



Our reference 本署檔號:

(4) In EMSD/LESD 7-2/4A Pt. III

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29 May 2026

To: All Registered Lift Contractors  
All Registered Lift Engineers  
All Registered Lift Workers

Dear Sirs/ Madams,

### **Circular No. 2/2026 – New Guidelines for Works within Lift Shafts**

In light of the recent fatal industrial incidents involving falling objects from heights within lift shafts, a new set of guidelines has been established to further enhance the safety of trade practitioners. These guidelines supplement the existing requirements stipulated in the Code of Practice for Lift Works and Escalator Works. Under the new guidelines, all lift works carried out within lift shafts including installation, commissioning, examination, maintenance, repair, modification, and dismantling of lifts or any associated equipment or machinery of lifts must strictly comply with the following principles:

1. **Single-level operation:** Trade practitioners are prohibited from performing works simultaneously on multiple levels within the lift shaft (including lift machine room areas corresponding to the vertical section of the lift shaft). If other trade practitioners are required to enter the lift machine room to coordinate with the works, the lift machine room areas corresponding to the vertical section of the lift shaft must be fenced off with a sturdy barriers or other effective protective means, in order to prevent workers from entering this area and to prevent objects from accidentally falling into the lift shaft, thereby avoiding injuries and fatalities.

The above requirements must be strictly observed, particularly for rope installation/replacement works. For other types of works, multi-level operations within lift shafts could only be carried out after the following supplementary safety measures have been fully implemented and properly documented:

- i. the registered lift contractor undertaking the works, together with the

responsible registered safety officer/ worksite safety supervisor/ an experienced registered lift engineer and a qualified person under the Lifts and Escalators Ordinance (Cap.618) have thoroughly reviewed and certified that the work procedure could not be practicably carried out using single-level operation, and that the extent of multi-level operation and number of personnel at each level required is kept to the minimum necessary;

- ii. a comprehensive site-specific risk assessment prepared by appropriate person<sup>1</sup> and endorsed by the registered lift contractor undertaking the works has been conducted, detailing the risks associated with each step of the work procedure and the corresponding mitigation measures required to be performed;
  - iii. all openings<sup>2</sup> in machine rooms connected to lift shafts should be covered, as far as practicable, when any work is being carried out inside machine room;
  - iv. all hand tools that are in used should be secured with tool lanyards or other safety control measures to prevent them from falling;
  - v. appropriate mitigation measures have been implemented to protect trade practitioners working in the lift pit or at lower levels from falling objects. For example, for works that could only be performed by trade practitioner(s) being inside the lift pit while other trade practitioner(s) control the operation of the lift car from the lift car top, any risk of objects falling from the lift car top should be mitigated as far as practicable before commencement of the works; and
  - vi. if there is residual risk of falling objects after implementation of the mitigation measures, an overhead protective cover or equivalent protective device should be provided to protect the trade practitioner(s) in the lift pit.
2. Re-affirm the safe work procedure and emergency response arrangement: In the following scenarios, the registered lift contractor must brief the trade practitioners again on the safe work procedure and the relevant emergency response arrangement. No work<sup>3</sup> should be commenced or continued unless clear

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<sup>1</sup> Appropriate person means the person stipulated under Section 4.15.1 of Code of Practice for Lift Works and Escalator Works.

<sup>2</sup> For openings require equipment / suspension ropes to pass through due to needs of work, the opening should be downsized to as far as practicable.

<sup>3</sup> It covers all lift works. For periodic maintenance works and periodic examination, the briefing arrangement should be followed as far as practicable.

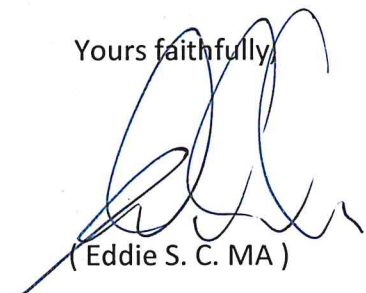
explanations have been provided and acknowledgment has been confirmed by signature:

- i. before commencement of the works;
- ii. after a prolonged suspension of the works (for example after a meal); and
- iii. if there is any change to the job duty of the trade practitioner when the works are being performed.

Registered lift contractors are required to convey the new guidelines to all relevant staff and sub-contractors, and the EMSD would step up inspection efforts on lift shaft works to ensure strict compliance to the new guidelines to safeguard the safety of trade practitioners. Registered lift contractors are also encouraged to make use of innovation and technology (I&T) solutions to substitute works inside lift shafts where applicable, in order to reduce the likelihood of works incidents.

If you have any question on this subject, please contact Mr. CHU Kam Hon at 2808 3651.

Yours faithfully,



( Eddie S. C. MA )

for Director of Electrical and Mechanical Services

- c.c. The Lift and Escalator Contractors Association  
The Registered Elevator and Escalator Contractors Association Limited  
The International Association of Elevator Engineers (HK-China Branch)  
The Hong Kong Institution of Registered Engineers (Lift & Escalator)  
The Hong Kong General Union of Lift and Escalator Employers