



Elevating and Amusement Devices Safety Program	Ref. No.: 285-20
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Subject: Elevating Device Owner Responsibilities Removing Devices from Service during COVID-19 Pandemic

Distribution: Posted on TSSA website and sent to Owners and Elevator Contractors

1. Introduction

The Technical Standards and Safety Authority (TSSA) recognizes the challenges all parties are experiencing due to the Novel Coronavirus (COVID-19) pandemic. TSSA, owners and industry stakeholders are working together to find solutions, but still must maintain the level of safety Ontarians deserve and have come to expect. Please refer to TSSA's website to learn how TSSA is working with regulated parties to accommodate COVID-19 restrictions. If regulated parties are unable to meet TSSA regulatory requirements due to COVID-19 restrictions, please contact TSSA.

All elevating device owners or licensees (including owners' agents or property managers acting on behalf of the owner) must be aware that the elevating devices which they own or operate must conform to specific regulatory requirements. It is the responsibility of owners and/or licensees to ensure that these requirements are properly adhered to during the COVID-19 pandemic state of emergency declared by the Ontario Government.

Where devices cannot be maintained in safe operating condition or where non-compliances may pose a safety risk to the general public, elevating devices must be removed from service until such time as they are in compliance with the regulatory requirements.

2. Owner-Initiated Voluntary Shutdown of Elevating Devices

If an owner or licensee suspends or cancels its maintenance of an elevating device because the device is not being used, the owner or licensee must voluntarily remove the elevating device from service, as per section 32(1) of Ontario Regulation 209/01. The owner shall make arrangements with their elevator contractor to safely lock and tag the elevating device(s) in a safe position and notify TSSA of its revised status. If an owner or licensee is required to suspend its maintenance due to COVID-19 restrictions imposed by another regulatory authority, please contact TSSA to discuss your options.

An alternative to having an elevator contractor remove the device from service is hiring a licensed electrician to remove the elevator from service, provided the elevating device is cleared of all occupants, the car and landing doors are closed, and the elevating device is safely positioned at the bottom landing for hydraulic-type elevators, or the top landing for traction-type elevators. A lock and identifying tag must be placed on the main disconnect component for each device taken out of service.

Any elevating device that is voluntarily shutdown shall not be used under any circumstances, unless the necessary maintenance and inspections are completed, and the device is permitted to operate in accordance with regulations.

Prior to returning an elevating device to service, the owner is required to ensure that any outstanding maintenance tasks or inspections are completed by their elevator contractor. In addition, the status change must be communicated to TSSA.

The following information shall be sent to eddesignsubmittal@tssa.org, when taking a device voluntarily out of service, or returning a device back to service from a voluntary shut down:

Location of the device:

Owner of device:

TSSA installation number of device(s) being voluntarily removed from service:

Means of removing the device from service:

Date of removal:

Prior to operation you should notify us of same:

Location of the device:

Owner of device:

TSSA installation number of device(s) being returned to service:

Contractor performing return to service:

Date of re-instatement:

3. Governing Documents

All owners should be aware of the regulatory documents impacting elevator ownership and safe operation including:

- Ontario Regulation 209/01 Elevating Devices
- Ontario Regulation 222/01 Certification and Training of Elevating Device Mechanics
 - available from www.e-laws.gov.on.ca or www.tssa.org/regulated/elevating/elevatingSafety.asp
- The latest elevating devices Code Adoption Document (CAD) amendment, CAD-277-19
 - available from www.tssa.org/regulated/elevating/elevatingSafety.asp
- Ontario Regulation 82/20 Closure of Places of Non-Essential Businesses
 - available from www.ontario.ca/laws/regulation/200082

4. Work or Maintenance by Licensed Contractors

All work on elevating devices must be undertaken by licensed contractors utilizing the services of certified and properly trained mechanics who have experience in the tasks being assigned. These requirements are contained in the Elevating Device Regulation, O. Reg 209/01, and in the Certification and Training of Elevating Device Mechanics Regulation, O. Reg 222/01.

5. Worker Qualifications

Individuals who are assigned work on an elevating device must be TSSA certified for that class of device or be a TSSA-registered elevating device mechanic-in-training (EDM-T) under the appropriate supervision of an elevating device mechanic.

6. Incident Reporting

Owners (and contractors) are reminded that incidents must be reported in accordance with the requirements of O. Reg 209/01 section 36.

To obtain additional clarification of these requirements, view a copy of the incident reporting guideline 230/09 posted on the TSSA website. This guideline provides several frequently asked questions and

includes quick reference tables to identify “incident type” and the corresponding reporting requirements and reporting timelines.

7. Maintenance of Elevating Devices and Maintenance Frequency

All elevating devices in the province must be maintained by licensed contractors as per the requirements of the Elevating Devices CAD 277/19.

For high buildings (per the Ontario Building Code), the Fire Code requires elevator testing at three-month intervals. See section 7.2 of the Fire Code.

It is the responsibility of the owner/licensee to ensure that logbooks are updated, and the required maintenance is completed. Failure to comply may pose significant safety risks and require a device to be removed from service.

Contractors and mechanics also have a responsibility to ensure the work they perform is recorded in the logbook. Where a defective part directly affecting the safety of the operation is identified, the equipment shall be taken out of service until the defective part has been adjusted, repaired or replaced.

8. Entrapments

Should a passenger entrapment occur, the owner should contact their maintenance company for rescue assistance. Owners should ensure that no attempts at self-rescue, or rescue by unauthorized persons, are performed. If the maintaining contractor is unavailable, owners may contact other elevating device contractors to see if they are in a position to assist with a rescue. If this possibility exists, it is unlikely this contractor would be in a position to return the elevating device back to service following the rescue. In emergencies, owners may need to utilize the services of emergency personnel (fire department) to perform a rescue.

9. Firefighter Elevators

For high buildings, the building code typically requires one elevator to be designated as the firefighter elevator. The firefighter elevator is generally the elevator which services the greatest number of floors. In some instances, multiple elevators in a bank can perform this function – yet, one is typically selected as the Firefighter Car.

If you are experiencing problems with the identified firefighter elevator, you may wish to determine if another car can serve that function in the event of an emergency situation. You may also wish to notify the local fire department of your situation so that alternate plans can be developed in advance of a life safety issue.

10. Inspection Orders

Any inspection orders issued as a result of an inspection shall be completed within the time period allotted by the inspector. If the owner/licensee wishes to request an extension, they can contact the inspector directly and make their request in writing, accompanied by an explanation for the extension.

Otherwise, the owner/licensee can mitigate the risk by removing the device from service as a voluntary shutdown as fore mentioned.