



# Self-Inspection Checklist: Conveyor Belt

**Company name:** \_\_\_\_\_

**Jobsite location:** \_\_\_\_\_ **Date and time:** \_\_\_\_\_

**Inspecting person name and phone number:** \_\_\_\_\_

**Supervisor name and phone number:** \_\_\_\_\_

Yes	No	N/A	Date Corrected	General
				Do you have an active safety and health program in operation that deals with general safety and health program elements as well as management of hazards specific to your worksite?
				Keep a record of inspections, maintenance activities, and repairs performed on the conveyor system.
				Is one person clearly responsible for the overall activities of the safety and health program?
				Schedule regular maintenance tasks based on the manufacturer's recommendations.
				Test the emergency stop system to ensure it is working correctly.
				Ensure that emergency stop buttons or pull cords are easily accessible and not obstructed.
Yes	No	N/A	Date corrected	Personal protective equipment
				Are employers assessing the workplace to determine if hazards that require the use of personal protective equipment (for example, head, eye, face, hand, or foot protection) are present or are likely to be present?
				If hazards or the likelihood of hazards are found, are employers selecting and having affected employees use properly fitted personal protective equipment suitable for protection from these hazards?
				Has the employee been trained on ppe procedures, that is, what ppe is necessary for a job task, when they need it, and how to properly adjust it?
				Is all protective equipment maintained in a sanitary condition and ready for use?
Yes	No	N/A	Date corrected	Visual inspections
				Are there any signs of damage, such as cuts, fraying, or wear.

				Is there debris, spillage, or material buildup on the belt or around the conveyor.
				Visually inspect the belt alignment to ensure it is properly centered and tracking correctly.
				Verify that all guards and safety devices are in place and functioning correctly.
Yes	No	N/A	Date corrected	<b>Belt tension</b>
				Run the conveyor belt and observe it's movement
				Does the belt have any misalignment or is there wandering of the belt.
				Adjust the tracking if necessary, always follow the manufacturer's guidelines.
Yes	No	N/A	Date corrected	<b>Pulleys and rollers</b>
				Inspect pulleys and rollers for any signs of damage, excessive wear, or misalignment.
				Ensure that all pulleys are clean and free from debris.
				Does pulleys and rollers have proper amounts of lubricate as per the manufacturer's recommendations.
Yes	No	N/A	Date corrected	<b>Belt splices and cleanliness</b>
				Inspect the integrity of the splices and ensure they are secure.
				Check belt splices for signs of wear, damage, or separation.
				Clean the conveyor belt regularly to remove any accumulated dirt, debris, or spillage.
				Is there a Safety Data Sheet readily available for each hazardous substance used?
				Is there an employee training program for hazardous substances?
				Use appropriate cleaning methods and materials that are compatible with the belt material
Yes	No	N/A	Date corrected	<b>Belt fasteners and fastening</b>
				Inspect belt fasteners (if used) to ensure they are properly secured and not damaged.
				Ensure that the drive system is properly lubricated.
Yes	No	N/A	Date corrected	<b>Point of operation</b>
				Inspect the point of operation on the conveyor system where the work is performed, such as loading, unloading, or any other specific operations.

				Verify that adequate guarding is in place to prevent access to the point of operation and protect personnel from hazards.
				Ensure that the guarding is designed to effectively prevent contact with moving parts, pinch points, or any other potential sources of injury.
				Check that the guarding is securely fastened and properly aligned to provide complete coverage of the point of operation.
				Ensure that the guarding does not create additional hazards, such as sharp edges, exposed bolts, or gaps that could trap materials or body parts.
				Inspect the interlock or safety mechanisms associated with the point of operation guarding to ensure they are functioning correctly.
Yes	No	N/A	Date corrected	<b>Guard inspection</b>
				Check that all required guards are in place and securely fastened.
				Ensure that guards cover all moving parts, such as belts, pulleys, rollers, and drive systems.
				Ensure that guards are properly aligned and provide adequate protection to prevent accidental contact with moving parts.
				Verify that the guards are compliant with applicable safety standards and regulations.
				Check that guards have appropriate access points for maintenance and inspection purposes, with proper locking mechanisms if necessary.
				Verify that the guards are of sufficient strength and durability to withstand normal operating conditions.
				Inspect guards for any signs of damage, wear, or tampering.
<b><i>This General Industry Self Inspection Checklist is not designed to supersede existing safety inspection checklists, rather it should be used only as a</i></b>				