



LIFT EMERGENCIES ... WHAT TO DO.

If there is a major lift failure in a multi-story building, particularly if all lifts are out of operation **your employer has a number of obligations**, namely:

- ❖ Where possible to inform employees of the emergency before they arrive at work, and wherever possible make arrangements for staff to work from home or from another office.
- ❖ Ensure that the use of the fire emergency stairs for two-way traffic during any emergency does not constitute a risk to employees or other persons.
- ❖ Minimise movement between levels of the building via the fire emergency stairs during working hours during the period the lifts are out of action. Fire emergency stairs are, after all, designed to be used for fire emergencies only, not for normal transit between levels of the building.
- ❖ Assess any risks for clients visiting the Department's premises during the period the lifts are inoperative. Make arrangements for staff to meet with clients off site, where possible.
- ❖ Review existing entry permits and security arrangements and operations for the same period.
- ❖ Young children should be prohibited from the building during the period the lifts are inoperative for safety reasons.

- ❖ Cancel all goods deliveries during the period of the emergency. Movement of goods and materials via the fire emergency stairs may constitute a risk to the persons delivering the goods and materials, and also a risk to building workers using the fire emergency stairs.
- ❖ Arrange for staff to record their arrival lunch and departure times in the building foyer.

What employees should do if all lifts are out of service.....

- ❖ If you suffer from a disability or a health condition that prevents your using a fire emergency staircase, arrange to work from home, or at another office of your Department. If this is not possible obtain a medical certificate from your Doctor for your absence.
- ❖ Wear shoes wherever possible with rubber soles and heels. High heel shoes should be avoided where possible.
- ❖ If you have face to face dealings with Department clients in the building by appointment, advise the client of the emergency, or reschedule your work arrangements to meet with Department clients during the period the lifts are inoperative.
- ❖ Don't attempt to ascend more than 5-6 levels of the fire emergency stairs without taking a 1 or 2 minute break, unless you are physically fit. The higher the building (20 levels plus) the more important these rest breaks are. Take more regular breaks if necessary.

Contact your PSA Industrial Officer or Organiser for further information.

To find your industrial officer/organiser, go to
<http://www.psa.labor.net.au/directory/work.html>