

PLANT / DESIGNATED PLANT

Registration of Lifts, Escalators & Moving Walks

The [Workplace Health and Safety Regulations](#) place an obligation on owners to ensure that lifts, escalators and moving walks are installed, maintained and repaired so as to minimise the risk of health and safety issues to the people who use them. This information bulletin outlines the responsibilities of owners of lifts, escalators and moving walks under the Workplace Health and Safety Regulations.

General

All lifts, escalators and moving walks are classified as Designated Plant. Designated Plant are those types of plant which are considered to be a high risk to workers or the public if they are not maintained and operated correctly. This type of plant must be registered with NT WorkSafe and inspected yearly by a registered Designated Plant Inspector (DPI). A full listing of DPIs can be found in NT WorkSafe information bulletin [12.02.02](#).

Design registration of Lifts, Escalators and Moving Walks

Reference: Regulations 84, 89, 90 & 116 Workplace Health and Safety Regulations

Before a lift, escalator or moving walk can be used in the Northern Territory, the design must be verified and registered with NT WorkSafe.

An application to register the design shall include:

- [FM038](#) – Application to register a lift, escalator or moving walk design;
- the design verification certificate;
- full set of representational and detailed drawings including details of the machine room and clearances;
- a certificate that all tests have been carried out in accordance Australian Standard [AS 1735](#); and
- the design registration fee of \$57

All information must be written in English.

Design verification

Reference: Regulations 88 and 89, Workplace Health and Safety Regulations

An independent design verifier shall verify the design. Pursuant to Regulation 88 (2)(a) and (b) of the Workplace Health and Safety Regulations the design verifier must NOT have been involved in any part of the design of the specific plant in application. If the designer and design verifier are employed by the same person, the design verifier must show that he/she uses a quality system to undertake the design of items of plant and the system has been certified by a body accredited or approved by the [Joint Accreditation System of Australia and New Zealand](#) (commonly known as JAS-ANZ).

The following information is required for verification of plant design:

- representational and detailed drawings (including material specifications);
- design calculations; and
- diagrams of the control systems.

The design verification certificate shall include a statement that the design complies with the requirements of Australian Standard [AS 1735](#) – Lifts, escalators and moving walks, together with documenting the appropriate part of this standard.

Use of Overseas Design Standards

When applying for Design registration of plant which has been designed using a standard other than the applicable Australian Standard listed in Schedule 10 of the Northern Territory Workplace Health and Safety Regulations, the design verifier must include a written statement that the item of plant produced using this standard has been assessed against the relevant Australian Standard and the design will produce an item of plant that provides at least an equivalent level of safety as would the Australian Standard.

Relevant documents and information

Reference: Regulations 84, 85 and 86, Workplace Health and Safety Regulations

The manufacturer, importer and/or supplier of a lift, escalator or moving walk is required to provide the prospective owner with a copy of the design registration letter for the plant and any other information that refers to the:

- data or certificate specified by the relevant standards on Schedule 10 of the Workplace Health and Safety Regulations;
- commissioning;
- safe operation;
- routine servicing, inspection and maintenance of the plant; and
- emergency procedures and all health and safety information.

In respect of used plant being sold, all information above must be supplied together with any records kept of maintenance, repairs and inspections by the previous owner.

Plant Item Registration

Reference: Regulations 93 to 97, Workplace Health and Safety Regulations

Lifts fall under part 2 of Schedule 1 in the Workplace Health and Safety Regulations and therefore require plant item registration. Lifts, escalators or moving walks can be registered by completing the registration form [FM020](#) – Application to register designated plant. On registration, the owner will receive a certificate of registration and an identification number for the plant.

The application to register the lift, escalator or moving walk shall include:

- a copy of the design registration letter; and
- the plant registration fee of \$20.

Plant records

Reference: Regulations 87F, 87G, 105 and 117, Workplace Health and Safety Regulations

The owner of a lift, escalator or moving walk must keep a record for each item of plant, containing:

- the data and operating instructions for the plant as provided by the manufacturer of the plant;
- the details of the design registration, where the repair is of a nature that requires a design verification to be undertaken;
- certificate of registration of the lift;
- details of all maintenance and repairs carried out on the plant, including the date and details of the competent person who carried out the maintenance or repairs;
- details of all inspections carried out on the lift, escalator or moving walk and copies of any certificates of inspection; and
- copy of the rope certificate.

This applies to existing as well as new lifts, escalators or moving walks.

Repairs and Maintenance

Reference: Regulations 100, 104, 115 and 117, Workplace Health and Safety Regulations

Lifts, escalators or moving walks are designed to carry people. Failure of a lift, escalator or moving walk could result in serious injury to any passenger. It is therefore important that they are correctly maintained by a competent person to minimise the risk of failure.

Pursuant to regulation 104 (c) where repairs are performed to load bearing parts of a lift, escalator or moving walk ("repairs" excludes routine maintenance), the owner must notify NT WorkSafe prior to any repairs being carried out. After such repairs are carried out the lift, escalator or moving walk must then be inspected by an inspector of designated plant before the plant is used, regardless of when the previous inspection was carried out.

Pursuant to regulation 117 (2) after the installation of new ropes and before the lift, escalator or moving walk commences to be operated, a copy of the rope certificate relating to the ropes used on the lift, escalator or moving walk, as provided by the manufacturer of the rope, must be supplied to NT WorkSafe by the owner of the lift, escalator or moving walk. A copy of the rope certificate shall also be kept with the record for the lift.

The owner is responsible for ensuring that servicing, repairs and maintenance is carried out in accordance with the manufacturer's recommendations and in accordance with the appropriate standards specified in Schedule 10, in particular to [AS 1735](#).

