

Our reference 本署檔號 :
(8) in EMSD/LESD 7-2/4 Pt. 4

Telephone 電話號碼: (852) 2808 3861

Your reference 來函檔號 :

Facsimile 圖文傳真: (852) 2577 4901

6 March 2009

All Registered Lift Contractors

Dear Sirs,

Circular No. 2/2009

Amendment of Code of Practice for Lift Works and Escalator Works

Support to Engineering Staff and Specific Tasks to be Performed by Two or More Workers

Registered contractors are responsible for deriving their own programmes for carrying out lift/escalator works with the engagement of competent staff following suitable work procedures and using proper equipment.

The Working Group for Improvement of Lift Safety, with the members representing the registered contractors, the Lift and Escalator Contractors Association, the Registered Elevator and Escalator Contractors Association Limited, the Hong Kong General Union of Lift and Escalator Employees, and the department, have on 23 January 2009 endorsed the proposal to formalize the need to provide support to engineering staff for the carrying out of lift/escalator works by designating specific tasks to be performed by two or more workers.

Pursuant to section 27G of the Lifts and Escalators (Safety) Ordinance, the Code of Practice for Lift Works and Escalator Works (2002 Edition) is hereby amended by incorporating the new requirements. The changes are detailed in **Amendment 4** to the Code of Practice for Lift Works and Escalator Works, a copy of which is attached herewith for your reference. The Chinese translation of **Amendment 4** is also attached.

A transitional period is allowed for registered contractors to update their maintenance schedules and work arrangements in order to deploy the necessary manpower to perform maintenance activities as required in the **Amendment** in an effective and efficient manner.

Registered contractors should note that regulatory actions for non-compliance with the requirements will be taken following the expiry of the transitional period (ending 31 May 2009).

Meanwhile, registered contractors are still responsible for ensuring that the lift/escalator works are performed in a proper and safe manner.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'George Ling', written in a cursive style.

(George LING)

for Director of Electrical and Mechanical Services

Encl

- c.c. The Director of the Architectural Services Department (Attn.: CBSE/2)
- The Director of Buildings
- The Director of Housing (Attn.: SM/QM)
- The Lift and Escalator Contractors Association
- The Registered Elevator and Escalator Contractors Association Limited
- The International Association of Elevator Engineers
- The Hong Kong General Union of Lift and Escalator Employees

Code of Practice
For Lift Works and Escalator Works
(2002 Edition)

Amendment No. 4

Provision of Support to Engineering Staff and Work Tasks by Two or More Workers

(Effective 1 June 2009)

| <u>Item</u> | <u>Clause</u> | <u>Description</u> |
|--------------------|-------------------------|--|
| 1. | Section C Clause 4.2 | <p>Replace the first paragraph of Clause 4.2 by the following:</p> <p>“Lift and escalator works shall be carried out in compliance with requirements in the current edition of the Code of Practice for Safety at Work (Lift and Escalator) issued by the Labour Department, the Factories and Industrial Undertakings Ordinance, the Occupational Safety and Health Ordinance and its subsidiary legislation, to safeguard persons, including workers, users and any persons in the vicinity of the installation, against the risk of any accident including fire accident associated with these works.”</p> |
| 2. | Section C Clause 4.2 | <p>Add the following after sub-clause 4.2.4:</p> <p>“4.2.5 Support to the Engineering Staff</p> <p>The registered contractor and its supervisory staff should provide assistance and reasonable support to its engineering staff. Where individual tasks are required to be performed by two or more persons, the failure to accomplish the task due to insufficient deployment of manpower will lie with the registered contractor.</p> <p>Engineering staff should take into consideration the feasibility and risk associated with the respective work tasks. When in need of support, the registered contractor or the immediate supervisor should be made aware of the circumstances.</p> <p>The registered contractor shall have in place a management system for safety and health in line with the requirements of the current edition of the Code of Practice for Safety at Work (Lift and Escalator) issued by the Labour Department in order to safeguard the work safety of the engineering staff.”</p> |

