



PALM BEACH STATE COLLEGE PERSONAL PROTECTIVE EQUIPMENT (PPE) JOB HAZARD ASSESSMENT

Department: Facilities, Security	Campus: All
Task: Remove Passengers Trapped in a Malfunctioning Elevator	
Job Title(s) Performing Task: Maintenance Mechanic, Maintenance Worker, Security Officer	

Reviewed by Guy Clark, Lead Maintenance Mechanic, July 23, 2015

Task Step/Sub-Tasks	Hazard(s)	Recommended PPE (Bolded)/Controls
1. Security Dispatcher receives a call that someone is trapped inside an elevator. Dispatcher immediately sends a Security Officer to the malfunctioning elevator.	Impact (from vehicle accident due to rushing to the affected elevator)	Drive carefully and don't speed.
2. Dispatcher then immediately contacts Facilities Maintenance, if present on the campus, and requests someone to respond to the affected elevator.	Impact (from vehicle accident due to rushing to the affected elevator)	Drive carefully and don't speed.
3. The first person to respond (Security Officer or Facilities Maintenance person) determines if the elevator is occupied and whether there is any medical emergency occurring. If necessary, the Security Officer radios the Dispatcher to call EMS (911).	None foreseen	N/A
4. Fire-Rescue responds if necessary and takes over. Otherwise....	N/A	N/A

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5. Facilities Maintenance person (or Security Officer if there is no Facilities presence) enters the Elevator Mechanical Room and turns off the elevator power switch for approximately 30 seconds, then turns it back on to reset the elevator. DO NOT use the elevator key to open the door.	Falls from height (from attempting to extract passengers when the elevator is not level with its landing)	The elevator key should be used <u>only</u> if there is a medical emergency <u>or</u> if there is <u>certainty</u> that the elevator is within only a <u>few inches</u> of its landing. Be prepared for sudden movement of the elevator doors. Otherwise, <u>DO NOT</u> use the elevator key—wait for the elevator service company technician or Fire-Rescue to arrive.
	Impact (from the elevator doors springing open when the elevator key is used)	
	Compression (from elevator doors opening and pinching fingers and hands)	
6. If this action does not reset the elevator to normal operation, the responding personnel shall wait for approximately three minutes and attempt to reset the elevator a second time by turning off the elevator power switch for approximately 30 seconds and turning it back on.	None foreseen	N/A
7. If the second attempt does not restore the elevator to normal operation, the responding personnel will return the elevator power switch to the OFF position, lock the Elevator Mechanical Room and radio the Dispatcher to call the contracted elevator service company. DO NOT use the elevator key to open the door. NOTE: Take care to ensure that the elevator lights and fan remain on.	Falls from height (from attempting to extract passengers when the elevator is not level with its landing)	The elevator key should be used <u>only</u> if there is a medical emergency <u>or</u> if there is <u>certainty</u> that the elevator is within only a <u>few inches</u> of its landing. Be prepared for sudden movement of the elevator doors. Otherwise, <u>DO NOT</u> use the elevator key—wait for the elevator service company technician or Fire-Rescue to arrive.
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8. The Dispatcher will immediately contact the elevator service company to report the malfunction and the trapped passengers, ensuring that the elevator service company dispatcher provides an estimated time of arrival (ETA) for the responding technician.	None foreseen	N/A
9. If the ETA for the responding technician is one hour or more, the Dispatcher will immediately contact Fire-Rescue (911) to apprise them of the trapped elevator passengers.	None foreseen	N/A
10. Fire-Rescue responds if necessary and takes over. Otherwise....	N/A	N/A
11. The responding personnel will remain on-scene to monitor the passengers and advise them of progress. They will also advise persons attempting to use the elevator that it is out-of-service.	None foreseen	N/A
12. If a medical emergency inside the elevator occurs, the responding personnel will immediately radio the Dispatcher to contact EMS (911).	None foreseen	N/A
13. Fire-Rescue responds if necessary and takes over.	N/A	N/A

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14. Upon opening of the elevator by whatever means (resetting the elevator, elevator service company response, Fire-Rescue), the Security Officer on-scene will assist the passengers in exiting the elevator.	Impact (from passengers tripping and falling in their rush to leave the elevator)	<ul style="list-style-type: none"> Security Officer asks passengers to exit the elevator in an orderly manner. Security Officers offers hand to assist passengers in exiting the elevator.
15. As the passengers exit the elevator, the Security Officer will ask if them if medical attention is required. If so, radio the Dispatcher to contact EMS (911).	None foreseen	N/A
16. Fire-Rescue responds if necessary.	N/A	N/A
17. If the same elevator malfunctions twice in one day, the Dispatcher shall contact the elevator service company and request service, even if the elevator is operational after the second incident.	None foreseen	N/A

NOTE: Basic hazard categories include – **impact** (falling/flying objects, struck by), **falls from height**, **penetration** (sharp objects piercing foot/hand, other body parts), **compression** (roll-over or pinching), **cuts**, **burns**, **chemical exposure** (inhalation, ingestion, skin contact, eye contact or injection), **heat**, **extreme cold**, **harmful dust**, **noise**, **light (optical) radiation** (welding, brazing, cutting, furnaces, etc.), **ionizing radiation**, **non-ionizing (RF energy) radiation**, **electrical shock**, **ergonomics** (includes back strain or other strain due to lifting/stretching) and **biologic**.

CERTIFICATION: I certify that I have personally performed the above Job Hazard Assessment on the date indicated below. *This document is a Certification of the Hazard Assessment required by 29 CFR 1910.132(d)(2).*

Larry L. Leskovjan	<i>Larry L. Leskovjan</i>	July 23, 2015
Printed Name	Signature	Date