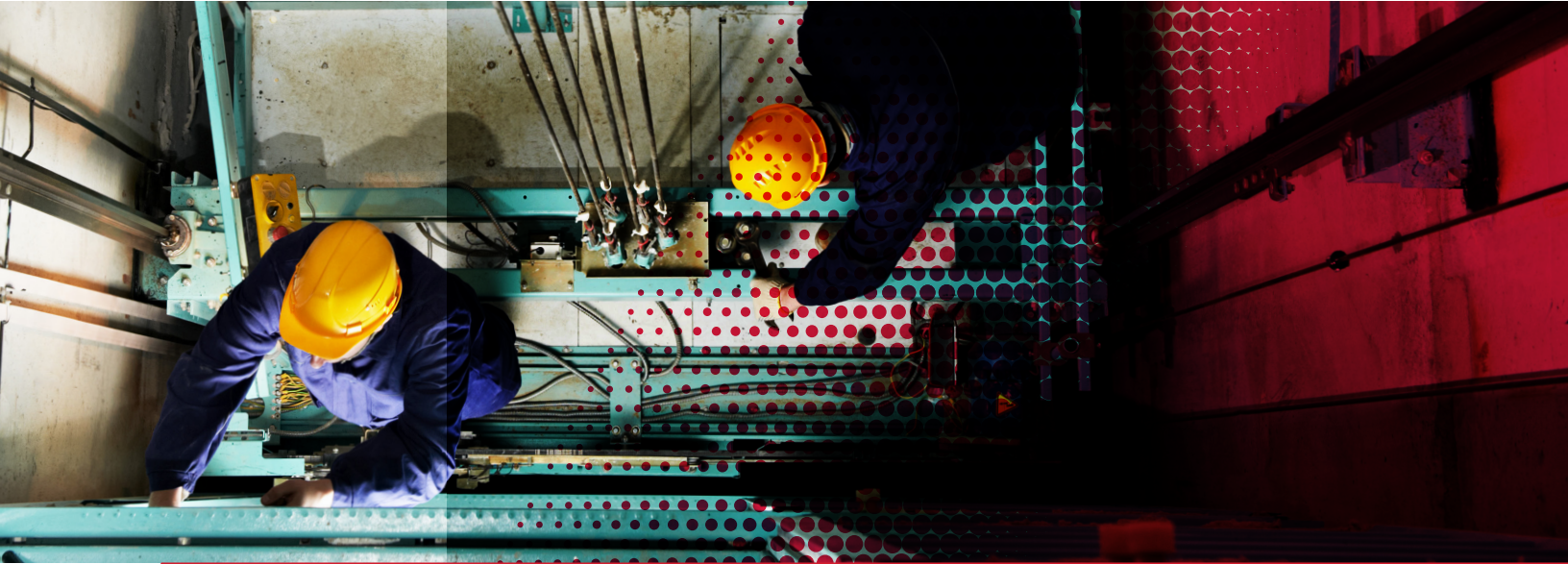


# Loss Prevention

Take a proactive approach to loss prevention!



## Elevator Safety and Maintenance for Building Owners

The elevator installed on your property is essential to your building's operation, by shuttling people and cargo to all parts of the building. Elevators are equipped with many safety devices that if not operated or maintained properly, can cause serious injury or death. For this reason, elevators are regulated in all provinces of Canada, and periodic inspection and testing by a qualified professional are required by law.

### The common causes of elevator injuries include:

- Trips and falls when the car does not level properly at the landing floor
- Closing doors that do not stop or retract
- Rapid descents or ascents
- Stress caused by being trapped in an elevator

Besides hiring a qualified elevator maintenance contractor, as a building owner, you have additional roles and responsibilities in elevator safety. A weekly inspection log (example below) can be helpful for building managers to identify and correct potentially unsafe conditions to help prevent accidents. As an elevator owner, you are ultimately responsible for ensuring the elevator is safe for all occupants.

This document will familiarize you with the minimum responsibility you have as an owner of an elevating device, as well as the applicable codes and jurisdictional authority. Consult your jurisdictional authority for a full list of responsibilities.

### Operation

- Ensure up-to-date operating permits are in place for each elevating device.
- Ensure elevating devices are operated in accordance to regulation and manufacturer's specifications.
- Ensure safe and unobstructed access to and exit from the elevating device.
- Ensure safe and unobstructed access for authorized personnel, regardless of weather conditions, to machinery space including electrical equipment of the elevating device.
- Ensure machinery space, electrical equipment, and any hazardous space is made inaccessible to the public and free of objects not required for the operation of the device.
- Ensure all access keys to machine space, electrical equipment and locked parts of elevator are posted inside the firehose cabinet closest to the main front entrance of the building and readily available to inspector and emergency responders.
- Keep record of any reported issues.
- Notify any ownership or equipment status change to your jurisdictional authority.
- Keep emergency contact information readily available: list of persons to be called in case of equipment or power failure; name and phone number of current maintenance contractor; and maintenance contract expiration date.
- Promptly report all incidents/accidents and hazardous conditions to your maintenance contractor and jurisdiction authority and prevent any public access to the equipment.

