



WHAT'S NEW IN THE 2005 ELEVATOR INDUSTRY FIELD EMPLOYEES' SAFETY HANDBOOK

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The safety professionals of a half-dozen major elevator manufacturers prepared the first edition of the *Elevator Industry Field Employees' Safety Handbook*. It was published as part of ELEVATOR

WORLD's 1973 Annual Study, "The World of Elevator Safety." In 1973, OSHA was a new federal agency, and the elevator industry, like all others, was grappling with compliance to the safety regulations that had just been issued. The Handbook was the elevator industry's answer.

The initiative by EW resulted in the National Elevator Industry, Inc. (NEII) establishing the NEII Safety Committee, which was charged with:

Developing, implementing and maintaining an efficient accident-free environment for employees in the industry.

The committee quickly recognized it could not succeed without the cooperation of the entire industry and invited participants from the National Elevator Industry Educational Program (NEIEP), National Association of Elevators Contractors (NAEC), EW and NEII member companies. In 1976, representatives of the U.S. major elevator manufacturers - including Dover, Montgomery, Otis, Westinghouse, Haughton and Southeastern Elevator - each of which had been utilizing proprietary safety handbooks with varying practices and requirements - concluded that the safety of the elevator industry workforce depended upon a uniform set of safety practices.

The NEII Safety Committee approached EW to publish a revision of the first edition of the Handbook. All major elevator companies agreed to adopt this document for their employees, the premise being that field safety would be maximized if the industry's safety specialists, acting within the NEII Safety Committee, would continuously study problems and solutions, jointly develop and approve revisions and become partners with EW, which would publish, stockpile and administer the distribution of the Handbook. With the exception of Otis, which returned to using a proprietary safety handbook in 1991, the elevator industry has united behind, and benefited from, the collective

experience of the members of the NEII Safety Committee in maintaining the Handbook as current.

Last April, the NEII Safety Committee met at EW in Mobile, Alabama to once again review and update the contents of the *Elevator Industry Field Employees' Safety Handbook*. Upon opening the 2005 Edition, the reader will notice that the Handbook has been formatted using easily referenced section numbers rather than bullets, which were used in prior editions. All figures and tables have also been given a number. This will simplify and eliminate any confusion when referencing the Handbook requirements. The committee maintained the organization of sections that was introduced in the 2000 edition, as well as the philosophy of say it once, say it correctly and say it using mandatory language. The remainder of this article will describe the major technical changes made to the 2005 edition of the Handbook.

§ **1.1(ab)** Criteria on what you should do when encountering spilled body fluids (blood, vomit, etc.) add.

§ **1.1 (am) to (ay)** Additional issues added to employee responsibilities that have been industry practices but never addressed in the Handbook.

§ **2.3** A pre-startup sample safety survey has been added.

§ **3.1 (g)** Information on clothing to be worn when welding, grinding or working around an open flame is addressed.

§ **3.3 (d) and (e)** Inspection and storage criteria for hard hats has been added.

§ **4.1 (h) and (i)** A requirement has been added to use a personal fall-arrest system on top of a completed, operational elevator car where there is a fall hazard and the car is secured from movement (locked and tagged).

§ **4.1.1** An inspection and maintenance checklist for personal fall arrest systems has been added.

§ **4.2 (b)** Guardrail system signage is now required.

§ **4.2 (i)** When a guardrail is removed a personal fall-arrest system must be used when a fall hazard is present.

§ **4.3** The section on escalator/moving walk barricades has been totally revamped. The requirements are as follows:

- (a) Barricades shall be positioned to completely surround the escalator/moving walk from public access.
- (b) Barricades shall be positioned to surround, from public access, floor opening created when equipment access plate(s) are removed.
- (c) Barricades shall be a minimum of 42 inches (1.07 millimeters) high.

(d) Barricades shall be securely attached to the balustrades, handrails and/or floor.

(e) All section shall be connected.

(f) A system shall be in place to keep the barricade rigid.

§ 4.4 Requirements similar to the escalator/moving walk barricades have been added for elevator maintenance barricades.

§ 5.1 (a) Requirements on when you are permitted to work on live circuits have been added.

§ 5.1 (p) to (s) Additional issues added that have been industry practices but never addressed in the Handbook.

§ 7.1 (b) Clarification each employee is required to apply a personal lock and "DO NOT START" tag when a lockout and tagout is implemented.

§ 7.1 (l) When special devices are required to lockout circuit breakers they shall be made available and used.

§ 7.3 (c)(d) Requirements for escalator step removal have been revised.

§ 8 Procedures for top-of-car and pit access, first introduced in the 2003 revision, have been incorporated with some minor clarification to the requirements.

§ 8.2.3 Procedures for access and working in walk-in pits added.

§ 8.4 Requirements for overhead protection when work area exposed to falling objects added.

§ 8.5 Machine room safety issues added. Most have been industry practices but never addressed in the Handbook.

§ 9.3 The use of powder actuated tools is prohibited.

§ 10.2 (u) Safety criteria added when working on a ladder.

§ 11.1 Additional requirement incorporated for running (moving) platforms.

§ 11.3 Additional requirement incorporated for false cars and other devices used in the hoistway.

§ 12.7 Crosby lifting guide incorporated. Includes numerous tables, charts, diagrams that will be beneficial for hoisting and rigging.

§ 12.8 Section added on selection, use and maintenance of synthetic webbing slings.

§ 12.11 Section added on synthetic rope.

§ 13.1 (q) to (u) Requirements for clothing to be worn when welding added along with precaution that shall be implemented.

§ 13.2 Section on soldering added.

§ 14.3 Section on cleaners clarified.

§ 14.5 Section on painting completely revised.

§ 14.7 Requirements added on working in areas containing asbestos.

§ 14.9 Section added on carbon dust.

§ 14.10 Section added on sulfuric acid type batteries.

§ 15 Section added with additional safety requirements that apply when working on inclined elevators.

§ 16 Escalator and moving walk safety requirements relocated to section 16.

§ 17 Dumbwaiter safety requirements relocated to section 17.

§ 19.5 Communication devices (unless hands free) shall not be operated when driving.

§ 20 New section on substance abuse (unlawful drugs, prescription drugs, over-the-counter drugs and alcoholic beverages).

§ 21 Definitions added for:

Barricade

False Car

Guardrail system

Personal fall-arrest system; and

Shafter

Conclusion

This article has highlighted the major changes in the 2005 *Elevator Industry Field Employees' Safety Handbook*. The reader should read the article along with the Sections in the Handbook identified to completely understand the new and revised requirements. The NEII Safety Committee considers this the most complete, user-friendly edition of the Handbook published to date. Every member of the elevator industry should own a copy and absorb its contents. All previous editions of the Handbook are out of date and should be discarded, as they do not provide accurate information on complying with the current OSHA regulations.

This edition of the Handbook is being published in a convenient, loose-leaf notebook size. It will allow companies to insert propriety information, as well as safety information. It also will facilitate future revisions, which will be issued as replacement or additional pages for insertion in the Handbook. This Handbook is also available online at <http://safety.elevator-world.com>. Revisions are kept current online.

While the *Elevator Industry Field Employees' Safety Handbook* is an excellent guide for the field employees, it does not eliminate the need for a company safety program (policy). Supplying employees with this Handbook also does not satisfy the OSHA requirement for training in certain areas – such as hazardous communication, lockout and tagout, personal fall arrest systems, etc. While the Handbook should be used in all company safety programs, distributing to employees and suggesting it be read does not cover an employer's training requirements under OSHA regulations. Every company must be aware of their responsibilities under OSHA and have a written company safety program to assure they are in compliance.

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