



## RISK ASSESSMENT

(ELEVATOR EXAMINATION AND WEIGHT TESTING)

Document No: ABC-QHSE-00  
Date of issue: 01-July-2015  
Revision:00

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TASK / ACTIVITY		Elevator Examination And Weight Testing											
DATE OF ASSESSMENT:			DATE OF NEXT ASSESSMENT			00-00-2025							
No.	Activities	Hazards	Risks	Risk Level			Risk Control Measures			Residual Risk			Remarks
				L	S	RR				L	S	RR	
1	Working at height	<ul style="list-style-type: none"><li>Falls from height</li><li>Dropped objects</li><li>Unsecured harness or fall arrest system failure</li><li>Instability of working platform</li><li>Insufficient edge protection</li><li>Limited visibility or poor lighting</li><li>Inadequate access/egress</li><li>Weather conditions</li><li>Fatigue and loss of balance</li><li>Improper use of equipment</li></ul>	<ul style="list-style-type: none"><li>Risk of falling from ladders, scaffolding, or open elevator shafts.</li><li>Tools or materials falling from a height may cause injury to workers below.</li><li>Faulty or improperly used fall protection equipment can result in falls.</li><li>Inadequate or unstable scaffolding or ladders may lead to slips or falls.</li><li>The absence of guardrails or barriers increases the risk of falls.</li><li>Poor lighting in shafts or around elevators can lead to slips, trips, or missteps.</li><li>A lack of safe entry and exit points can make it difficult to maintain balance at height.</li></ul>	3	5	H	<ul style="list-style-type: none"><li>Safe Access should be provided</li><li>Personnel Fall Arrester System should be worn at all times when working a meter &amp; above.</li><li>Only Competent Personnel are allowed to work at heights.</li><li>Tool Box Talk.</li><li>PTW should be provided before commencement of job.</li><li>100% tie off position must be maintained for fall protection.</li><li>Use of Proper PPE</li><li>In Case required for access use of MEWP, Scaffolding, Ladder</li><li>Statutory Third Party inspection Certification of MEWP, Scaffolding</li><li>Maintenance record of the ladder</li><li>Statutory Third Party Training Certification</li></ul>	2	2	L			



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2	Housekeeping	<ul style="list-style-type: none"><li>• Tripping Hazards</li><li>• Slipping Hazards</li><li>• Blocked Exits</li><li>• Falling Objects</li><li>• Poor Visibility</li><li>• Equipment Malfunction</li><li>• Fire Hazards</li><li>• Injury from Sharp Objects</li><li>• Restricted Movement</li><li>• Misplacement of Essential Tools</li></ul>	<ul style="list-style-type: none"><li>• Wind or rain can impact stability and grip, especially if working near open shafts.</li><li>• Extended periods at height may cause fatigue, increasing the risk of accidents.</li><li>• Using ladders, scaffolding, or harnesses incorrectly may compromise safety.</li></ul>									



