

## Section 8

### HOISTWAYS AND MACHINE ROOMS

#### 8.1 Hoistway Access Safety

Prior to gaining access to the hoistway, determine whether power is needed to perform the required task. If not, the appropriate lockout/tagout procedure shall be used. (See Section 7.) Do not open the hoistway door more than 6 in. (152 mm) until you determine the car or car top is located in a safe position to access.

##### *8.1.1 Top-of-Car Access/Egress Procedure*

**CAUTION:** Besides examination, inspection, maintenance and adjustment work that must be done on the car top, there is a considerable amount of work in the hoistway which must be done from the top of the car and, at times with the car in motion. **Examples of safe access/egress procedures are outlined below.**

##### *8.1.1.1 Accessing Top-of-Car*

**Prior to accessing the hoistway always verify that the elevator has arrived before stepping into or on the car.**

#### **(a) Hoistway Access Switch Provided:**

- Capture the elevator, and take it to the top access landing.
- Activate the means to disable the operating devices, (in car inspection service) located in the COP. Verify that the elevator is not on automatic operation by attempting to register multiple car calls.
- Insert proper door wedge tool to mechanically hold the door(s) in the open position, stay clear from the entrance and lower the car to a safe height by using the hoistway access switch to run the car in the down direction. Note: Be aware of car door clearances.