| <u>Item</u> | <u>Clause</u> | <u>Description</u> |
|-------------|---------------------------|---|
| 3. | Section C Clause 4.3.3 | <p>Replace Clause 4.3.3 by the following:</p> <p>“4.3.3 Work to be Carried out by Two or More Lift Workers</p> <p>The registered lift contractor shall remind its lift workers to take necessary safety precautions in carrying out maintenance and repair works, in particular when any safety circuit is bypassed or interfered affecting the safety of the lift users. The registered lift contractor shall ensure that the following lift works (other than for stairlifts and vertical lifting platforms) are carried out by two or more lift workers as required:</p> <ul style="list-style-type: none"> (i) Releasing passengers trapped in a lift which stopped outside the unlocking zone; (ii) Manually releasing the brake of the traction machine of an electric lift, or operating the manual emergency lowering or ascending device of a hydraulic lift; (iii) Works in the lift pit; (iv) Maintenance of the counterweight assembly; (v) Carrying out maintenance works, while the lift is in motion, which cannot be performed by the worker who is controlling the motion of the lift; (vi) Lubricating wire ropes; (vii) Inspecting the conditions of the car top sheave; (viii) Measuring the braking distance of an electric traction lift; (ix) Disassembling and checking the machine brake; and (x) Testing the electrical safety device of the landing door or car door lock. ” |

『升降機及自動梯工程 - 實務守則』
(2002年版)

修訂第 4 號

給予工程人員的支援及由兩名或以上升降機工人進行工作
(由二零零九年六月一日起生效)

| 項目 | 條項 | 說明 |
|----|------------|--|
| 1. | C 節第 4.2 項 | <p>以下文取代第 4.2 項第一段:</p> <p>“升降機及自動梯工程必須根據勞工處發出的工作安全守則(升降機及自動梯)的現行版本、工廠及工業經營條例、職業安全及健康條例及其附屬規例所載規定進行，以保障工人、使用者及在裝置附近任何人不會遭遇與這些工程有關的任何意外，包括火警。”</p> |
| 2. | C 節第 4.2 項 | <p>將下文加在第 4.2.4 項之後:</p> <p>“4.2.5 給予工程人員的支援</p> <p>註冊承建商及其主管人員應提供協助和合理的支援予工程人員。若因個別工序需要二人或以上同時執行，而註冊承建商未能作出適當調派以執行工作，相關責任應由註冊承建商承擔。</p> <p>工程人員應考慮執行相關工作的可行性及風險。有需要時，應向註冊承建商或直屬主管人員反映，並要求提供支援。</p> <p>註冊承建商須具備符合勞工處發出的工作安全守則(升降機及自動梯)的現行版本的安全及健康管理制度，以保障工程人員的工作安全。”</p> |

| 項目 | 條項 | 說明 |
|----|---------------|--|
| 3. | C節 第4.3.3項 | <p data-bbox="619 309 959 353">以下文取代第4.3.3項:</p> <p data-bbox="635 376 1310 421">“4.3.3 由兩名或以上升降機工人進行工作</p> <p data-bbox="619 454 1434 779">註冊升降機承建商必須提醒其升降機工人，在進行保養及修理工作時採取必要的安全措施，特別是在畧過或干擾任何安全電路時，因為此舉會對升降機使用者的安全構成影響。註冊升降機承建商必須確保按規定由兩名或以上的升降機工人進行下列升降機工程(屬梯級升降機和垂直升降平台之工作除外)：</p> <ul style="list-style-type: none"> <li data-bbox="619 813 1434 902">i) 將受困在停於開鎖區域外的升降機乘客救出； <li data-bbox="619 936 1434 1070">ii) 用手鬆開電動升降機的曳引機的制動器，或操作液壓升降機的手控緊急下降或上升裝置； <li data-bbox="619 1104 1102 1149">iii) 升降機井道底坑的工作； <li data-bbox="619 1171 1066 1216">iv) 對重組件的保養工作； <li data-bbox="619 1249 1434 1339">v) 須在行車狀態進行而未能同時由控制升降機運行的工人執行的個別保養工作； <li data-bbox="619 1361 916 1406">vi) 為纜索加油； <li data-bbox="619 1440 1066 1485">vii) 檢查車廂頂纜轆狀況； <li data-bbox="619 1507 1366 1552">viii) 量度電動曳引式升降機的緊急停車距離； <li data-bbox="619 1585 1075 1630">ix) 分拆及檢查制動器；及 <li data-bbox="619 1653 1358 1697">x) 測試層門或機廂門鎖的電氣安全設備。” |