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			malfunctioning of elevators and testing apparatus. <ul style="list-style-type: none"><li>• Accumulated debris and flammable materials can increase fire risk in confined areas.</li><li>• Unattended or improperly stored tools and equipment may cause cuts and other injuries.</li><li>• Excessive materials or equipment in the workspace can limit mobility, increasing the risk of strain or injury.</li><li>• Disorganized tools and equipment can delay responses in emergencies or disrupt the testing process.</li></ul>								
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3	Electrical	<ul style="list-style-type: none"><li>• Electric Shock</li><li>• Arc Flash</li><li>• Short Circuits</li><li>• Faulty Grounding</li><li>• Contact with Live Wires</li><li>• Circuit Overload</li><li>• Electrical Burns</li><li>• Static Electricity</li><li>• Improper Lockout/Tagout (LOTO)</li><li>• Equipment Malfunction</li></ul>	<ul style="list-style-type: none"><li>• Exposure to high-voltage circuits can cause severe shock or electrocution if proper precautions are not followed.</li><li>• Electrical arc flashes can occur due to improper contact with live components, causing burns and injuries.</li><li>• Faulty wiring or damaged insulation can lead to short circuits, increasing the risk of fire.</li><li>• Inadequate grounding of electrical equipment can cause stray voltage, posing shock hazards to personnel.</li><li>• Unintentional contact with exposed live wires, often during maintenance, can lead to severe injury.</li><li>• Excessive load on circuits can cause overheating, potentially leading to equipment failure or fire.</li><li>• Direct or indirect contact with high-voltage components can result in severe burns.</li></ul>	3	5	H	<ul style="list-style-type: none"><li>• Isolate the area of inspection</li><li>• Warning Signage</li><li>• LOTO</li><li>• Trained &amp; Experience Worker</li><li>• Supervision of the Work</li><li>• Proper use of PPE</li><li>• Tool Box Talk</li><li>• PTW should be provided before commencement of job.</li></ul>	2	2	L	
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			<ul style="list-style-type: none"><li>Accumulated static electricity can lead to shocks or ignite flammable materials in the work area.</li><li>Failing to properly isolate and secure electrical sources can lead to accidental energization during testing.</li><li>Faulty or poorly maintained electrical testing equipment can pose risks to operators and maintenance staff.</li></ul>									
4	Moving Objects	<ul style="list-style-type: none"><li>Collision with Moving Elevator Cab</li><li>Contact with Counterweights</li><li>Crush Injuries from Misaligned Components</li><li>Impact of Falling Weights</li><li>Entrapment in Moving Mechanisms</li><li>Equipment Roll-away</li><li>Accidental Activation of Lift System</li><li>Interference with Other Moving Machinery</li></ul>	<ul style="list-style-type: none"><li>Risk of being struck by the elevator cab while it is in motion.</li><li>Potential for accidental contact with counterweights, which move in the opposite direction to the elevator cab.</li><li>Possibility of hands or other body parts being caught between moving parts like doors or safety interlocks.</li><li>Risk of testing weights dropping or shifting unexpectedly, leading to injuries or equipment damage.</li></ul>	3	4	M	<ul style="list-style-type: none"><li>Establish clear communication and signaling procedures to ensure workers are aware of cab movements.</li><li>Implement lockout/tagout procedures to prevent unintended cab movement during testing.</li><li>Use warning signage and barriers around the elevator shaft to restrict access during testing.</li><li>Enclose or restrict access to areas with counterweights using safety guards.</li><li>Conduct testing only when personnel are trained on counterweight hazards.</li></ul>	2	2	L		



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		<ul style="list-style-type: none"><li>• Contact with Moving Cables</li><li>• Loss of Balance from Platform Shifts</li></ul>	<ul style="list-style-type: none"><li>• Chance of limbs or clothing being trapped in moving mechanisms such as pulleys, cables, or sheaves.</li><li>• Heavy testing weights or equipment on wheeled platforms may move unexpectedly, causing potential collision risks.</li><li>• Unintended movement of the elevator due to improper controls or maintenance errors, posing a hazard to workers.</li><li>• Risk of nearby machinery or tools moving unexpectedly and interfering with the elevator examination process.</li><li>• Risk of being struck by or entangled in elevator cables, especially during tensioning or maintenance.</li><li>• Sudden movements or shifts in test platforms can cause workers to lose balance and fall.</li></ul>				<ul style="list-style-type: none"><li>• Use physical barriers or signage to mark counterweight zones, ensuring they remain clear.</li><li>• Ensure proper alignment and inspection of doors, safety interlocks, and other components before testing.</li><li>• Train workers to keep hands and clothing away from potential pinch points.</li><li>• Perform periodic checks on alignment to avoid unexpected component movement during testing.</li><li>• Use secured weight-testing equipment and ensure all weights are properly attached.</li><li>• Implement exclusion zones beneath or around areas where weights are handled.</li><li>• Use safety harnesses and fall protection for workers near elevated areas.</li><li>• Enforce strict lockout/tagout procedures to prevent machine activation during maintenance.</li><li>• Educate workers on the dangers of moving parts and require PPE, such as gloves and fitted clothing.</li></ul>			
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- Ensure guards and barriers are in place around mechanisms with moving parts.
- Secure equipment on stable surfaces or lock wheels to prevent movement.
- Inspect the testing area for inclines or hazards that might cause equipment to roll.
- Use chocks or wheel locks on movable items to avoid unexpected rolling.
- Implement lockout/tagout for the lift system controls to prevent unintended activation.
- Display clear signs indicating the testing status and limit access to authorized personnel only.
- Confirm all safety interlocks are functioning correctly before starting work.
- Schedule elevator testing separately from other equipment operations in the vicinity.
- Isolate the testing area and restrict non-essential machinery during the examination.
- Maintain open lines of communication between teams



