



# GUIDANCE

## IN-SERVICE INSPECTION PROCEDURES

Number: **MLCC02**

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Reference: **Lift Machine Room Guarding Requirements**

### **SITUATION:**

*What is the procedure adopted by SAFed members when making recommendations concerning the guarding of machinery within the lift machine room?*

### **GUIDANCE:**

The need to undertake measures with respect to the guarding of dangerous parts of machinery in lift machine rooms as required by the Provision and Use of Work Equipment Regulations 1998 (PUWER) regulation 11 should be identified as a result of a risk assessment specified by the Management of Health and Safety at Work Regulations 1999 regulation 3. This requires that there should be a risk assessment undertaken in relation to both authorised persons (such as those carrying out maintenance or servicing) and competent persons (carrying out lift thorough examinations), to identify all associated risk in relation to the machine room. This risk assessment may validly consider the expertise of those who work in lift machine rooms and the relatively small number of reported accidents involving them. If additional control measures are required as an outcome of the risk assessment, then these should indicate the priority to be given to their provision. A phased programme of improvement would normally be acceptable.

In order to help ensure that there is a consistent approach to undertaking this risk assessment, SAFed members are encouraged to follow the procedure as outlined below.

The following information should be recorded:

- Clients Name
- Clients Address
- Client Number
- Lift Identification Number
- Address where lift is installed
- Name of Engineer Surveyor undertaking risk assessment
- Date of risk assessment
- Date of next risk assessment
- Risk assessment reference number

Complete the following questions. If the answer to any of the questions is no, then guards should be fitted unless appropriate corrective actions are taken.

Question	Yes	No	Control Measures Required
<p><b>Access to machine room</b> Are all access doors and hatches locked and keys under the control of a responsible person?</p>			
<p><b>Machinery isolation</b> Is there a safe and adequate means to isolate the equipment for maintenance/inspection work?</p>			
<p><b>Lighting</b> Is the level of normal (200 lux) and emergency lighting adequate?</p>			
<p><b>Access to equipment/fall hazard</b> Is there safe and adequate means of access to maintain/inspect the equipment? If the equipment is mounted on a plinth, is there safe and adequate means of access and is the perimeter protected?</p>			
<p><b>Moving parts</b> Are all exposed moving parts of the lift machinery painted yellow and an stop device located adjacent to the moving parts of the equipment?</p>			
<p><b>Housekeeping</b> Is the standard of housekeeping good? I.e. is the machine room clean and free of rubbish and dust?</p>			
<p><b>Work practices</b> Do maintenance/inspection personnel have to work in isolation? If so are you satisfied that there is adequate backup in the event of an accident/incident?</p>			
<p><b>Other services</b> Is the lift machine room used <u>solely</u> for the lift installation? I.e. no other utility services installed or accessed through the lift machine room? e.g. water, communications etc.</p>			