



SAFETY BULLETIN #26

To:	All Employees and Sub-Contractors	From:	Steve Brown
Subject:	Health and Safety Bulletin	Date:	16 December 2008

Safety Memo:

Shorting Wires:

The practice of using shorting wires to bypass circuits should be avoided where at all possible, however, where this is unavoidable, shorting wires must only be used by experienced engineers.

Please refer to guidance below.

Shorting wires should only be used when there is no alternative method. If it is assessed that work cannot be carried out without the use of a shorting wire, precautions must be taken to ensure their safe use and control. They must only be used by authorised personnel deemed competent to assess the risks involved and with sufficient technical knowledge to ensure that no danger arises.

A safe system of work must be adopted, not only for shorting out equipment, but also the safe connection/disconnection to the electrical equipment.

Before using a shorting wire the following should be considered:-

- Account must be taken of who is in the area and may be affected by the work.
- Inform all concerned what equipment is not to be used and ensure barriers are erected and notices displayed at relevant locations advising that the lift is under service and must not be used.
- Car top control must be switched to inspection and landing call buttons out of circuit until the operation is complete.
- Electrical power to the equipment must be isolated whilst connecting the 'short'.
- A means of stopping the equipment must be available in the work area and be checked for correct operation before work commences after the shorting wires have been connected.

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- Landing locks and car door switches must never be shorted out at the same time. It is dangerous to temporarily short out (defeat) landing locks to isolate faulty contacts on landing doors which are impossible to see. The car contacts are easily visible from the landing.
- The short must be removed at the earliest possible moment after completion of the work. It must be removed when leaving the vicinity of the equipment for any period of time. If there are other persons working on the installations they must be warned of the condition of the equipments whilst the shorts are fitted. Use a notice displayed on the controller for this purpose.

Only use wires specifically made and supplied for this purpose and ensure that you have the correct number of wires before leaving site.

Lone Working:

A Standard procedure for working alone was issued on 5th June 2003 which included the use of “walkie-talkies” in unoccupied buildings. (Further copy attached).

This procedure still applies and you are reminded to check the hand held radios work correctly.

Any damaged or inoperative radios should be returned for repair or replacement.