

Safety & Health Circular No. 13/2011

Compliance Notes for Lift-under-Repair

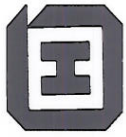
Date: 30 August 2011

Our Ref. : HD(C)TS 4/49/26

This serves to draw your attention to the compliance notes (attachment referred) issued by Labour Department for the above captioned subject, relating to safety measures for lift-under-repair.

Should there be any enquiry, please feel free to contact the Labour Department on tel: 2559 2297, email: enquiry@labour.gov.hk.

w/encl.



Labour Department (Branch Office)

勞工處（分處）

Your reference 來函編號：

Our reference 本處檔案編號：(16) in LDOD(H)/6-60/33

Tel. Number 電話號碼：28352045

Fax number 傳真機號碼：28330156

The Manager
Registered Lift Contractors

17 March 2011

Dear Sir/Madam,

Specific Control Measures on Working on Lift Car Top

The Labour Department attaches great importance to the safety of workers undertaking lift repair, alteration and maintenance (RAM) works and is highly concerned about the spate of serious and fatal industrial accidents related to these works in 2010, including cases involving workers trapped to death between the lift door and the lift shaft when conducting RAM works on the top of a lift car (lift car top). These accidents have also raised grave concerns in the community.

When a lift is suspended from services for RAM works, the contractor/employer responsible for the works shall conduct relevant risk assessments to develop and implement a safe system of work to ensure the safety of their employees at work. Among others, a permit-to-work approach should be adopted to ensure that safety measures and procedures are thoroughly and properly implemented, communicated to and understood

by all personnel involved. Supervision should be exercised to ensure that all the procedures and requirements are strictly followed. Among others, working on lift car top would be very dangerous and hazardous if the movement of the lift car is not solely controlled by the worker working thereon. Workers working on lift car top are prone to accidents if the lift is suddenly set in motion by other persons. To assist you in complying with the safety legislation, the "Compliance Notes on Lift-under-Repair" is prepared at the Annex for your attention.

Under the Occupational Safety and Health Ordinance ("OSHO"), Cap 509, contractors/employers have the general duty of providing and maintaining safe plant and systems to ensure the safety at work of their employees. A contractors/employer who fails to comply with these provisions of the OSHO will be liable to a fine of \$200,000 and to imprisonment for 6 months.

Should you have any enquires or need further information on the matter, please contact the undersigned at telephone number 2835 2045.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Wong Wing-yau', with a stylized flourish at the end.

(WONG Wing-yau)
for Commissioner for Labour

c.c. Secretary for Development

Director of electrical and Mechanical Services

Director of Housing

Director of Buildings

Director of Architectural Services

Construction Industry Council

Hong Kong Construction Association

The Hong Kong Association of Property Management Companies

Hong Kong General Union of Lift and Escalators Employees

Compliance Notes for Lift-under-Repair

Lift-under-Repair

A lift is known as a “Lift-under-Repair” when it is suspended from services for repair, alteration, or maintenance (RAM) works.

Safety Measures

2. To ensure the safety of workers undertaking RAM works on a lift-under-repair, the contractor/employer responsible for the works should adopt the following safety measures:

- (i) Before a lift-under-repair is used to carry lift workers either inside its lift car or on its car top for the first time, the lift-under-repair should be examined by a Registered Lift Engineer to ensure that the operating switches and safety devices are functioning properly. The examination should be properly documented for checking;
- (ii) As far as practicable, front guardrail and toe-board (facing the door side), in addition to guardrails and toe-boards at other edges, should be installed at the lift car top, and foothold should be provided on the front of the lift car top. The guardrail should be so designed and constructed to allow safe access to and egress from the lift car top;
- (iii) A switch lock on the Inspection/Operation Switch at the lift car top or other similar device should be installed to ensure that the operation of the lift-under-repair is under the sole control by the

lift worker working on the lift car top; and

- (iv) Suitable anchorage should be provided for the use of every worker wearing a safety harness with a short lanyard.

3. A permit-to-work should be developed and implemented to ensure that all safety measures and procedures are followed. In particular, the permit should include, among others, check boxes covering the name of the supervisor responsible for the key of the switch lock and the name of the Registered Lift Engineer who has examined the lift-under-repair.
