performed only under lockout by an authorized employee **29 CFR 1910.147(a)(2)(ii)**	

☐	A documented machine-specific energy control procedure exists for each conveyor system, including the stored energy sources such as belt and take-up tension and gravity on inclines- **29 CFR 1910.147(c)(4)**	
☐	Lockout is applied in sequence with all energy sources isolated, stored energy relieved, and zero energy verified by an attempted start before anyone reaches in **29 CFR 1910.147(d)**	
☐	Out-of-service conveyors are tagged with a danger tag carrying a signal word readable at five feet and a clear major message, attached by a positive means, and the tag remains until the hazard is corrected **29 CFR 1910.145(f)**	
☐	Emergency stops are unobstructed, known to every associate assigned to the area, and function-tested on the documented schedule	
☐	Startup follows a clear-the-line check and warning, and no conveyor is started to test whether a problem has cleared	
☐	No employee rides a conveyor, crosses except at a designated crossover, or reaches into, over, or under a moving conveyor	

WARNINGS

Nip points pull in a glove, sleeve, or hand faster than you can react: a moving conveyor is never safe to touch

An e-stop is not lockout: the circuit stays energized and anyone can reset it, so never reach into a conveyor that is only e-stopped

Never remove or open a guard while the conveyor is running or able to run

SUPERVISOR REVIEW

REVIEWED BY (SUPERVISOR)	SIGNATURE	DATE