

ELEVATOR AND ESCALATOR DAILY SAFETY CHECKLIST

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Introduction

Elevator and escalator injuries are rare, but when they do occur, they can be severe. Most states and localities require elevator inspections by trained professionals or by local government officials at specific intervals. In some jurisdictions, such inspections are the responsibility of the general liability insurance carrier or their designee.

This bulletin reviews the causes of elevator and escalator injuries and includes a self-inspection checklist that you can use between inspections to assure your elevators and escalators are operating safely and at peak efficiency.

Common causes of elevator injuries:

- Trips and falls when the car does not level properly at the landing floor
- Closing doors that do not stop or retract
- Rapid descents or “jerking” ascents
- Stress caused by being trapped in a stalled elevator

Common causes of escalator injuries:

- Loss of balance while entering or exiting
- Loss of balance from “jerking” or erratic motion of the unit
- Catching of loose clothing or footwear in the “comb plate” (the comb-like device at the top and bottom of the unit) or in the side balustrades
- Slips and falls from slippery surfaces caused by excessive application of lubricants

Elevator maintenance contractors and risk transfer

Elevator maintenance contractors usually refuse a property owner's request for a "hold harmless" agreement or to be included as an additional named insured on their policy. As one might imagine, these companies are frequently targets of legal action by elevator and escalator passengers and sometimes building owners. Nevertheless, insist on a current certificate of insurance showing evidence of workers' compensation, general liability, property, and umbrella coverage before contracting with any elevator maintenance company.

The value of self-inspections

Daily, non-technical inspections of all elevator and escalator equipment pays-off in several ways:

Elevator/Escalator Self-Inspection Form

The following checklist can be used to verify the condition of your elevator and/or escalator equipment between scheduled maintenance periods. A good way to train your maintenance and building management staff is by a walk-through inspection with your elevator maintenance contractor.

Additional Information

Refer to ASME A17.1-2013 Safety Code for Elevators and Escalators or your local building code enforcement office for questions about local elevator and escalator maintenance requirements.

ELEVATOR AND ESCALATOR DAILY SURVEY

Location

Date

Surveyed by

Type of Unit

Passenger elevator + \ G U D X O L F

Rope unit

Freight elevator + \ G U D X O L F

Rope unit

Escalator

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