

Section 1

GENERAL SAFETY

1.1 Employee Responsibilities

You shall familiarize yourself with the safety procedures outlined throughout this safety handbook. The following safety rules shall receive special attention and are not necessarily all inclusive:

- (a) In all operations, when removing or moving any component or equipment, make sure that the effect of that activity on the entire elevator or escalator system is taken into consideration.
- (b) Employees shall not work when their ability or alertness is impaired by fatigue, intoxicating beverages, illegal or prescription or over-the-counter drugs, or any other physical or emotional cause that might expose the employee or others to injury. (See Section 20)
- (c) Practical jokes, horseplay, throwing of tools or fighting on the job are forbidden.
- (d) Weapons, explosives and illegal substances on the job are forbidden.
- (e) Mechanics arriving at a location to perform service or repairs shall alert the owner or building management and place Company-approved “Out of Service” signs on a single unit landing call buttons before any work begins. (Building management may require signature in log.)
- (f) Secure the equipment (elevators, escalators, dumbwaiters, moving walks, platform lifts and chair lifts) from the riding public when performing any adjustments or work. Ensure no one is in the car, close the doors and prevent the doors from operating while working on the elevator.
- (g) Before working on equipment, “tuck” loose-fitting clothing and confine long hair. Remove all jewelry.

- (h) When unexpected movement of the equipment presents a safety hazard while cleaning, oiling, or greasing any parts that move, the equipment shall be made inoperative by use of lockout and tagout. See Lockout and Tagout Procedure, Section 7.
- (i) The use of personal entertainment devices (radios, tape or CD players, etc.) are prohibited on all jobsites.
- (j) Communication devices should be used with caution around controllers.
- (k) If two-way radios are used, ensure your communication channels are clear so they are not interfered with by other trades. Be aware of potential delays in communications when using certain communication devices.
- (l) Do not wear tool belts or carry tools in pockets.
- (m) Keep the work area clean, discard trash in a waste container, not on the floor, etc. Notify the General Contractor or Building Manager of problems in common areas. Poor housekeeping exposes everyone to hazards.
- (n) Never use wiping cloths on or near moving and/or rotating equipment.
- (o) Oily or chemically-soaked rags shall be kept in company-approved containers, removed from the jobsite periodically and disposed of properly.
- (p) If you are required to clean the pit, car top, machine room floor or other apparatus, take precautions to avoid lacerations or punctures from sharp objects by wearing suitable work gloves and using a broom and shovel, or dust pan, to pick up debris.
- (q) Remove or bend all protruding nails.
- (r) Work areas, ramps, runways, corridors, stairwells, offices, shops and storage areas must be well-lit. Notify the responsible party and your Superintendent/Manager if lighting is inadequate.

- (s) Do not work without adequate light. If there is inadequate light, use a grounded portable light with a suitable, non-conductive or grounded lamp guard and reflector.
- (t) Do not walk up or down stairways with hands in pockets. Never run on stairs. Handrails must be provided and used. Filler boards shall be in place on unfinished stairs. Be alert for tripping hazards, especially if carrying tools or materials.
- (u) Do not run extension cords in stairwells if they will cause a tripping hazard.
- (v) Open-flame heaters shall not be used for space heating of shanties, machine rooms or pits unless proper and approved venting is provided and local codes are adhered to.
- (w) When uncoiling rope, cable or wire, do not stand within the coil.
- (x) **Never slide, swing or climb on cables, ropes or guiderails.**
- (y) Never drop objects down the hoistway. A rope shall be used to safely lower objects.
- (z) Observe and obey all safety signs. Every sign serves a purpose. They are for your safety and the safety of others. If a sign is no longer necessary, it shall be removed.
- (aa) Administer first-aid only if you have been trained to do so, and never exceed your level of training.
- (ab) Do not cleanup spilled body fluids (blood, vomit, etc.) or material with body fluids unless you have received the appropriate training and vaccinations as required by OSHA (29 CFR 1910.1030), or any applicable local regulations. If you have received training and have been offered the applicable vaccinations and personal protective equipment, then assume contamination in handling any body fluids or material potentially contaminated with body fluids. All cleanup activities shall be conducted in accordance with your company Exposure Control Plan. If you have been accidentally exposed to body fluids that

may contain bloodborne pathogens, contact your applicable company medical provider as soon as possible.

- (ac) Report every injury to your Supervisor immediately (no matter how trivial) in accordance with company policy and procedure.
- (ad) The employee shall know the hazards and safe-use procedures associated with the materials and/or chemicals the employee is using. This information is available on the Material Safety Data Sheets (MSDS) provided by the Company. See Section 14 Hazard Communications for additional information. All materials and chemicals used shall be company-approved with MSDSs sheets. Improper use could result in injury or illness.
- (ae) Some elevators may be located near operations with process hazards or work environments that may be potentially hazardous in an emergency, or as part of the customer's day-to-day operation. Such elevators may be located in petrochemical plants, oil refineries, paper mills, nuclear plants and similar facilities. In such facilities the elevator pit/hoistway may be classified and/or labeled as a permit-required confined space. Do not enter the pit/hoistway until you have consulted your Superintendent/Manager.
- (af) On modernization, when removing old material from elevator platforms, make sure counter balance is properly adjusted before proceeding.
- (ag) Rotating equipment can be dangerous. Be aware of your surroundings and be prepared for "sudden" start-up of the equipment. (See Section 7)
- (ah) When working on hydraulic power units, keep your hands and clothing clear of the pump, motor, belts and sheaves to avoid being pulled into moving parts. Never check the belt tension unless the mainline disconnect switch is in the "off" position and locked and tagged out.

- (ai) Hydraulic oil may be hot and can cause severe burns.
- (aj) Elevator safety tests shall be performed in accordance with the procedures specified in the *ASME A17.2 Guide for Inspection of Elevators, Escalators and Moving Walks*, (formerly *Inspector Manual for Elevators*).
- (ak) Before equipment is placed back in service, be sure all locks and tags have been removed and account for any jumpers used. All door and safety circuits shall be tested to ensure they are operating.
- (al) Before leaving the building, if the car is returned to service, remove all “Out of Service” signs. Checkout with building management.
- (am) Do not ride or permit anyone else to ride in or on top of the car during safety and buffer tests.
- (an) Do not allow other trades to work in the hoistway above and below you.
- (ao) Never look at an electric welding arc without proper eye protection. See Section 3.2.
- (ap) Never work in the hoistway below welding or cutting operations.
- (aq) Don’t work in an area where a gasoline engine is running unless properly vented. A gasoline engine gives off deadly carbon monoxide gas.
- (ar) Don’t work in an area where propane heaters are used unless properly vented.
- (as) Never leave an open hoistway door unguarded. Before working on an elevator with the hoistway door open place a barrier in front of the entrance. See Section 8.
- (at) If you have to get at something that is higher than you can reach, use a ladder. See Section 10. Do not stand on overturned buckets, crates, chairs, etc.
- (au) In machine rooms be careful of tripping and head bumping hazards.
- (av) Never clean or lubricate ropes with a hand held rag.
- (aw) Never work from a hoistway divider beam.

- (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.