Property owners or persons who have the responsibility of managing property (Duty holders) have a legal responsibility to ensure that their premises are free from risks to the safety and health of persons so far as is reasonably practicable. Inadequately maintained hoists and lifts constitute a major safety and health concern which could result in malfunctioning units that could lead to injury.

**INSPECTION REQUIREMENTS**

- All hoists and lifts must be of good mechanical construction, sound material, adequate strength and be properly maintained.
- All hoists and lifts must be thoroughly examined by a Competent Person prior to being put into service and thereafter at intervals of 12 months.
- All hoist and lifts must be operated, serviced and maintained according to appropriate manufacturer’s requirements.

**MAXIMUM WORKING LOAD**

- The maximum working load must be conspicuously displayed in clear legible writing.

**GENERAL SAFETY FEATURES**

- There must be sufficient automatic devices provided and maintained to prevent the cage or platform from over-running.
- The cage must be fitted with a gate on each side providing access to a landing.
- All gates must be constructed and designed as not to render users liable to injury.
- Gates must be fitted with a device to prevent the cage or platform from moving away from the landing until the gate is closed and comes to rest when the gate is opened.
- An audible emergency signal that is operated from inside the cage and clearly audible outside the hoistway or liftway or, a telephone and notice posted to inform passengers of the number to be dialed in the event of an emergency must be installed in the carriage.

**PASSENGER CARRYING HOISTS**

- Must be equipped with at least 2 ropes or chains separately connected with the platform or cage, each capable of carrying the entire weight of the cage together with its maximum working load.
- Must be equipped with efficient devices, capable of supporting the platform or cage with its maximum working load in the event of a breakage of the ropes or chains or any of their attachments.
- Motor rooms should contain only elevator related equipment.
- Lift ways should contain only elevator related utilities.

**ROLE OF THE DUTY HOLDER**

The duty holder has the responsibility of ensuring that the hoist or lift is safe to use and that it has been thoroughly examined. These responsibilities also include

- Informing the Competent Person of any changes in the operating conditions which may affect their assessment.
- Making relevant information available for the Competent Person such as manufacturer’s instructions and maintenance records.
- Keeping and maintaining accurate records of examinations conducted by Competent and Authorized Persons.
- Acting promptly to remedy any defects that arise during operation or during inspections.

**ACTION FOLLOWING NOTIFICATION OF DEFECTS**

Upon the notification of a serious defect, the lift must be immediately taken out of service until the problem is rectified.
OTHER RECOMMENDATIONS

- Adequate access for relevant personnel to elevator machine rooms must be provided and maintained.
- Special attention must be placed on the inspection of the elevator safety gears.
- Elevators must be kept in a clean state.
- Elevator machine rooms must be kept in a clean state and contain adequate lighting.
- Designated persons should be trained in basic elevator rescue procedures.