

LIFT EMERGENCY RESPONSE PROCEDURES

A. Action by trapped person

- 1** Remain inside the lift car. Press the alarm bell button repeatedly to attract attention of people outside the car or rescuers.
- 2** Use the intercom by pressing the telephone button to communicate with building management or rescuers.
- 3** Stay calm, DO NOT panic. Wait for help to arrive.
- 4** DO NOT attempt to force open the lift doors as the lift is still capable of moving.

B. Action by person outside the lift

- 1** Try calm the trapped person and inform them that help is on the way.
- 2** Immediately notify the building management and provide required information or lift Maintenance Company for an assistance.
- 3** If unable, contact the Fire and Rescue Department at 999.
- 4** DO NOT attempt to force open the lift car doors from outside.



SAFE USE OF LIFT



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INTRODUCTION

Lift is a vertical transport equipment that efficiently moves people or goods using a lift car, from one floor to another within a building. Generally, lifts transport low-cost or high-rise residents building and commercial buildings. Lifts required scheduled maintenance and care to ensure optimum performance

WHAT IS THE ROLE OF DOSH ?

Section 19 of Factories and Machinery Act 1967 (139) stipulates that no person shall be permitted to operate any certificated machinery without a valid certificate of fitness (CF). DOSH carried out scheduled/regular inspections of lifts and renew the CF every 15 calendar months.

WHAT IS YOUR RESPONSIBILITIES AS OWNER / (OR BUILDING MANAGEMENT)

As a owner / building management, you must:

- 1 Appoint a competent Firm registered with DOSH for inspection and maintenance of lifts
- 2 Ensure lifts are maintained according to periodic/ scheduled maintenance and inspection by competent Firm.
- 3 Display lift registration number issued by DOSH.
- 4 Prepared an emergency action plan in the event of any dangerous occurrence or accident
- 5 Report any dangerous occurrence or accident to DOSH immediately.

WHAT IS YOUR RESPONSIBILITIES AS USERS

As a user, you must:

- 1 Observe and adopt safe and orderly ways of using lifts.
- 2 Understand information relating to the safe use of lifts.
- 3 Report immediately to the building management in the event of any damage, vandalism, dangerous occurrence or accidents related to the lifts.



Do not exceed the maximum load (kg) and number of persons as shown in the lift panel.



Don't smoking in the lift car



Don't acts of vandalism inside lift car.



Do not press the button not as needed.



Do not let the children using lifts without an adults.



Do not use the lift in case of fire. Use the stairs instead for safety



Do not place goods in front of lift doors.



Do not hinder the user to step out of lift.

