Table of Contents

I. PURPOSE **2**

II. SCOPE **2**

III. POLICY **2**

IV. PROGRAM **2**

V. WORKING IN THE ELEVATOR SHAFT **2**

VI. WORKING ON THE FALSE CAR OR ELEVATOR CAR TOP **3**

VII. WORKING IN LIFT WELLS/PITS **4**

VIII. WORKING WITHIN AN ELEVATOR SHAFT OR UNDER THE TEMPORARY/PERMENENT CAR **4**

IX. FALL PROTECTION **4**

X. SPECIFIC PERMIT-to-WORK: Elevator Shafts **4**

XI. RESPONSIBILITIES **5**

Gallant Builders (Gallant) has implemented this safety program for the entry and the protection of the workers involved in elevator shaft work operations.

I. PURPOSE

The purpose of this program is to define the procedures and standards for the safe entry into elevator shafts and safe work operations in elevator shafts on Gallant construction projects.

II. SCOPE

These procedures apply to all Gallant projects unless a variance is granted by the Gallant Safety Director.

III. POLICY

Workers involved in elevator shaft work operations shall follow the procedures outlined in this program for the safe entry and work inside elevator shafts.

IV. PROGRAM OVERSIGHT

This program is intended to provide requirements for safe work practices in elevator shafts. Compliance with this program is required for all work site workers involved in entering and working in elevator shafts. Gallant Superintendent's, the subcontractor's supervisors and the Gallant Safety Director will be responsible for ensuring all jobsite workers comply with the requirements of this program. A thorough review of this program is conducted on an annual basis and modifications are incorporated as necessary.

V. WORKING IN THE ELEVATOR SHAFT

All Elevator Shafts will be protected in accordance with the following policy:

All work conducted inside the elevator shaft shall be under the control of the subcontractor in charge of the work and all access controlled by a permit-to-work system.

Safe spaces and clearances under the elevator car in the pit and the safe headroom above the lift car at the car top of its travel shall be determined and provided to all subcontractor's entering the elevator shaft.

Safety signs stating "Danger men working in elevator shaft" and "Danger Elevator Shaft Fall Hazard Do Not Remove Guardrail" shall be displayed on the door or guardrail system at each elevator door opening. Other signage addressing safe working load of platforms may be necessary.

Arrangements for the use of communication equipment by the working personnel during the work should be made. Also key words / signals to be used in the communication should be specified.

The safety devices in the elevator shaft and the car top control station shall be functioning properly. Especially, the effectiveness of those emergency stop switch and manual control mode switch should be checked before commencement of any work.

The working conditions in the elevator shaft including the elevator pit should be assessed.

Environmental factors including temperature, ventilation, lightings, etc., inside the elevator shaft shall be assessed in respect of the kind of work to be carried out and confirmed to be suitable before the work is commenced.

Temporary lighting shall be provided at every floor level in accordance with OSHA temporary lighting standards.

Lockable doors or a guardrail system shall be erected in front of the landing opening/doors. If a guardrail system is used then debris netting shall be installed and attached on the outside of the guardrail from the top rail to toe board as falling object protection.

Safe means of access and egress should be clearly established before entering the elevator shaft. The safe means of access and egress should exist during all phases of a work activity and should be readily accessible from the workplace.

The elevator machine room shall be kept locked at all times. Unauthorized persons shall be prevented from entering the machinery space when persons are working within the lift shaft.

Signs shall be posted indicating the elevator machinery and controls are under the control of the elevator company. The signs shall also provide the name of the elevator company, the elevator foreman name and telephone number.

The number of persons working within an elevator shaft at the same time should be kept to a minimum and the simultaneous existence of more than one trade in the elevator shaft is prohibited.

A safe system of work shall be put in place, and the risk assessment should identify whether a permit to work system is necessary to eliminate Over-Under work.

Working under a suspended load (e.g. counterweight or a suspension rope under installation) inside the elevator shaft shall be avoided unless adequate safety measures are in place to prevent accidental fall of the suspended load.

Workers are not permitted to work alone on the elevator cars or inside the elevator shaft.

VI. WORKING ON THE FALSE CAR OR ELEVATOR CAR TOP

The items in Working in the elevator shaft apply to Working on the False or Elevator Car Top as well as the following:
The elevator car top will adequately support the anticipated loads.

All safety devices and false cab/top of cab controls shall be tested prior to work operations being carried out on the elevator car top.

Every worker operating on top of the false car or elevator car top shall be protected from falls by the use of a guard rail system and personal fall protection equipment.

All workers involved in these work operations shall be able to communicate clearly and immediately with each other at all times.

The subcontractor shall identify their worker to be in sole control of the starting and stopping of car movements.

No Person shall be permitted to travel on top of an ascending car unless it is considered essential to do so.

VII. WORKING IN LIFT WELLS/PITS

The items in working in the elevator shaft apply to Working in Lift Wells/Pits as well as the following:
When workers are working in the elevator pit/well the operational controls shall be locked-out and tagged-out so that the false car/cab cannot be operated.

Safety signs shall be displayed on all lift landings and in the elevator motor room to warn others that the lift is out of service.

Where more than one elevator is installed within a common elevator pit/well, the provision of a full height screen shall be installed where practicable, between adjacent lifts.

Temporary lighting shall be provided in the elevator pit in accordance with OSHA temporary lighting standards.

VIII. WORKING WITHIN AN ELEVATOR SHAFT OR UNDER THE TEMPORARY/PERMENENT CAR

The items in working in the elevator shaft apply to Working in Elevator Pits/Wells as well as the following:
The subcontractor shall provide safe entry and exit from the elevator pit. The emergency stop and/or other safety devices shall be tested to ensure they are operational prior to worker's entering the elevator pit.

When workers are working in the elevator pit/well the operational controls shall be locked-out and tagged-out so that the false car/cab cannot be operated.

IX. FALL PROTECTION

All subcontractors conducting elevator/lift or shaft work operations shall provide Gallant with a fall protection plan addressing falling object protection and the fall hazards to workers associated with their work operations.

X. SPECIFIC PERMIT TO WORK - Elevator Shafts

INTRODUCTION:
All subcontractors shall complete the Gallant Safe Work Permit prior to working on elevators, in elevator shafts and in elevator motor rooms.

PERMIT DURATION:
Safe Work Permits for elevator operations shall be issued for a **maximum of 1 working day** and are location specific. Where work exceeds this period then **new** permits shall be requested by the subcontractor's competent person and obtained from the Gallant Superintendent.

COMPETENT PERSONS DUTIES:

The subcontractor's competent person shall ensure that no work, other than their work shall be carried out on any elevator, in any elevator shift shaft or elevator motor equipment room.

The subcontractor's competent person shall complete the safe work permit and job hazard analysis for all elevator work operations.

XI. RESPONSIBILITIES

The Gallant Superintendent has overall responsibility for establishing and ensuring compliance with this procedure. The Superintendent is also responsible for implementing and/or monitoring activities associated with this procedure.

It is the responsibility of all managers and supervisory personnel to enforce this procedure and of each employee to follow it.