



Elevator Work Safety Checklist (MR-Type)

안전은
관리입니다

2020-Training and PR Division-113

Site name/location		Work type		Date checked	
Elevator #/location		Company name		Tel.	
Manufacturer		Date installed		Checked by (organization) /date checked	

Indicate the result of the check (full acceptance, partial acceptance, not applicable) and actions taken.

Subject (Works and risk factors involved)	Checklist	Status	Action taken
Installation works » Risks of fall or falling objects while gauging the pit depth and/or checking cleanliness » Risks of fall while checking the hoistway slope (to install the piano wires)	Proper wearing of personal protection equipment (hard hat, harness, etc.)		
	Installation of a pit ladder		
	Installation of a shielding material/board at entrance/exit on each floor		
	Installation of a harness-securing device		
	Compliance with safety code on handling heavy objects		
	Assignment of machine operator(s)		
	Establishment of communication signals between workers involved		
Works inside the hoistway and installation of an entrance/exit » Risks of falling defective work benches when temporary work benches are in use » Risks of workers falling off the top of work benches » Risks of fire due to welding, etc. » Risks of objects falling into the machine room and other openings » Risks of the parts(materials) falling while being lifted » Risks of humans falling during the removal of shielding materials from each floor (while hanging ropes, assembling rails, and/or installing doors)	Control/restriction of access with shielding materials/boards		
	Fire-prevention measures while welding		
	Installation of lifelines and/or safe work benches		
	Skillfulness of operators in charge of temporary work benches		
	Compliance with control measures, including shutting power off during non-work hours		
	Grounding of the control panel and distribution box		
	Establishment of communication signals between workers involved		
	Loading of adequate numbers of counterweights		
	Installation of a pit ladder		
	Possible flooding of the pit		
	Use of ropes of proper specifications for lifting equipment		
	Continued existence of necessary strength in brackets used to fix the pulley		
	Measures in place to prevent possible falls of workers hanging rails		
	Use of rail suspension fixing jigs of appropriate specifications		
	Selection and use of a winch with a sufficient lifting capacity		
	Presence of the rope in all the grooves of the sieve		
	Straightness of the parallel between the pulley and the main sieve		
	Use of a KC-certified remote controller and emergency stop device		



Ministry of
Employment and Labor





Machine Room (MR) Type



For an elevator with a machine room (having separate walls, floor, ceiling, and door) for the machinery, including the control panel and the actuator

Process

① Survey and measure the site prior to commencement → ② Commence the works (installing shielding boards and lifelines in the office, warehouse, etc.) → ③ Unload and transport the necessary equipment and materials → ④ Prepare for lifting → ⑤ Install the template → ⑥ Install the actuator unit → ⑦ Install the basic rails → ⑧ Install the temporary car frame → ⑨ Perform a low-speed test run → ⑩ Hang the ropes → ⑪ Install the rails → ⑫ Install the entrance/exit door → ⑬ Install the hoistway cable → ⑭ Install the car panels → ⑮ Perform a high-speed test run

Subject (Works and risk factors involved)	Checklist	Status	Action taken
Bringing in equipment/materials >> Risks of workers being caught in/between (falling) heavy objects while handling them with the lifter >> Risks of materials and equipment falling through the openings or falling from above >> Risks of workers slipping and/or falling due to absence of appropriate lighting	Compliance with safety code on handling heavy objects		
	Installation of a safe work bench for the temporary car		
	Confirmation/indication of the load rating for the lifter		
	Establishment of communication signals between workers involved		
	Adequacy of lighting in the pit		
	Existence of coverings on openings in the MR		
Installing machines in the MR >> Risks of workers being caught in/between machines while moving them >> Risks of the temporary work bench and/or car falling due to installation defects	Compliance with safety code on installation (as per instruction of the machine operator)		
	Measures in place to ensure normal functioning of the machines and prevent the fall of the car		
	Existence of a safety cover on the power transmission (rotor)		
	Strength and adequacy of the securing parts in order to fix attached devices (i.e., whether they conform to specifications)		
Test runs >> Risks of workers being caught between	Compliance with safety code on installation and test run (testing methods, required safety devices, assignment of machine operators)		
	Appropriateness of test locations		
	Appropriate control of the starting device (secured with a lock, etc.)		

