

## Section 16

### ESCALATORS AND MOVING WALKS

You shall familiarize yourself with the safety procedures outlined throughout this safety handbook. In addition, the following safety rules shall receive special attention when working on escalators or moving walks:

- (a) Mechanics arriving at a location shall alert the owner or superintendent and place company-approved signs and proper barricades at both ends of escalators and walks to restrict all non-authorized persons from entering the work area or stairways. (See Section 4.3)
  - (1) When step, step-treads, pallets, combplates, combplate teeth, floor plates or trap doors have been removed, and power is not required for the equipment it shall be locked out, tagged out and secured from movement with barricades in place at both ends.
  - (2) Unattended equipment shall always be locked and tagged out. When steps/pallets are removed always attach a note to the lockout and tagout indicating the steps/pallets has been removed.
- (b) Before work begins, the mechanic shall instruct all employees inexperienced with escalator or moving walk service on the location of the emergency “STOP” button and safety switches.
- (c) Communicate with all employees before moving an escalator or walk. Repeat commands or direction signals. Make sure their actions show they understand your message.
- (d) NEVER start, or attempt to start, a unit while anyone is on, or in, or about to step onto the unit.
- (e) Whenever work must be performed within the interior plane of the steps/pallets (truss) or machinery space that does not require movement of the unit, lockout and tagout

the mainline power disconnect in the “OFF” position. See Lockout and Tagout procedures, Section 7.3.

- (f) Before you enter the unit or the pit, personally verify that the unit will not start by testing all locations and possible combinations of the run and speed key-start switches.
- (g) Be aware that the power may still be live at the junction box, even after the mainline power has been deactivated. Use a circuit tester to test all circuits before working on them.
- (h) While working on escalators or moving walks, the person in attendance shall have complete control of the equipment.
- (i) Separate your escalator- or moving-walk-start keys from your key ring. The weight of a full ring of keys can hold a key switch over in the “ON” or “START” position, which overrides the safety circuit. If you try to stop the unit, the key would re-start the unit immediately.
- (j) Always remove the start key from the switch when you do not need it, especially when you are leaving the area.
- (k) When removing steps or pallets, use proper lifting techniques.
- (l) When working on or around moving equipment, take precautions to avoid getting yourself, or a tool, caught or pulled into the equipment. Be aware of all pinch points. Never attempt to remove a foreign object from an escalator or moving walk with the unit in operation.
- (m) When walking on a partially disassembled unit, avoid walking on the step axles as much as possible. Always hold the handrail. The unit shall be electrically locked out and blocked ( See Section 7.3)
- (n) Where possible, do not “inch” equipment unless the holding circuit has been opened.

- (o) When any steps or pallets are removed, always work, or if necessary, ride facing the opening.
- (p) It is recognized that temporary circuit jumpers or clips may be the only means available for conducting some service work on escalators or moving walks. These devices shall only be used as a last resort. (See Section 6.)
- (q) Before leaving the building, if the unit is to be returned to service, remove all “Out of Service” signs and barricades. Checkout with the Building Superintendent/Manager.
- (r) Should live testing on the controller be necessary:
  - (1) Place the mainline disconnect switch in the “OFF” position;
  - (2) Remove the controller from the machinery space:
  - (3) Secure the controller in a vertical position prior to moving the mainline disconnect to the “ON” position
  - (4) Perform all live troubleshooting from outside the machinery space
  - (5) Before returning the control to the machinery space place the mainline disconnect in the “OFF” position.