

Appendix 11: Escalators and moving walkways – recommended safe work practices

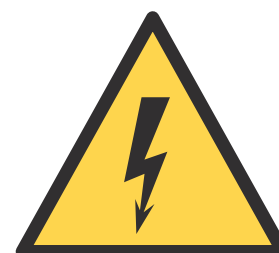
All work health and safety risks need to be managed in accordance with HSWA and relevant regulations. This appendix outlines our expectations about how to manage risks when working with escalators and moving walkways.

The safe work practices outlined in this section should be read together with the related content in the main section of these guidelines, to ensure that all risks are identified and managed.

These safe work practices reflect good practice. You can carry out work using different practices, but the practices must achieve or exceed the same levels of safety provided by the practices described below.

Warning sign required for prescribed electrical work (PEW)

The [Electricity \(Safety\) Regulations 2010](#) require this sign to be in place when PEW is being carried out.



TOPIC	RECOMMENDED SAFE WORK PRACTICES
Working on an escalator or moving walkway	
Common risks	<p>Work should not start until all risks have been identified, assessed, and either eliminated or minimised so far as is reasonably practicable.</p> <p>Risks to be managed may include:</p> <ul style="list-style-type: none"> - being struck by a falling object - electric shock - heat/high temperatures – for example, from a motor or gearbox - inadequate lighting - lone work - slipping – including on grease or oil - tripping - working at height.
Removing an escalator or moving walkway from service	<p>Have a clear process for removing an escalator or moving walkway from service. The process should involve two people.</p> <p>Where reasonably practicable:</p> <ul style="list-style-type: none"> - lockoff or tagout the escalator or moving walkway before work begins - confirm that nobody is on the escalator or moving walkway before stopping the equipment - put up barriers at entry and exit points to prevent unauthorised people from accessing the work area - put appropriate and clearly visibly safety signs on the barriers.
Working in the truss (upper/lower landing and inclined section)	<p>If work is required inside the truss:</p> <ul style="list-style-type: none"> - eliminate the risk of uncontrolled movement of any part of the equipment - to enter and exit the truss frame, use a temporary walkway or temporary work platform (for example) - install fall protection if a balustrade is not in place - use two independent means to prevent movement on the step chain – for example, a machine brake and an auxiliary brake - do not: <ul style="list-style-type: none"> - wear anything that could catch or tangle in equipment - carry tools in pockets.
	<p>Activate the step band lock device.</p> <ul style="list-style-type: none"> - If there is no step band lock device, follow the equipment-specific instructions, or use rated lifting slings and shackles. The slings must be fitted so that there is no free movement of the sprocket wheel or step band. - If there are no equipment-specific instructions available, carry out equipment-specific risk assessment. - The step band must be secured using the method described in the risk assessment.

TOPIC	RECOMMENDED SAFE WORK PRACTICES
	<p>Inspection controls</p> <p>The escalator or moving walkway should only be operated by inspection controls unless a risk assessment has been completed and the risks can be managed.</p> <hr/> <p>If escalator steps removed</p> <p>When one or more escalator steps are removed, do not:</p> <ul style="list-style-type: none"> - ride the escalator - walk on step-axles. <hr/> <p>The machine should be marked with direction indicators, for safe use during manual operation.</p> <hr/> <p>Use lifting tools to remove removable or hinged floor plates.</p>
<p>Working in the pit (lower landing)</p>	<p>The pit should have:</p> <ul style="list-style-type: none"> - an emergency stop switch which is easy to access from both the entry to the pit and the pit floor. If more than one switch is present, they should be wired so that one cannot override the other when it is in the off position - adequate lighting to ensure safe entry and exit, and safe working conditions - control switches located close to each access point.
<p>Electrical hazards</p>	<p>Protect live metal parts to prevent electric shock.</p> <p>RCDs</p> <p>RCDs:</p> <ul style="list-style-type: none"> - monitor the electrical currents in a building or device, and - switch off the supply when an abnormality is detected. <p>RCD protection minimises the risk of serious electric shock, however it does not eliminate that risk:</p> <ul style="list-style-type: none"> - all electrical outlets should have RCD protection - hand-held/portable appliances and tools, light sources and other electrical equipment must also be RCD-protected. <p>Test RCDs before each use.</p>
<p>Working on the controller</p>	<p>Where reasonably practicable, the controller should be designed so that it can be serviced outside the truss. If the controller cannot be removed, develop written procedures to enable safe working conditions.</p> <p>Before working on the controller:</p> <ul style="list-style-type: none"> - place a sign on the controller to indicate that the equipment is 'out of use' - provide a clear path in front of the controller - secure the control cabinet to prevent it from tipping. <p>Then:</p> <ul style="list-style-type: none"> - remove the controller from the truss using a mechanical lifting device, and - position it at floor level. The positioning requirement should be clearly indicated on the controller. <p>Keep the control panel cover closed when not working on the controller.</p>
<p>Heat hazards</p>	<p>Place warning signs or other symbols on machinery that can reach high temperatures, such as the motor and gearbox.</p> <p>Avoid contact with objects or materials that may generate heat/high temperatures.</p>
<p>Returning to service</p>	<p>Make sure that the equipment is in safe condition before returning it to normal service.</p> <p>Test run the equipment by running at least two complete turns in both directions.</p> <p>Remove all signs and barriers.</p>

TOPIC	RECOMMENDED SAFE WORK PRACTICES
Working in the machine room	
Common risks	<p>Work should not start until all risks have been identified, assessed, and either eliminated or minimised so far as is reasonably practicable.</p> <p>Risks to be managed may include:</p> <ul style="list-style-type: none"> - electric shock - fall hazards - heat/high temperatures - for example, from a motor or gearbox - inadequate lighting - lone work - machinery-related hazards - noise - slipping - including on grease or oil - tripping hazards - including debris - working in a confined space.
Working in the machine room	<p>Before work starts in the machine room, check that:</p> <ul style="list-style-type: none"> - an emergency stop switch is installed - there is a safe way to access equipment - a guardrail is in place to protect the access opening (if there is a risk of falling during work in the machine room) - the floor has no oil, grease, debris or other objects or material that could cause a slip, trip or fall - the room has adequate lighting.
Electrical hazards	<p>Accurate electrical schematic diagrams for all installations should be available at the site:</p> <ul style="list-style-type: none"> - any changes made to circuits should be recorded by the person who made the change. <p>Protect live metal parts to prevent electric shock.</p> <p>RCDs</p> <p>RCDs:</p> <ul style="list-style-type: none"> - monitor the electrical currents in a building or device, and - switch off the supply when an abnormality is detected. <p>RCD protection minimises the risk of serious electric shock, however it does not eliminate that risk:</p> <ul style="list-style-type: none"> - all electrical outlets in the machine room should have RCD protection - hand-held/portable tools and appliances, light sources and other electrical equipment must also be RCD-protected. <p>Test RCDs before each use.</p>

PPE

PPE is only used when other control measures alone cannot adequately manage the risk. PPE includes items such as protective helmets, hi-vis clothing, ear protection, eye protection, and RPE.

PPE should not be the first or only control measure considered.

Only consider PPE after taking all other reasonable steps to eliminate or minimise risks

We expect the first choice to be control measures that protect multiple at-risk workers at once.

For more information, see our guidance:

- [Safe use of machinery](#)
- [Electrical safety on small construction sites](#)
- [Personal protective equipment \(PPE\)](#)
- [RCD safety information](#)