Overall opinion

On-site manager

(Signature)

Supervisor

(Signature)

Checked by

(Signature)

※ For more information, please visit www.kosha.or.kr (go to “Resources” and then to “Safety and Health Resources,” where you can browse by searching “Elevators”).



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Site name/location		Work type		Date checked	
Elevator #/location		Company name		Tel.	
Manufacturer		Date installed		Checked by (organization) /date checked	

Indicate the result of the check (full acceptance, partial acceptance, not applicable) and actions taken.

Subject (Works and risk factors involved)	Checklist	Status	Action taken
Installation works » Risks of fall or falling objects while gauging the pit depth and/or checking cleanliness » Risks of fall while checking the hoistway slope (to install the piano wires)	Proper wearing of personal protection equipment (hard hat, harness, etc.)		
	Installation of a pit ladder		
	Installation of a shielding material/board at entrance/exit on each floor		
	Installation of a harness-securing device		
	Compliance with safety code on handling heavy objects		
	Assignment of machine operator(s)		
	Establishment of communication signals between workers involved		
Works inside the hoistway and installation of an entrance/exit » Risks of falling defective work benches when temporary work benches are in use » Risks of workers falling off the top of work benches » Risks of fire due to welding, etc. » Risks of objects falling while being lifted » Risks of humans falling during the removal of shielding materials from each floor (while hanging ropes, assembling rails, and/or installing doors)	Control/restriction of access with shielding materials/boards		
	Fire-prevention measures while welding		
	Installation of lifelines and/or safe work benches		
	Skillfulness of operators in charge of temporary work benches		
	Compliance with control measures, including shutting power off during non-work hours		
	Grounding and locking of the control panel and distribution box		
	Establishment of communication signals between workers involved		
	Loading of adequate numbers of counterweights		
	Installation of a pit ladder		
	Compliance with the order not to perform works on both the top and bottom simultaneously		
	Use of ropes of proper specifications for lifting equipment		
	Continued existence of necessary strength in brackets used to fix the pulley		
	Measures in place to prevent possible falls of workers hanging rails		
	Use of rail suspension fixing jigs of appropriate specifications		
	Selection and use of a winch with a sufficient lifting capacity & use of a controller		
	Presence of the rope in all the grooves of the sieve		
	Straightness of the parallel between the pulley and the main sieve		
	Installation of safety rails standard for the work bench of the given size		
	Use of a KC-certified remote controller and emergency stop device		



Machine Room-Less (MRL) Type



For an elevator without a separate machine room and for which, therefore, the machinery, including the control panel and the actuator, has to be installed in the hoistway

Process

① Survey and measure the site prior to commencement ➔ ② Commence the works (installing safety shield plates and lifelines in the office, warehouse, etc.) ➔ ③ Unload and transport the necessary equipment and materials ➔ ④ Install the upper work bench (MRL-type) ➔ ⑤ Prepare for lifting ➔ ⑥ Install the template ➔ ⑦ Install the basic rails ➔ ⑧ Install the temporary car frame ➔ ⑨ Install the rails ➔ ⑩ Install the actuator unit ➔ ⑪ Perform a low-speed test run ➔ ⑫ Hang the ropes ➔ ⑬ Install the entrance/exit door ➔ ⑭ Install the hoistway cable ➔ ⑮ Install the car panels ➔ ⑯ Perform a high-speed test run

Subject (Works and risk factors involved)	Checklist	Status	Action taken
Bringing in equipment/materials » Risks of workers being caught in/ between (falling) heavy objects while handling them with the lifter » Risks of materials and equipment falling through the openings or falling from above » Risks of workers slipping and/or falling due to absence of appropriate lighting	Compliance with safety code on handling heavy objects		
	Installation of a safe work bench for the temporary car		
	Confirmation/indication of the load rating for the lifter		
	Establishment of communication signals between workers involved		
	Adequacy of lighting in the pit		
	Existence of coverings on openings in the MR		
Test runs » Risks of workers being caught between the moving car and the hoistway » Risks of unscheduled stops due to power being shut off, etc.	Compliance with safety code on installation and test run (testing methods, required safety devices, assignment of machine operators)		
	Appropriateness of test locations		
	Appropriate control of the starting device (secured with a lock, etc.)		

Overall opinion

On-site manager

(Signature)

Supervisor

(Signature)

Checked by

(Signature)

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