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5	Safe use of handle tools	<ul style="list-style-type: none"><li>• Pinching and Crushing Injuries</li><li>• Cuts and Abrasions</li><li>• Slips and Falls</li><li>• Eye Injuries</li><li>• Repetitive Strain Injuries</li><li>• Electrical Shock</li></ul>	<ul style="list-style-type: none"><li>• Improper handling or use of heavy tools can lead to pinching or crushing fingers and hands.</li><li>• Sharp edges or worn-out tools increase the risk of cuts or abrasions when</li></ul>	3	4	M	<ul style="list-style-type: none"><li>to prevent unexpected interferences.</li><li>• Use protective barriers or enclosures around cables to prevent accidental contact.</li><li>• Ensure that workers are aware of the location and movement patterns of cables.</li><li>• Secure cables and conduct visual checks for any unexpected movements during testing.</li><li>• Ensure that platforms are level, secure, and capable of handling the weight before any work starts.</li><li>• Train workers to stand clear of the platform edges and use guardrails when available.</li><li>• Inspect and stabilize platforms regularly, especially during elevator weight testing activities.</li></ul>	2	2	L		



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		<ul style="list-style-type: none"><li>• Tool Malfunction</li><li>• Overexertion</li><li>• Fire Hazard</li></ul>	handling or repairing elevator components. <ul style="list-style-type: none"><li>• Leaving tools on floors or near edges can lead to tripping hazards in confined spaces.</li><li>• Small particles or tool fragments can cause eye injuries, especially when working with metal or concrete surfaces.</li><li>• Extended use of handheld tools may lead to muscle strain or repetitive motion injuries.</li><li>• Using tools near electrical circuits without proper insulation can result in electrical shock.</li><li>• Defective or poorly maintained tools can break, causing injuries from sudden tool failure.</li><li>• Heavy or extended tool use without adequate breaks can cause fatigue, reducing focus and leading to errors.</li><li>• Certain hand tools, such as grinders, can generate sparks, posing a fire risk in flammable areas.</li></ul>				spanner which is less safe than a hex key).	<ul style="list-style-type: none"><li>• Never use damaged tools.</li><li>• Always use the correct sized tool for the job</li><li>• To prevent for injury due to loose material and tools, must be keep in relevant tool boxes and secured safely.</li></ul>				
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	Slips, trips and falls	<ul style="list-style-type: none"><li>• Wet or oily floors</li><li>• Loose or uneven flooring</li><li>• Poor lighting</li><li>• Obstructed pathways</li><li>• Unsecured ladders</li><li>• Missteps in confined spaces</li><li>• Improper footwear</li><li>• Open or exposed edges</li><li>• Unexpected movement</li></ul>	<ul style="list-style-type: none"><li>• Common in mechanical rooms or elevator pits, increasing slip risk.</li><li>• This can lead to trips, particularly around elevator entrances.</li><li>• Reduces visibility, increasing the likelihood of trips or missteps.</li><li>• Tools, equipment, or cables left in walkways create tripping hazards.</li><li>• Unstable ladders used in shaft access increase fall risks.</li><li>• Limited room to maneuver, particularly in elevator pits.</li><li>• Inadequate footwear may cause loss of grip on smooth or slick surfaces.</li><li>• Elevator shafts and open doors may pose fall hazards if barriers aren't in place.</li><li>• Elevator or counterweight movement can cause imbalance or falls.</li></ul>	3	4	M	<ul style="list-style-type: none"><li>• Tidy site and provide clear defined walkways as per individual compound.</li><li>• Remove trip hazards around site; store materials in designated areas.</li><li>• The work will be clear to avoid slip &amp; trip.</li><li>• All Tools are properly kept in bag/boxes to avoid fall injury.</li><li>• The area in the lobby is barricaded to prevent unauthorized entry.</li><li>• Suitable signage and safety net must be placed at workplace.</li><li>• Sufficient Light arrangement must be provided during work in progress.</li></ul>	2	2	L	
