

- (ax) **Where exposed to imminent danger, vacate the area immediately.**
- (ay) Whenever accessing the hoistway, cab or cartop, verify that the elevator is there prior to access.

1.2 Additional Safety Responsibilities of the Mechanic/Mechanic-in-Charge

Each Mechanic/Mechanic-In-Charge Must Always Coordinate Jobsite Safety With Company Management

The Mechanic/Mechanic-In-Charge is the Company's designated **Competent Person**. Although all employees are responsible for identifying existing and potential hazards in the surroundings, or work conditions which are unsanitary, hazardous, or dangerous to employees, and for taking prompt corrective measures to eliminate or avoid the hazard(s) the Mechanic/Mechanic-In-Charge must perform appropriate job hazard analysis to determine that work areas are safe. On the job, the Mechanic/ Mechanic-In-Charge is the principal interface with Company Management to ensure that the work is performed in accordance with the company safety policy. In fulfilling this responsibility, the Mechanic/Mechanic-In-Charge shall take all practical steps to be sure that the work is performed with due regard for safety. Unsafe acts, unsafe conditions, accidents or injuries should be reported to a Superintendent or other member of management immediately. To keep operations safe, the following are some examples of the principle job requirements of the Mechanic/ Mechanic-In-Charge:

- (a) Determine that their Apprentice(s)/Helper(s) fully understand the safety requirements and that they accept responsibility for the safety of themselves, their fellow workers, the jobsite, and equipment.

- (b) Ensure that all equipment, work areas, and access to work areas where Elevator Company work is performed are inspected for any unsafe conditions which could cause injuries or property damage before commencement of work.
- (c) Take steps to correct all unsafe conditions or practices that are under the control of the Company.

R - Recognize Hazards

E - Evaluate Hazards

C - Control Hazards

- (d) When it is the responsibility of others to correct unsafe conditions, notify those responsible, (i.e., Building Owner, Project Manager, General Contractor) verbally and/or in writing per company policy. Also notify your Superintendent/Manager that such unsafe conditions exist. Avoid the area until hazard(s) is removed.
- (e) Whenever unsafe practices by workers of other trades are observed that could effect personal safety or property damage, immediately notify your supervisor and report such practices, verbally and in writing, maintaining a copy, to:
 - (1) the Responsible person at the jobsite and
 - (2) the Elevator Company Superintendent/Manager.
- (f) When work must be performed or materials stored in areas accessible to the public, install proper barricades, warning signs, lights, etc.
- (g) Keep unauthorized persons out of areas where work is being performed, or where Company material is stored.
- (h) Be sure all employees know the hazards of the type of work to be performed. A brief explanation before starting the work may prevent an incident.
- (i) Do not work or allow any employee to work when their ability or alertness is impaired by fatigue, intoxicating beverages, illegal or prescription drugs, or any other physical cause that might expose the employee or others to injury and notify your Superintendent/ Manager immediately.

- (j) Maintain the Company Hazard Communication (HAZCOM) program and Material Safety Data Sheets (MSDSs) as appropriate. (See Section 14.)
- (k) Before leaving the jobsite for meals, at quitting time, or for any other reason, determine the whereabouts of each person on the crew(s) present on the jobsite.
- (l) Never allow Company equipment to be loaned to, borrowed or used by anyone other than Company personnel unless authorized by your Superintendent/ Manager.
- (m) Never allow non-Company personnel or non-Company material to be carried on false cars or incomplete elevators, escalators, or moving walks unless your Superintendent/ Manager's approval has been obtained.
- (n) Make sure that all tools, ladders, hoists, personal protective equipment, etc. are inspected for defects. Tag defective equipment and remove from use and from jobsite. Return for repair or replacement. Maintain company log when required.
- (o) Conduct and document jobsite Safety Meetings (Toolbox Talks) in compliance with Company policy.
- (p) **Ensure the following items are posted as required:**
 - (1) OSHA material i.e., Federal & State posters, including copies of any citations issued at that jobsite.
 - (2) Location of first aid station and telephone for medical treatment, ambulance, fire department and police in a conspicuous place.
 - (3) Evacuation, fire and other emergency procedures are posted and meeting areas outside buildings are designated when evacuation is required.
- (q) A company-approved first-aid kit shall be on every job (construction, modernization and major repair) and kits shall be periodically checked and refilled as required.
- (r) Although all employees are responsible for their own safety and the safety of co-workers, correct Company employees

who fail to adhere to the safety requirements contained in this Handbook and the Company's safety policies. Report violations of the Company's Safety policies to your Supervisor/Manager when future disciplinary action may be warranted.

- (s) **Notify your Superintendent/Manager or Safety Department before proceeding with any inspection by local, state or federal government agency.**

1.3 Emergency Evacuation Procedures

- (a) Upon entering any jobsite or building familiarize yourself with the emergency exit route and evacuation procedure established by management of the facility.
- (b) React immediately and do not assume any alarm is false or a test.
 - 1. Remain Calm;
 - 2. Secure equipment to protect the public if necessary;
 - 3. Do not retrieve tools or personal belongings; and
 - 4. Proceed to the designated assembly area.
- (c) Upon evacuation of the facility immediately contact your supervisor or branch office for further instruction or follow your company's defined safety program.