Standard Operating Procedure

All belt, pulley, and mechanically (where applicable) driven power transmission apparatuses shall be protected by a guarding system in accordance with 29 CFR 1910 Sub part O.

Purpose

To ensure the safety of Facilities Maintenance and other personnel from the risk of injury caused by power transmission and mechanically driven devices.

Procedure

1. Facilities Maintenance personnel will report to Work Control any belt guard that is missing in whole or in part so that a work order can be written to address the deficiency.

2. Belt guards shall be constructed such as to enclose completely the top and bottom runs of the belt and the face pulley.

3. Pulleys shall be kept in proper alignment to prevent belts from falling off.

4. Refer to Control of hazardous energy sources (lockout/Tagout) and Electrical Safe work Practices, (S-08-014) when working on equipment.
### UNIVERSITY OF TOLEDO
### FACILITIES AND CONSTRUCTION

<table>
<thead>
<tr>
<th>Section:</th>
<th>Safety</th>
<th>Effective Date:</th>
<th>September, 1994</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject:</td>
<td>Power Transmission Apparatuses</td>
<td>Standard Operating Procedure:</td>
<td>SA-15</td>
</tr>
</tbody>
</table>

**Authorized by:**

Doug Collins  
Director, FM/Grounds/SP Liaison  

Dan Adamski  
Manager, Mechanical/Facilities  

Michael Veligosky  
Director, Safety & Health  

Victor Bignier  
Director of Facilities, Maintenance and Construction

**Revision and/or Review Date:**

Reviewed: January 1996  
Revision: April 1998  
Revision: June 2001  
Revision: June 2003  
Revision: October 2004  
Revision: March 2011