6	Access to Site	<ul style="list-style-type: none"><li>• Unauthorized access to the site</li><li>• Slips, trips, and falls on uneven or cluttered surfaces</li></ul>	<ul style="list-style-type: none"><li>• Potential injuries to unauthorized personnel and increased liability.</li></ul>	3	4	M	<ul style="list-style-type: none"><li>• Establish controlled access points with sign-in procedures.</li><li>• Implement access restrictions with security personnel or badge systems.</li></ul>	2	2	L	
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	<ul style="list-style-type: none"><li>• Inadequate lighting in access areas</li><li>• Vehicular movement around site access points</li><li>• Weather-related hazards (e.g., rain, high winds)</li><li>• Lack of awareness among personnel regarding emergency exits and assembly points</li><li>• Poor communication about site hazards and ongoing activities</li></ul>	<ul style="list-style-type: none"><li>• Physical injuries, such as sprains, fractures, or bruises.</li><li>• Reduced visibility, increasing the likelihood of trips and falls.</li><li>• Risk of collision or being struck by moving vehicles.</li><li>• Increased risk of slips, falls, and site access obstructions.</li><li>• Confusion and delays during an emergency, leading to potential injuries.</li><li>• Increased likelihood of accidents due to lack of awareness.</li></ul>			<ul style="list-style-type: none"><li>• Maintain clear and marked pathways.</li><li>• Regularly inspect and clear access routes of any obstructions or hazards.</li><li>• Provide appropriate footwear with anti-slip features for all personnel.</li><li>• Ensure sufficient lighting in all access routes.</li><li>• Install additional temporary lighting if required.</li><li>• Establish designated pedestrian pathways separate from vehicular routes.</li><li>• Use high-visibility signage and barriers.</li><li>• Implement traffic control measures, such as speed limits and warning signs.</li><li>• Monitor weather conditions and adjust work schedules if necessary.</li><li>• Use non-slip mats or coverings in wet conditions.</li><li>• Ensure all materials and equipment are secured against strong winds.</li><li>• Conduct site inductions, including orientation on</li></ul>			
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8	Elevator Inspection	<ul style="list-style-type: none"><li>• Mechanical Hazards</li><li>• Electrical Hazards</li><li>• Fall Hazards</li><li>• Load-Testing Hazards</li><li>• Slip, Trip, and Fall Hazards</li><li>• Hazardous Materials Exposure</li><li>• Manual Handling Hazards</li><li>• Noise Hazards</li><li>• Limited Lighting and Visibility Hazards</li><li>• Involvement of unauthorized personnel /</li></ul>	<ul style="list-style-type: none"><li>• Crushing, entanglement, or impact injuries from moving elevator parts.</li><li>• Electric shock, electrocution, or fire hazards from faulty wiring or exposed electrical panels</li><li>• Falling from height or into elevator shaft during inspection.</li><li>• Overloading or incorrect weight distribution leading to elevator malfunction or structural failure.</li></ul>	3	5	M	<ul style="list-style-type: none"><li>• Place clear signage indicating exit routes and assembly points.</li><li>• Regularly review emergency response procedures with all site personnel.</li><li>• Hold daily briefings or toolbox talks to communicate site activities and hazards.</li><li>• Use signage to warn of specific hazards in access areas.</li><li>• Ensure two-way radios or communication devices are available for coordination.</li></ul>	2	2	L	



