



WORKSAFE VICTORIA

DOMESTIC LIFT INSTALLATION – ONSITE CHECKLIST

How to use

This checklist is for employers to help control the risks associated with working at heights, undertaking electrical work and falling objects when installing domestic lifts.

It is intended to be used where there is no false car, motor room or scaffold hoists.

As an employer, if you answer 'no' to any of the following questions then you should review the manner in which the work is being undertaken to ensure compliance with the relevant OHS Regulations and to ensure you are controlling any risks so far as is reasonably practicable.

Note: Not all items listed may necessarily be relevant for each site – if this is the case, leave the section blank.

Reviewer's name

Lift installation company

Principal contractor (if different from above)

Job location

Indicate type of lift installation (can tick multiple boxes)

Number of floors Hydraulic Rope hydraulic Screw
 Rope Rack and pinion Chain Other

Licensing and certification

- | | | |
|----------|--|--------------------------|
| 1 | Is the electrical installation work being done by a licensed electrician such as: <ul style="list-style-type: none"> • an 'A' class licensed electrician or • a supervised electrician ('ES' licence), supervised worker ('L' licence) or apprentice electrician? Note: They must all be under the effective supervision of an 'A' class licensed electrician who is responsible for the work (onsite with regular checks of work). | <input type="checkbox"/> |
| 2 | Is the rigging work being done by a licensed rigger (basic/intermediate/advanced depending on the task)?
A rigger is required for tasks that use mechanical load shifting equipment to move, place or secure lift equipment (for example, guide rails or in the assembly of the car). | <input type="checkbox"/> |
| 3 | Is a suitably licensed scaffolder engaged to erect the scaffolding (basic/intermediate/advanced)?
If a person or object could fall more than four metres from the structure, the scaffolder must hold appropriate high risk work licence. | <input type="checkbox"/> |

Slings, shackles and suspension

- | | | |
|----------|---|--------------------------|
| 4 | Is rigging being undertaken safely? This should include: <ul style="list-style-type: none"> • lifting/suspension points designed, certified and marked with the safe working load (SWL) • all rigging works within the SWL • slings, shackles, chains and chain-blocks inspected before use and periodically by suitably competent persons • slings, shackles, chains and chain-blocks fitted with a readable tag with the SWL • synthetic/fibre slings inspected every three months • shackles moused (tied to prevent pin working loose). | <input type="checkbox"/> |
| 5 | Have all fall arrest anchorages been tested (certified) and marked with load rating (15kN as per AS 1891 - <i>Industrial fall arrest systems and devices</i>)? | <input type="checkbox"/> |

Construction rigging of cars

- | | | |
|----------|---|--------------------------|
| 6 | Are lift cars, including partially completed cars, when used as moving work platforms to install the lift equipment: <ul style="list-style-type: none"> • fitted with an emergency stop • fitted with an emergency braking system (fail to safe) • fitted with an upper travel limit • designed to support employees and any equipment/materials placed on them during the lift construction process • fitted with a sign prominently displaying the car's SWL which is adhered to at all times? | <input type="checkbox"/> |
|----------|---|--------------------------|

Systems of work

- 7** Are there documents available on the systems of work, including:
- an emergency response plan (ERP) regarding rescue of trapped/injured employees, loss of electric power or hoist failure, fire, smoke or flooding, treatment and evacuation of injured or ill employees
- Note:** lift installation employees should receive sufficient information, instruction and training to successfully carry out the emergency response plan. There should be enough trained persons on site to implement rescue procedures.
- detailed installation instructions for the lift installation process
 - safe work method statements (SWMS) for the job (employees should be involved in their development).
- Note:** Employees should receive adequate instruction on the installation process and SWMS.

Work practices

- 8** Do all shaft openings and other penetrations have barriers? For example:
- gates fitted that are self-locking, open outwards, are easily opened from inside the shaft or working area and are fitted with warning signs (snib on locks should be disabled)
 - physical fall protection (guardrails) fitted across the lift shaft opening even with the gates in place.
- If there is limited space around the lift shaft openings the following methods can be utilised:
- lift gates fitted as above but without the required 600mm depth
 - lift gates fitted as above across the access to the floor or lift area to prevent any other employees from entering the working area
 - completely blocking off the lift shaft openings throughout the lift installation.

- 9** Are other fall from heights risk controlled, including:
- using one of the following work platforms:
 - a compliant lift car with safe access to the car (for example, installing the unit from bottom to top)
 - a compliant scaffold with safe access either built into the scaffold or from each floor/shaft opening
 - a mobile elevating work platform (for example, vertical mast/vertical lift)?
- Note:** If the lift car is used as a work platform it must have edge protection fitted if there is a risk of falling through the gap between the car and lift shaft walls.

- 10** Are employees protected from the risk of falling objects and/or being struck by moving parts:
- while working on the lift car working area or inside the car
 - while working in the shaft or the pit?
- Note:** Visual and audible movement warning devices should be fitted to cars.

- 11** Does the lift shaft electrical construction wiring comply with WorkSafe Victoria (WorkSafe) Industry Standard, *Electrical installations on construction sites*, including:
- is the electrical supply protected by 30mA residual circuit device (RCD)
 - are all RCDs, electric power tools, leads and portable electric equipment tested and tagged
 - are electric leads and cables protected from mechanical damage during the work
 - is lighting in the pit, shaft and on work platforms adequate
 - is emergency lighting adequate for safe egress from the pit, shaft and work platforms
 - does the lift car (even when partially completed) have a separate supply to power to the car, lighting and tools?

- 12** Are employees observing good housekeeping practices:
- on top of the lift car and in working areas
 - within the shaft and pit areas
 - on landings and access ways into the shaft?

- 13** Is appropriate personal protective equipment (PPE) provided to employees and being used by employees?

This Checklist is intended for general use only and may not be applicable in every circumstance. You should always check any applicable legislation and make your own judgement about what action you may need to take to ensure you have complied with the law. Accordingly, WorkSafe cannot be held responsible and extends no warranties as to the suitability of the information for any particular purpose; or actions taken by third parties as a result of information contained in the Checklist.