

SAFE USE OF LIFT AT THE WORKPLACE

DEFINITION OF LIFT

Section 4 of the Workplace Safety and Health Act, Chapter 277 (WSH Act, Cap 277):

"lift" includes any lifting appliance or lifting machine used for carrying persons, whether together with goods or otherwise.

STANDARD LIFT

- Lifts are generally designed to comply with **international standards** such as EN81-20 and EN81-50, or its equivalent.
- Lifts should be fitted with several **safety features** such as (but not limited to) multiple lifting ropes/chains, safety brakes, door sensors, door closing devices, emergency evacuation features, emergency lighting, emergency power and fire emergency systems.
- Workplaces **shall install and operate** standard lifts that are equipped with safety features.

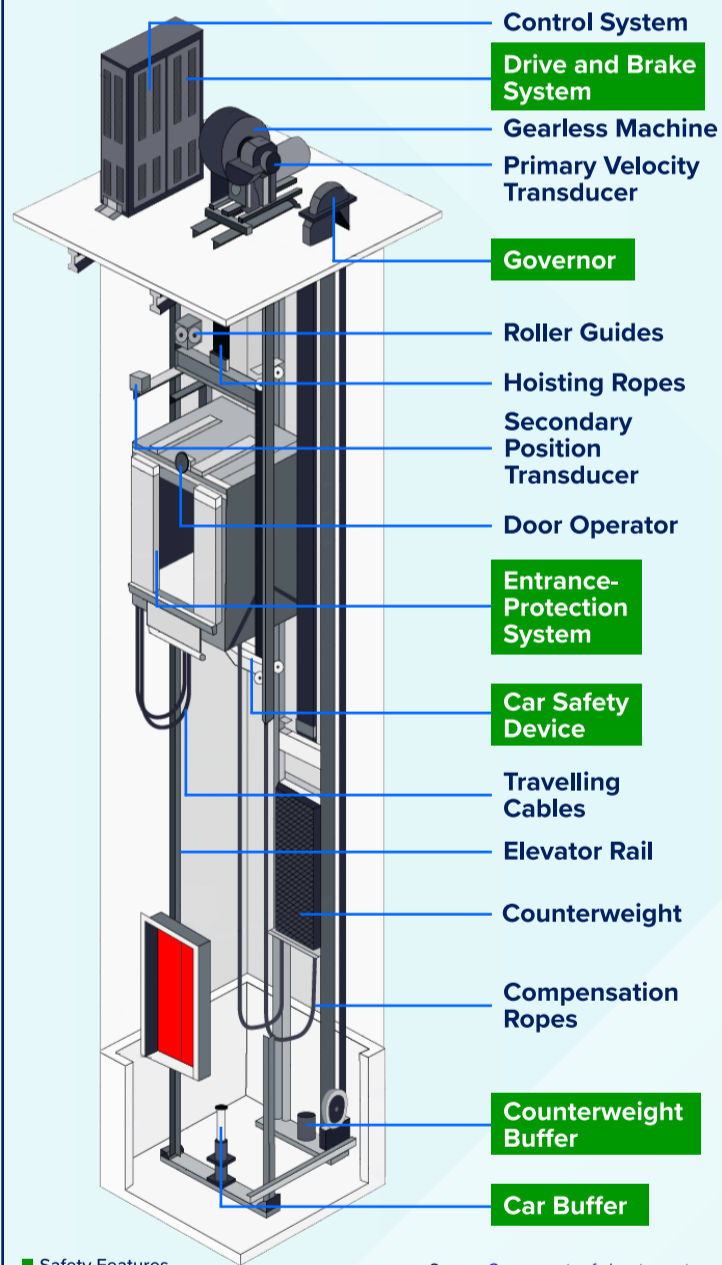
LEGAL DUTIES OF LIFT OWNERS

Lift owners are reminded of their legal duties as per **Sections 17 and 19 of the WSH Act, Cap 277, Regulation 19 of the WSH (General Provisions) Regulations, and the WSH (Incident Reporting) Regulations.**

These legal responsibilities include:

- Periodic maintenance** of lifts as per the manufacturer's recommendation by engaging a lift service contractor to ensure the lifts are in safe condition and precautions are undertaken.
- Ensure that the lifts are **examined by an Authorised Examiner** at statutory intervals.
- Clearly display the certificate of test and examination**, as well as the **maximum capacity/safe working load/maximum number of persons** which the lift can safely carry.
- Establish and implement an **emergency response plan**, such as lift entrapment and loss of power
- To **act promptly to remedy any defects** that were found.
- Ensure that **every rope/chain/wire, part of the structure** and every article supporting the lift is **of good construction and sound material** and is **of adequate strength** suitable for the nature of its use.
- To **report to SHENA** of any reportable incidents including dangerous occurrences, as soon as reasonably practicable.

An example of **standard lift** components and safety features:



EMERGENCY PROCEDURE

FOR LIFT USERS WHO ARE TRAPPED INSIDE

- | DO'S | DON'TS |
|--|---|
| ✓ Stay calm | ✗ Panic |
| ✓ Press the emergency call button to report the situation | ✗ Force the doors open |
| ✓ Wait for help to arrive | ✗ Attempt to exit the lift car |
| ✓ If lift is dark, use your mobile phone as a light source | ✗ Make sudden and/or continuous movements |
| ✓ During evacuation, exit the lift car only when it is parked at same level as the floor level | ✗ Do not exit the lift car when it is not parked at same level as the floor level |



FOR INDIVIDUALS WHO ARE AWARE THAT THERE ARE PEOPLE TRAPPED INSIDE LIFT

- | DO'S | DON'TS |
|---|---|
| ✓ Contact building management or lift service contractor for assistance | ✗ Attempt to rescue the people trapped inside by forcing the doors open |
| ✓ If the above are not possible, contact the Fire and Rescue Department | |
| ✓ If possible, help the trapped people to remain calm | |

SAFETY TIPS FOR LIFT USERS AT THE WORKPLACE

- Be careful when stepping in and out of the lift to avoid tripping hazards and to be cautious of any loose items from getting caught on the doors.
- Report any problems or malfunctions related to the lift to the building management.
- Do not use your hands, legs or objects to keep lift doors opened.
- Do not use the lift in case of emergencies such as fire or natural disaster. Use the stairs.
- Do not overload or overcrowd the lift. Take note of the maximum capacity that is displayed in the lift.