



THE OHIO STATE UNIVERSITY

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## **Elevator Safety Program**

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## **1.0 Introduction**

- 1.1 The Office of Environmental Health and Safety (EH&S) has developed this Elevator Safety Program to minimize accidents and/or injuries to contract workers and passengers of any Ohio State University (OSU) elevators.
- 1.2 The preeminent safety standard for elevators (mechanical and hydraulic) has been developed by the American Society of Mechanical Engineers (ASME A17.3-2013) and has been adopted by The Occupational Safety and Health Administration (OSHA) and the American National Standards Institute (ANSI). Contractors perform all maintenance and service work on university elevators; OSU employees are not permitted to conduct maintenance or service. Contractors performing maintenance or service work on any of OSU's elevators are expected to know and follow all of the applications and practices contained in ASME A17.3-2013.

## **2.0 Responsibilities**

### **2.1 EH&S shall:**

- 2.1.1 Maintain, review and update the Elevator Safety Program as needed.
- 2.1.2 Review, upon request, written safety procedures for contractors conducting installation, maintenance or repair of elevators on OSU property. EH&S will (upon request) assist contractors with the development of safety procedures to minimize the dangers associated with elevator service or maintenance work while on OSU property.

### **2.2 Supervisors shall:**

- 2.2.1 Review and comply with the provisions outlined in this program.
- 2.2.2 Ensure that none of their employees conduct service or maintenance work on OSU elevators.
- 2.2.3 Ensure that any work performed on OSU elevators be conducted by trained and certified elevator technicians.

### **2.3 Employees shall:**

- 2.3.1 Review and comply with the provisions outlined in this program.
- 2.3.2 Not perform any service or maintenance work on OSU elevators.

### **2.4 Elevator service companies shall:**

- 2.4.1 Review and comply with the provisions outlined in this program.
- 2.4.2 Only provide trained and certified elevator technicians. Training and certifications must be acknowledged by an organization such as the National Elevator Industry, Inc. (NEII) or similar organization.
- 2.4.3 Have in place a fully developed elevator safety plan to address all safety standards contained in ASME A17.3-2013. Such plans must be made available to OSU upon request.

- 2.4.4 Have a confined space entry program in place to protect employees entering permit required and non-permit required confined spaces in elevator pits.

2.5 Elevator users shall:

- 2.5.1 Review and comply with the provisions outlined in this program.
- 2.5.2 All passengers that use OSU elevators are expected to familiarize themselves with the Student Life document "*What You Need to Know About Elevators*" (see Appendix A) and Section 3.0 of this program.

### 3.0 Riding in an Elevator Safely

- 3.1 The Elevator Escalator Safety Foundation (EESF) has developed informational programs to properly educate the public on safely riding in elevators. The following rules and safety tips are taken from the EESF.

- 3.1.1 When you approach an elevator:

- 3.1.1.1 Know your destination and push the elevator call button for the direction that you want go.
  - 3.1.1.2 Stand aside for passengers exiting the elevator.
  - 3.1.1.3 If the elevator is full or over the weight limit, wait for the next car.
  - 3.1.1.4 Do not try to stop a closing door; wait for the next elevator.
  - 3.1.1.5 Take the stairs if there is a fire in the building.

- 3.1.2 When you enter and leave an elevator:

- 3.1.2.1 Enter and exit carefully. Step up or down if the elevator floor and hall floor are not level.
  - 3.1.2.2 Hold children, pets and carry-ons carefully.
  - 3.1.2.3 Stand clear of the doors; keep clothes and carry-ons away from the opening.
  - 3.1.2.4 Push and hold the DOOR OPEN button if the doors need to be held open, or ask someone to push the button for you.

- 3.1.3 When riding on the elevator:

- 3.1.3.1 Stand next to the elevator wall.
  - 3.1.3.2 Hold the handrail if available.
  - 3.1.3.3 Pay attention to the floor indicators.
  - 3.1.3.4 If the doors do not open when the elevator stops, push the DOOR OPEN button.
  - 3.1.3.5 If elevator stops in between floors do not leave the elevator.

3.1.4 What to do in the event of a delay:

3.1.4.1 Push or pull the Alarm button to call for assistance.

3.1.4.2 Phone for help, if a phone is available. An intercom or hands free phone may be available; follow instructions for their use.

3.1.4.3 If no answer using the emergency call button, call Service2Facilities at (614) 292-HELP (4357). If an emergency, dial 9-1-1 (Public Safety)

3.1.4.4 Do not attempt to force the elevator doors open. Do not attempt to leave the elevator.

3.1.4.5 Patience, please. You are safe and there is plenty of air, so relax and wait for help

#### **4.0 Elevator Contact Information**

4.1 Each business unit within OSU maintains their own elevators. Additionally, branch campuses maintain their own elevators. Contact information for individual business units and branch campuses are as follows:

4.1.1 For elevators within Facilities Operations and Development (FOD) and Student Life Buildings, contact Service-2-Facilities at (614) 292-HELP (4357).

4.1.2 For elevators within the OSU Wexner Medical Center, contact the Facilities Dispatcher at (614) 293-8645.

4.1.3 For elevators within the Athletics Department Buildings, contact Mike Smith at (614) 688-4936.

4.1.4 For elevators on the Lima Campus, contact Ron Kaufman at (419) 995-8670.

4.1.5 For elevators on the Mansfield Campus, contact Larry Stimpert at (419) 755-4390.

4.1.6 For elevators on the Marion Campus, contact David Harmon at (740) 725-6380.

4.1.7 For elevators on the Newark Campus, contact Brian Boehmer at (740) 364-9535.

4.1.8 For the elevators on the Wooster Campus, contact Dave Drake at (330) 202-3513.

#### **5.0 Recordkeeping**

5.1 Each business unit and branch campus maintains their individual records and safety inspections forms.

5.2 For additional information or inspection records, contact the appropriate OSU employee as listed in 4.0 of this plan.

## **Appendix A**

### **Elevator Safety Tips**

#### **When you approach the elevator:**

1. Know your destination. Push the UP or DOWN button for the direction you want to go.
2. Stand aside for exiting passengers.
3. Wait for the next car if the elevator is full.
4. Do not try to stop a closing door with anything including hands, feet, canes, etc. Wait for the next elevator.
5. Take the stairs if there is a fire in the building.

#### **When you enter and leave the elevator:**

1. Watch your step, and enter and exit carefully.
2. Hold children and pets firmly.
3. Stand clear of the doors, and keep clothes and carry-ons away from the opening.
4. Push and hold the Door Open button if doors need to be held open, or ask someone to push the button for you.

#### **When riding on an elevator:**

1. Stand back from the doors.
2. Hold onto the handrail if one is available.
3. Pay attention to the floor indicators.
4. If the doors do not open when the elevator stops, push the Door Open button.