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15 August 2014

To: All Registered Lift Contractors and Registered Lift Engineers

Dear Sirs,

Circular No. 10/2014
Replacement of Suspension Ropes Inside Common Lift Shaft

I refer to a recent lift incident in which a lift worker was injured when he and his colleagues were carrying out suspension rope replacement works. During the incident, not only was a lift worker injured, the safe operation of other lifts in the common lift shaft was also affected.

I would like to take this opportunity to remind you that according to section 16 of the Lifts and Escalators Ordinance (Cap 618), a registered lift contractor who undertakes any lift works must ensure that the works are carried out properly and safely, and adequate safety precautions are taken to prevent injury to any person or damage to any property while the works are being carried out.

Section 3.3, Part 3 of the Code of Practice for Lift Works and Escalator Works (the "Works Code") has laid down the practical steps for registered lift contractors to properly discharge the above duties. In particular, risk assessment must be carried out to identify safety and health hazards associated with the works, formulate and implement safety measures. According to section 4.15.2 of the Works Code, risk assessment should be carried out before commencement of the tasks of the work and the Responsible Person of the lift should be involved if necessary. The risk assessment should make up of hazard identification, assessment of the risk of injury or harm arising from each identified hazard, and control of the risks through implementation of measures to eliminate or reduce the risks to acceptable level. In light of this incident, you should revisit the risk assessment and implement necessary preventive/mitigation measures to ensure the safety and health

of lift workers and other lift users during suspension rope replacement works in accordance with section 4.16.1(e)(ii) of the Works Codes. In addition, para. 9.2 of the recently published CIC "Guidelines on Safety of Lift Shaft Works (Volume 3 – Throughout the Occupation Stage of Building)" has given guidance, in addition to the risk assessment mentioned above, on safety precautionary measures in rope replacement works.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'PANG YIU HUNG', with a long horizontal stroke extending to the right.

(PANG Yiu Hung)
for Director of Electrical and Mechanical Services

c.c. The Lift and Escalator Contractors Association
The Registered Elevator and Escalator Contractors Association Limited
The Hong Kong General Union of Lift and Escalator Employees
Director of Housing (Attn.: TS/2)
AD/BS
CE/HS, CE/TSCS, CE/Mun, CE/GES, CE/AVE