Pursuant to regulation 117 (1) the owner of a lift, escalator or moving walk shall ensure that:

- machine rooms, wells and pits are kept clean and free of rubbish, dirt, dust or impediments;
- pits are kept dry; and
- all parts of the lift, escalator or moving walk are maintained in a safe working condition and are correctly adjusted.

Inspection

Reference: Regulations 99, 100, 101, 104 and 116 Workplace Health and Safety Regulations

The owner is responsible for ensuring that lifts, escalators or moving walks are inspected; annually, by a registered DPI. A full listing of DPIs can be found in NT WorkSafe information bulletin [12.02.02](#) – Designated plant inspectors.

Lifts, escalators or moving walks shall not be used at a workplace unless there is a current certificate of inspection in force. This inspection does not include the testing or commissioning of designated plant prior to it being used at a workplace.

Pursuant to Regulation 104 (c) where repairs are performed to load bearing parts of a lift, escalator or moving walk ("repairs" excludes routine maintenance), the owner must notify NT WorkSafe prior to any repairs being carried out. After such repairs are carried out the lift, escalator or moving walk must then be inspected by an inspector of designated plant before the plant is used, regardless of when the previous inspection was carried out. **Manufacturers Data Plate in lift, escalator or moving walk**

Formatted: Highlight

Reference: Regulations 103 and 118, Workplace Health and Safety Regulations

The owner shall ensure that there is affixed, in a conspicuous place in the lift or escalator or moving walk, a plate stating the following:

- the maximum load carrying capacity of the lift, escalator or moving walk (eg, 12 passengers);
- the identification number of the lift allocated by NT WorkSafe under regulation 95;
- the name, address and telephone number of a person who may be contacted in the event of a stoppage of, or an accident involving the lift, escalator or moving walk;
- the name of the owner of the lift, escalator or moving walk;
- a sign prohibiting smoking in the lift, escalator or moving walk.

This identification is to be kept clean and distinct at all times.

Defects requiring lifts to be taken out of service

Reference: Workplace Health and Safety Regulations and Australian Standard AS1735 Lift Code

Specific defects identified by a DPI during regular lift maintenance visits or annual inspections, which will require the lift to be taken out of service, and not put back into service until the defect/defects have been rectified are listed below. These identified defects are considered not to meet the minimum standard and can be life threatening to lift users.

- **No lights in lift car and/or no emergency lights** - in the event of passengers becoming stuck in the lift it would be difficult or impossible to operate the emergency communication system to summon help.
- **No lighting (inadequate) in lift lobbies** - if no lighting on the landing a passenger exiting a lift may walk or trip over obstacles not seen. If a landing door to the lift was open and the lift was not at floor level a member of the public could easily walk into the lift shaft falling into the pit or onto the top of the lift car.
- **No emergency communication** - no alarm, phone, or either one not working - In the event of passengers becoming stuck in the lift it is essential that all means are available to contact the lift contractor to summons help.
- **Any exposed wiring in lift car or on landings, cover plates, indicators, or buttons** - electric shock or electrocution may result if cover plates are left off exposing wiring.

- **Door protection devices not operational** - passengers may receive severe blows to their body, crushing and or jamming between the doors if the protection device is not operational.
- **Any safety circuit switch not operational** – for example stop switch, door lock, trap door, overtravel switch, governor - safety gear etc – All safety circuit switches and striker mechanisms must be in correct adjustment to ensure the continued safe operation of a lift. Where safety circuit devices are found to be inoperative they must be corrected before the lift is allowed to go back into service.

If a safety device is found to be tampered with (short out) the lift is to be isolated and NT WorkSafe is to be notified immediately.

Defects to be reported

When the following defects are found they must be reported immediately to a registered DPI.

- **Water in lift pit** - (whether it is leaking or has water in it) – water in a lift pit has serious consequences in regard to electrics in the pit and shaft. Condensation/humidity from the water can cause corrosion to vital equipment and the safe operation of the lift may be effected depending on the depth of the water electric shock and or drowning could be the end result to a lift mechanic or passengers in the lift.
- **Water in machine room** - (leaking into or in machine room) - water leaking into a machine room can cause short circuiting electrical controller malfunctions and failures. These can result in passengers becoming stuck, unplanned movement of a lift in the shaft which could result in serious injuries to passengers. Electrical failures caused by water to control equipment can cause considerable expense and down time before a lift affected by water can be put back into service.
- **Hauling rope with broken strand or ropes with excessive breaks where a strand is likely to break** - apart from a broken strand bunching up and causing a bumpy ride in the lift car, there is a potential for the rope to break causing the lift to stop in between floors with passengers. In the event of all ropes breaking, a disaster could occur.
- **Landing doors that can be opened from outside without the use of a special key** - Where landing doors can be opened easily without a key, the potential exists for passengers to become stuck when the lift stops abnormally. There is also the chance of the person opening the landing doors to be struck by the lift if it is in the vicinity of the door being opened, or if the door is left open, people walking into the shaft may think the lift is at floor level.

Summary

Reference: Regulation 119

A person (other than a person competent to work on a lift) shall not operate the lift except from within the car of the lift; by a floor control switch or from a security panel.

A person (other than a person competent to work on a lift) shall not ride in a service lift or a lift not specifically designed for the carriage of persons.

It is the owners responsibility to ensure that lifts, escalators or moving walks are registered, maintained, repaired and inspected in accordance with the above requirements.

If a lift, escalator or moving walk fails because the above requirements were not carried out, then the owner is responsible for the outcome.

For further in formation please contact NT Worksafe on 1800 019 115 or go to worksafe.nt.gov.au