ELEVATOR WORK POLICY
WASHINGTON UNIVERSITY
FACILITIES PLANNING & MANAGEMENT

PURPOSE: This policy provides information and establishes general precautions and policy for Facilities Planning & Management employees who must either work with, or respond to, an emergency situation involving an elevator. It provides a single source document for safe work practices and extraction or removal of a person or persons from a non-operating elevator and removal or retrieval of items from a working elevator shaft or pit.

GUIDELINES:

1) Anytime an elevator has to be dealt with in other than normal operational manner (e.g., emergency situation where people are stuck or object dropped into the shaft or pit) a two-person policy is mandatory. One individual will perform the task while the other acts as the safety observer.

2) When a person or persons are stuck on an elevator the following procedures will be followed before any person is assisted or allowed to leave the elevator.
   a. The maintenance person responding to the emergency situation will ensure that a Washington University police officer or other maintenance person is on scene prior to attempting any work or rescue.
   b. The maintenance person will make contact with the person or persons stuck on the elevator by stating their name, which they are, and explaining that they are in the process of correcting the situation. They should also tell the person/persons that the lights might, or may not go out in the process of repairing the elevator. Also, recommend they remain calm.
   c. The maintenance person will then pull the disconnect switch to shut off electrical power to the elevator. If the elevator contains a hydraulic system, the valve should also be shut. Lockout and/or tag-out procedures will be completed to ensure worker safety. (Lockout kits will be maintained in the elevator equipment rooms along with a copy of this policy).
   d. Once a police officer or second maintenance person is available, the elevator doors will be opened. Doors will be chocked/secured in the open position using a wood or steel chock securing the door, or a two-by-four piece of wood to keep the doors from closing. The police officer or second maintenance person will act as the safety observer while the first person assists with the removal of the person/persons on the elevator.

NOTE ONE: If it is felt that the situation cannot be handled in a safe manner the Kone Technician for WU, Jim Bauer, may be called by the Maintenance person or WUPD at: (314) 581-0014. There is also a Kone Call Center at: 1-877-276-8692 where the elevator stand-by technician will be contacted by Kone.
NOTE TWO: Do not use Washington University faculty, staff, students or visitors as safety observer, unless there is a life-threatening situation and no police officer or maintenance employee is available.

NOTE THREE: If the elevator is stuck between floors and the level of the elevator floor is less than one-half the height of the door opening, passengers can be removed with assistance from the maintenance person or police officer. This is to prevent them from being injured or falling into the elevator pit.

NOTE FOUR: If the elevator floor is higher or lower than one-half the height of the door opening, then a ladder will be used to prevent the person/persons from injuring themselves by jumping or climbing down, or possibly falling into the elevator pit. Also, if other people are available, ask them to assist.

NOTE FIVE: Person or persons in wheelchairs, or otherwise impaired, will only be removed if safe to do so for both them and the persons removing them. Do not attempt to move such a person until he/she grants permission to be lifted or carried from the elevator.

3) For more simple tasks such as a set of keys, tool or other object dropped into the elevator pit or shaft, the following procedures should be used. These simple tasks should be considered non-emergency and completed from Monday through Friday between the hours of 7:30 a.m. and 4:30 p.m.

NOTE ONE: If it is felt that the situation cannot be handled in a safe manner, the Kone Elevator Technician for WU, Jim Bauer, will be called in by the Maintenance person or Washington University police to assist at (314) 581-0014 or the stand-by technician through the Kone Call Center at: 1-877-276-8692.

a. The maintenance person responding to the situation will ensure that another maintenance person is on scene to act as the safety observer and hold the doors open prior to attempting any retrieval work.

b. Use a magnet on a string, or a hook on a pole, to retrieve the object.

c. If the item cannot be retrieved, and if someone must go into the pit, then use steps shown in the guidelines section of this policy.

4) Zone Supervisors are responsible to have elevator equipment rooms inventoried at least annually. This is to ensure necessary equipment along with a copy of the elevator policy is in place for use during emergency and non-emergency responses.

William Wiley
Director of Maintenance Operations
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