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		<p>Entrapment, Panic, Shock, Inquiry</p> <ul style="list-style-type: none"><li>• Incompetent maintenance personnel, fatalities</li><li>• Low overhead (Hitting), Head Inquiry</li><li>• Inspection of Moving / Rotating parts</li><li>• Pinch Hazards Caught in Between Moving Objects Cutting, Crushing</li><li>• Ungraded Object, counter weights,</li><li>• Entanglement, cutting, crushing, pinch hazard</li><li>• Physical / Mechanical Hazard</li><li>• Electrocution, Electrical Shock and Burns</li><li>• Unexpected movement Cuts, Serious Injuries, Fatality</li><li>• Inspection instrument / Tools falling down from</li></ul>	<ul style="list-style-type: none"><li>• Slips, trips, or falls due to oily or wet floors, loose cables, or tools.</li><li>• Exposure to lubricants, oils, or chemicals during inspection and testing.</li><li>• Strains or musculoskeletal injuries from lifting heavy weights or equipment.</li><li>• Hearing damage due to loud noises from machinery.</li><li>• Reduced visibility leading to potential errors or accidents.</li></ul>				<ul style="list-style-type: none"><li>• Sharp protruding fixtures to be covered</li><li>• Ensure adequate is paid throughout the duration of inspection for the moving or rotating parts</li><li>• Keep away from rotating / moving parts</li><li>• Isolate power supply prior to entry and tag out</li><li>• Ensure the adequate lighting</li><li>• Ensure adequate attention paid to work</li><li>• To prevent the activation or energizing of machinery</li><li>• Use of proper of PPE</li><li>• Isolate the area of inspection</li><li>• Warning Signage</li><li>• Trained &amp; Experience Worker</li><li>• Supervision of the Work</li><li>• Check the condition of the brake and safety gear before entering car top or pit</li><li>• Ensure that mechanical car holding device are in active position</li><li>• Use the tools / instrument lanyard to avoid accidental falling down of equipment</li><li>• Proper housekeeping to be maintained</li></ul>			
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		the top, Property / Equipment damage & Financial Loss					<ul style="list-style-type: none"><li>• Suitable fire extinguisher shall be used at work place</li><li>• Use hand lamp to provide adequate lighting</li><li>• Inform the client to provide adequate illumination</li><li>• Don't allow to operate when illumination is insufficient</li><li>• Job Rotation</li><li>• Rest Breaks</li><li>• Supervision of the work</li><li>• Isolation of space</li><li>• Trained and Experience Inspector</li><li>• LOTO</li><li>• Proper use of PPE</li><li>• Tool Box Talk</li><li>• PTW should be provided before commencement of job.</li></ul>			
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### Risk Matrix

SEVERITY	Consequences:
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LIKELIHOOD		Insignificant	Minor	Moderate	Serious	Major	Catastrophic	
	1	1	2	3	4	5	6	<b>6 – Catastrophic – Multiple fatalities</b>
	2	2	4	6	8	10	12	<b>5 – Major - Single Fatality</b>
	3	3	6	9	12	15	18	<b>4 – Serious – Permanent disability</b>
	4	4	8	12	16	20	24	<b>3 – Moderate – Lost Time Injury</b>
	5	5	10	15	20	25	30	<b>2 – Minor – Medical Treatment</b>
	6	6	12	18	24	30	36	<b>1 – Insignificant – First Aid Case</b>
RISK LEVEL	24 - 36	Extreme	Immediate action required, Activity should not proceed in current form					
	15 - 20	High	Prompt action required, including interim actions. Activity should be modified to include remedial action and planning.					
	8 - 12	Medium	Schedule action including any interim countermeasures e.g. implement safe work procedures, signage, instructions					
	4 - 6	Low	Activity can operate subject to management and or modification,					
	1 - 3	Very Low/ Negligible	Risk almost certainly acceptable, no action required unless escalation of risk is possible					

**Likely Frequency:**



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### Likelihood (of Adverse Event Occurring)

	Description	Health & safety	Environmental
6	Almost certain or imminent	Occurs all the time	Continuous or will happen frequently
5	Highly likely	Common occurrence, Occurs multiple times in a year	Happens 5 – 10 times per year
4	Likely or could occur	Know to occur in the last 12 months	1 – 5 times per Year
3	Not likely, but possible	Has occurred in an industry worldwide	Once every 5 years
2	Unlikely	Has not occurred in over 10 years of the same activity	Not happened in over 10 years
1	Rare	Theoretically possible, but not expected to occur	theoretically possible, but not expected to occur

Prepared by: HSE Engineer		Reviewed by: HSE Manager		Approved by:	
Sign:	Date:	Sign:	Date:	Sign:	Date: