







Safety Course
Sample of Storyboard Document


Module One:





Objective: Technicians will describe the proper safety standards for conveyor belts usage.

Slide 1			
On-Screen Text	On-Screen Graphic	Interaction	Review
As with any equipment found in your area, conveyors pose a safety concern. Improper usage, poor training, and lack of safety procedures contribute to employee injuries around conveying systems. The Conveyor Equipment Manufacturers Association (CEMA) has established safety standards for conveyors.		None	

Slide 2			
On-Screen Text	On-Screen Graphic	Interaction	Review
Do not climb, sit, stand, walk, ride, or touch conveyor at any time. Horsing around on or near a conveyor is a recipe for injury. Climbing, sitting, walking, riding, or touching the conveyor, especially when in use, not only can cause injury to you, but also damage your conveyor as well.		Accordion	
Do not perform maintenance without proper lock-out tag-out procedures. Proper lock-out, tag-out procedures should be followed before any maintenance is performed on your conveyor. Sometimes we get too confident in our ability to perform maintenance procedures on a conveyor without going through the process of locking out all electrical and other energy sources. One miscalculation could result in serious injury or death. Always lock-out, tag-out before performing any maintenance on your conveyor.		Accordion	
Operate equipment only with all approved covers and guards in place. The manufacturer provides covers and guards for your safety and to protect you from components and points that pose the highest risk of injury. Ensuring all cover and guards are in place before operating the conveyor is for your safety.		Accordion	
Knowledge Check: What should be in place before operating the conveyor?	None	Knowledge Check	

Slide 3			
On-Screen Text	On-Screen Graphic	Interaction	Review
Ensure all personnel are clear of equipment before starting. Always be sure that everyone is clear of the conveyor before starting it up. Many factories install warning horns to alert employees when the conveyor is about to become active. While a great and inexpensive upgrade, it is beneficial to be trained to make sure everyone is clear.		Accordion	
Only authorized and trained personnel to operate/maintain equipment. Proper training on the operation and maintenance of a conveyor is essential for your safety. Allowing unauthorized or untrained personnel to use or maintain the conveyor often results in injury. There are 2 reasons for this: 1. Technician not familiar with equipment. 2. Only trained and authorized personnel know how to properly maintain a conveyor to operate at peak efficiency.		Accordion	

Keep clothing, body parts and hair away from conveyors. Clothing, body parts, and hair can easily get caught in the moving parts of a conveyor and lead to serious injury or death. You should keep all hands clear of the conveyor. Loose hair and clothing should be tied back to keep it clear of moving parts. Ties should be secured over the shoulder or tucked in. These simple rules can be the difference between safety and injury.		Accordion	
What are the reasons injuries happen?	None	Knowledge Check	

Slide 4			
On-Screen Text	On-Screen Graphic	Interaction	Review
<p>Clean spills</p> <p>It is important to keep the area around your conveyor clean and free of debris and liquid. However, cleaning should never be done with the conveyor is powered and operational. Doing so can result in serious injury. Follow all lock-out, tag-out procedures before cleaning around a conveyor.</p>		Accordion	
<p>Do not modify/misuse conveyor controls.</p> <p>Conveyor controls go beyond a simple on/off switch. They include the controls necessary for the safe operation of your conveyor. Under no circumstances should the controls be modified or altered by any unauthorized personnel.</p>		Accordion	
<p>Ensure that all controls and pull cords are visible and accessible.</p> <p>In the case that a conveyor needs to be stopped for an emergency, all controls and pull cords should be easily accessible and visible so anyone working in the area can reach them.</p>		Accordion	
<p>Report all unsafe condition</p> <p>Creating a culture within our plant where employees report all unsafe conditions to the proper personnel is very important. Doing so will allow the proper steps</p>		Accordion	
When should unauthorized personnel modify or alter the controls?	None	Knowledge Check	

End of Module 1