Picture Process Maps (PPM)

Conveyor Safety

PURPOSE

The Conveyor Safety Picture Process Maps (PPM) are a resource for all team members at the Retail Operations Center (ROC) who operate the conveyors. This PPM ensures you operate conveyors safely and effectively. Following the safety guidelines can help prevent accidents and injuries, minimize downtime, and maintain a safe working environment. This guide will help maintain a safe working environment, contributing to our operations' overall productivity. All team members must read and follow these practices to uphold our commitment to safety.

GLOSSARY

Personal Protective Equipment (PPE)- Equipment such as utility gloves and safety glasses are worn to minimize exposure to hazards that cause serious workplace injuries and illnesses.

Entanglement- The loose clothing, jewelry, or body parts that can become entangled in conveyor belts, leading to injuries.

Pinch Points- Conveyors often have pinch points where two moving parts, like rollers or pulleys, come together. These areas can trap and injure team members.

Electrical Hazards- Electrical faults that can lead to fires and shocks.

Overloading- Placing more weight or larger volume of material on the conveyor belt than it is designed to handle.

Your safety is always the first priority. Here are some important reminders to ensure your safety when operating the conveyors.

- Always wear appropriate PPE, such as gloves. Do not wear loose-fitting clothes and jewelry which may get caught in the conveyor. Ensure that long hair is securely tied back to prevent it from getting caught.

- Do not attempt to climb or ride on the moving conveyor belt. Do not place your hands or any other body parts on the edges of the conveyor or other dangerous areas.

- Know the location and operation of emergency stops. There are emergency stop cables running down the length of the conveyor. Pull on the red cable, and the conveyor belt will stop.

- It is important that all machine guards remain in place and are properly secured. Keep the floor and walkways clear of slip-and-trip hazards, such as spilled liquids, packing materials, and debris.

- Assigned team members should inspect the machines throughout their shift to ensure all belts, rollers, and mechanical parts are in good working condition. Any defects or worn parts should be reported to a leader immediately.

- Do not overload a conveyor or reach into areas with moving parts.

- Do not tamper with or override guards or safety devices. Never attempt to unjam a conveyor. In the event of a conveyor jam, contact a salvage or salvage grading leader immediately. Any trained team member can also assist in resolving the jam.

GOODWILL

Prepare the following required tools and equipment before operating:
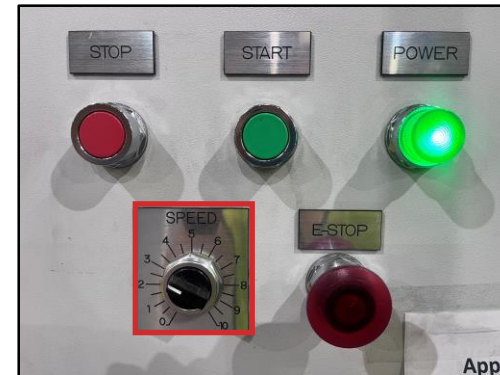
- ❑ Safety vest
- ❑ Safety glasses
- ❑ Utility gloves

1. Press the **"START"** button or turn the knob vertically on the conveyor control panel.

GOODWILL

Activation Procedures
(Continued)
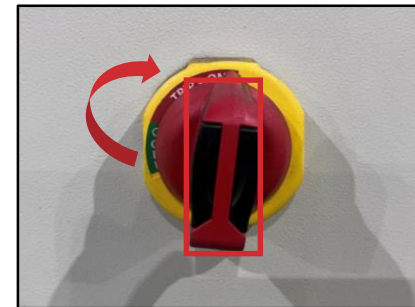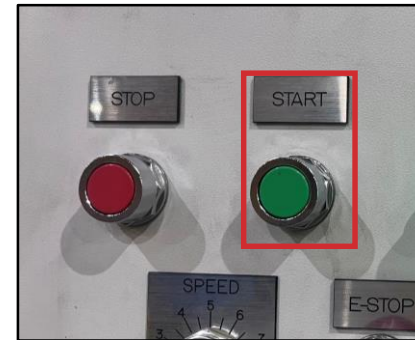
2. The **"POWER"** indicator will turn green.

3. Utilize the **'SPEED'** knob to regulate the pace of the conveyor, setting it at 'one' for the minimum speed and 'ten' for the maximum speed.

4. It is recommended that the machine operate at speeds between two and three to ensure safety and stable product sorting. **However, the grading process department can use the speed of ten due to the fast pace required for grading cloth products.**

GOODWILL

The conveyor must be shut down when it is no longer needed to operate or when a safety risk has been determined.

1. Ensure the belt is free from items, trash, and debris.

2. Turn the **"SPEED"** knob all the way to zero.

3. Press the **"STOP"** button or turn the knob horizontally and counterclockwise on the conveyor control panel.

GOODWILL

Emergency Stop Procedures

This feature is important for stopping the equipment immediately in an emergency.

Use the Emergency Stop features if the following events occur:

- Entanglement

- Jammed by a blockage

- Malfunction

- Fire or explosion

To activate the Emergency Stop:

- On the conveyor's control panel, press the red button marked "E-STOP."

- On either side, running along the conveyor, pull the red Emergency Stop cables.

GOODWILL