

# SAFE USE OF LIFT AT THE WORKPLACE

## DEFINITION OF LIFT

Section 4 of the Workplace Safety and Health Order, 2009 (WSHO, 2009):

"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.

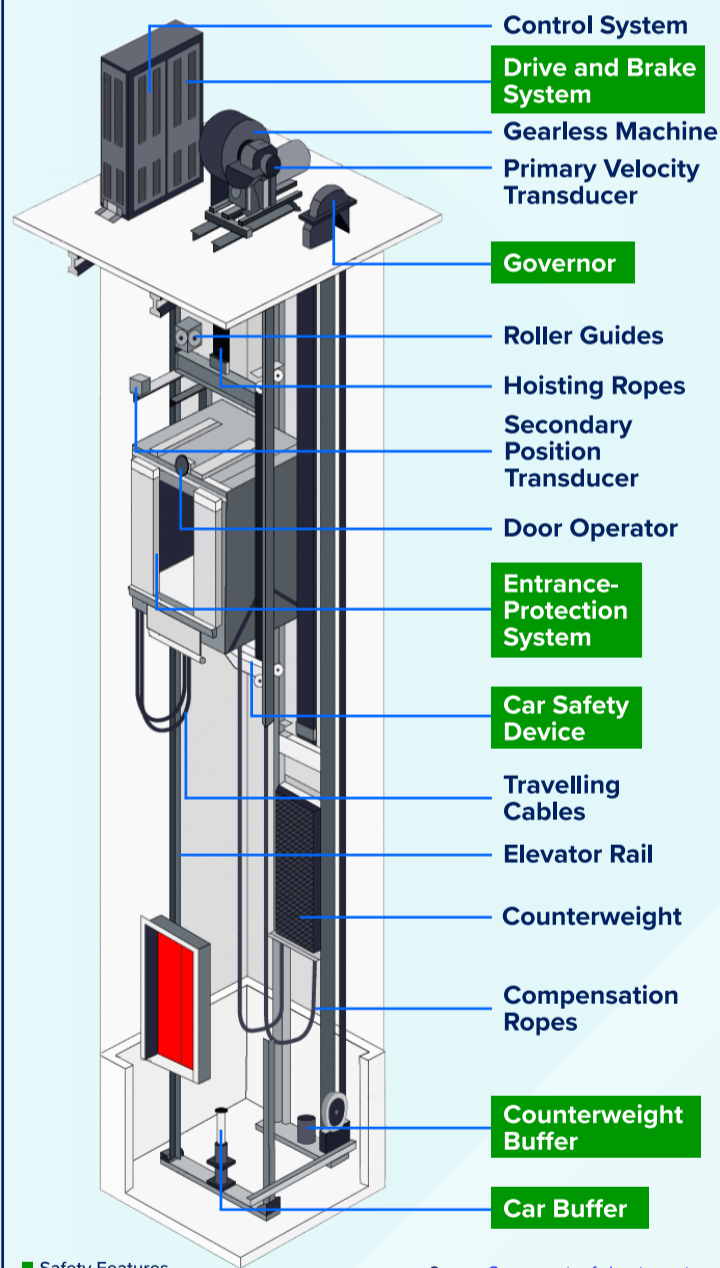
## LEGAL DUTIES OF LIFT OWNERS

Lift owners are reminded of their legal duties as per **Sections 17 and 19 of the WSHO, 2009, Regulation 19 of the WSH (General Provisions) Regulations 2014, and the WSH (Incident Reporting) Regulations, 2014.**

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.