

The Cardinal Rules



EVERY ONE.
EVERY JOB.
EVERY DAY.



Always assure protection from falling where a fall hazard exists.



Always follow lock and tag out procedures when power is not required.



Always use Ground Fault Circuit Interrupters (GFCIs) on portable corded electric tools and devices, other than authorized uses in Otis facilities.



Always identify confined spaces and follow written procedures for entry.



Never work or position body parts in proximity to unguarded moving parts or electrical circuits.



Always maintain control of the elevator when accessing/egressing the hoistway, working on the car top or in the pit.



Always follow the operation's authorized control processes when using jumpers and shunts.



Always follow the operation's authorized procedures for hoisting and rigging and mechanical blocking of elevator equipment.



Always follow the operation's authorized procedures for false cars/running platforms.



Never ride the car top with the elevator in normal operation.



Always use inspection controls to operate or move the step chain.



Always verify the proper functioning of the escalator's emergency stop switch prior to entering the machine-room or the pit.



Always use effective barriers and warnings, and block the unit electrically and mechanically, when leaving the escalator unattended with steps/pallets removed.



Always secure the step chain from movement by two independent means when work is performed in the truss.



Never walk on step axles.



Never ride the escalator with steps/pallets removed unless there is only one opening, the opening is barricaded, the unit is on inspection, and there are clear modes of communication to ensure that all personnel are aware of when and how the unit will move.