# Loss Prevention - Elevator - Owner's Tip Sheet

## Maintenance

- Ensure the elevator device is well maintained and tested according to regulation and manufacturer's requirement. The owner should have a maintenance contract with an elevator contractor that's licensed by authority having jurisdiction to ensure compliance. The contractor should also be adequately insured.
- Work with your maintenance contractor to ensure all code-required tasks and non-compliances are completed - regardless if such tasks are covered under the maintenance contract or billed separately.
- Work with your maintenance contractor to acquire approval from your jurisdictional authority for any variance.
- Maintain a logbook for all work and safety tests performed and ensure a minimum of 5 years of data is kept.
- Keep logbooks, inspection certificate, registered design submissions, maintenance instructions and wiring diagram/schematics readily accessible in the machine/control room.
- Ensure maintenance of auxiliary equipment, such as backup generator, uninterrupted power supply, etc. that supports proper elevator operation during an emergency.
- Consult with your maintenance contractor of work performed by other contractors. For example, cab renovations may affect cab integrity or introduce weight changes that affects elevator safety performance.

## Jurisdictional Authorities and Adopted Standards

Province/Territory	Jurisdictional Authority	Website
British Columbia	British Columbia Safety Authority (BCSA)	technicalafetybc.ca
Alberta	Alberta Elevating Devices & Amusement Rides (AEDARSA)	aedarsa.com
Saskatchewan	Technical Safety Authority of Saskatchewan (TSASK)	tsask.ca
Manitoba	Manitoba Office of the Fire Commissioner	firecomm.gov.mb.ca
Ontario	Technical Standards & Safety Authority (TSSA)	tssa.org
Quebec	Quebec Safety Code	rbq.gouv.qc.ca
Newfoundland & Labrador	Service NL	gov.nl.ca
New Brunswick	New Brunswick Canada	gnb.ca
Nova Scotia	Technical Safety Division	Novascotia.ca
Prince Edward Island	Services Prince Edward Island	princeedwardisland.ca
Yukon Territories	Government of Yukon	Yukon.ca
Northwest Territories	Government of Northwest Territories	gov.nt.ca
Nunavut	Nunavut Safety Services	gov.nu.ca

Adopted Standards	Examples listed below - consult your jurisdictional authority's website for a full list and revisions in effect for your equipment	
	ASME A17.1-2016/CSA B44-16 CSA B44.1-16/ASME-A17.5-2016 CSA B44.2-10 CAN/CSA-ISO/TS 22559-1-07 ASME A17.7-2007/CSA B44.7-07 CSA B355-15	Safety code for elevators and escalators Elevator and escalator electrical equipment Maintenance requirements and intervals for elevators Safety requirements for lifts (elevators) Performance-based safety code for elevators and escalators Lifts for persons with physical disabilities

## Call your broker - your best source for information and advice

Interested in learning more about what you can do to protect your business? Your insurance broker can advise you.

# Loss Prevention - Elevator - Owner's Tip Sheet

## Weekly operation check sheet

The following are weekly non-technical inspection items that can be used to identify potential problems in advance to improve elevator safety. Consult your maintenance contractor for items relevant to your equipment.

ELEVATOR CAR ( )		
Item	Pass/Fail	Comments
<i>General Condition:</i>		
Any damage?		
All internal panels, trim pieces, handrails, light fixtures, ceiling tiles securely fastened?		
Adequate lighting?		
Floor material intact and free from tripping hazards in cars and at landings?		
Car roof/side door secured against unauthorized opening?		
All safety and capacity signs in place and legible?		
<i>Elevator Operation:</i>		
All controls operating correctly?		
Doors operating smoothly? Signs of rubbing or misalignment?		
Does car level within 1/2" at each level when doors open?		
Do infrared beams, leading edge interlocks function properly?		
Do car doors open between floors?		
Is emergency lighting operational (is test switch available)?		
Is emergency notification system operational (bell/telephone)?		
Is emergency stop switch operational?		
Abnormal ride quality?		
Accessory equipment, such as security cameras, operational?		

ELEVATOR ROOM ( )		
Item	Pass/Fail	Comments
Free of storage?		
Adequate lighting?		
Signs of equipment damage? Fluid leaks?		
All electrical panels properly covered?		
Inspection certificate, maintenance log book, design submission, schematics in place?		
Elevator room, shaftways, pit access secured against unauthorized access?		

EMERGENCY PREPAREDNESS		
Item	Pass/Fail	Comments
All emergency access keys in designated location?		
All emergency contacts up to date?		
Maintenance contract up to date?		