

Lift Shaft Gate

Instructions and Risk Assessment

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1. Purpose of Equipment

Lift Shaft Gates are intended to prevent the unauthorised access of personnel to a lift shaft, but allow the entry by key of authorised persons.

2. Warnings

2.1 General

- Lift Shaft Gates must be anchored to the wall of the lift shaft and to the floor in front of the opening to prevent personnel entering the shaft opening around the Lift Shaft Gate. Only one key is provided to each site; do not allow the access key to be copied or distributed.
- Ensure Lift Shaft Gate assembly is correctly installed. Incorrect installation may cause the Gate assembly to topple or fall.
- In some States, unauthorised access is proscribed under a Occupational Health & Safety Act and heavy penalties apply

2.2 Hazard Assessment

Hazard	Risk	Control
Crushing or Striking by equipment tipping or collapsing	Moderate	<ul style="list-style-type: none">• Do not overstack when storing or moving• Incorrect installation may cause poorly secured gates to topple or fall• Determine a safe working method when fitting gate top screening• Do not allow body parts between gate parts.
Shearing	Low	<ul style="list-style-type: none">• Ensure gate is kept locked at all times• Do not allow unauthorised personnel into prohibited area• Ensure prohibition signage is present and legible
Cutting, stabbing or puncturing	Low	<ul style="list-style-type: none">• Have any broken mesh repaired immediately.• Use gloves when handling gate assemblies.
Slipping, tripping or falling	Moderate	<ul style="list-style-type: none">• Use safe working practices when assembling gate parts, especially the top screen.

3. Installation Instructions

- Position the Lift Shaft Gate in front of the lift shaft opening with the folded up wings to the opening.
- Stand Lift Shaft Gate upright. Open out side wings to form a triangle.
- Fit the trapezoid shaped top guard and place or fix into position so that it connects to the side wing panels and forms an effective barrier.
- Move the Lift Shaft Gate assembly up against the lift shaft wall, so that the assembly covers the lift shaft opening horizontally and vertically.
- Ensure the Lift Shaft Gate assembly is square and the access gate opens and locks shut securely.
- Lock the Lift Shaft assembly to the lift shaft wall and the floor by using suitable permanent anchors.
- Double check that the gate locks securely and that the gate opens correctly
- Lock the gate and remove the key to a secure location.

4. Removal

- Removal is the reverse of the Installation instructions above.

5. Operator Maintenance

- Weekly, check assembly is intact and precludes entry by unauthorised personnel. Check the fixing anchors are effective.