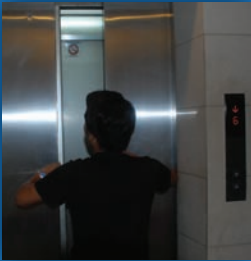


EMERGENCY PROCEDURE TO FOLLOW WHEN TRAPPED INSIDE A LIFT

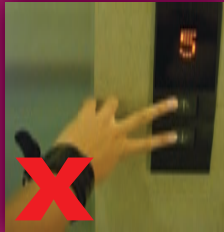
A. Actions of user who is trapped

- Be calm, don't panic. Press the alarm bell button repeatedly to attract the attention of people outside or rescuers.
- Talk through the intercom panel with the rescuers.
- Wait until help arrives.
- Don't try to get out of the lift by forcing open the lift door.



B. Actions of those who know that people are trapped inside a lift

- Contact the building management or lift maintenance company as soon as possible for assistance.
- If not possible, contact the Fire and Rescue Department.
- You are not allowed to save the victims who are trapped inside the lift.
- Don't try to open the door by force from outside.



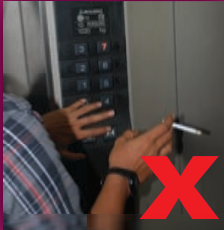
To ensure the lifts running smoothly, press the elevator button to the desired level only.



May not exceed the maximum weight or load as shown from the lift panel.



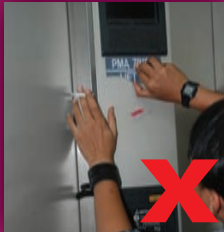
Childrens should be accompanied by an adult when using the elevator.



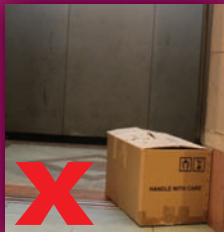
Do not smoking in the elevators.



In case of fire or disaster, please do not use elevators. Use the stairs for safety.



It is prohibited from doing vandalism in elevators.



It is prohibited for placing items in front the elevator door.



Allows the user step out first, before another user get in the elevator.

SAFE AND ORDERLY USE OF LIFTS

1. To ensure the smooth running of the lifts, press the lift button only to the level required.
2. If the lift is full, please wait for the next lift. Observe the lift capacity (number of passengers and load) as displayed on the notice inside the lift.
3. Be careful when entering and exiting the lift. Make sure the floor of the lift is level with the landing.
4. Children should be accompanied by adults when using lifts.
5. Smoking is prohibited inside the lifts. Air circulation is limited inside the lifts.
6. Behave yourself when you are inside the lift. Jumping and playing inside the lift may activate the emergency mechanism and cause the lift to stop.
7. Press the OPEN DOOR button continuously if you want to keep the door open or ask other passenger to do so for you. This allows users to enter or exit properly.
8. In the event of a fire or other emergency which disrupts the electricity supply, don't use the lifts. Use the stairs for your own safety.
9. Vandalism or destroying any part of the lift such as the lift floor, buttons, walls or playing with the alarm button are strictly prohibited.
10. Allow other users to exit the lift first before entering the lift.
11. Don't let the lift door remain open such as by obstructing it with an object. The safety features will be activated if the movement of the lift door is disrupted.

INTRODUCTION

Lifts are transport equipment used to move people or goods vertically using a lift car. Today, lifts transport residents of high-rise buildings up and down. Each lift requires schedule d care and maintenance to ensure that it functions properly and safely for users.

WHAT IS THE ROLE OF DOSH

According to Section 19 of the Factories and Machinery Act 1967 (Act 139), lifts are machines which require a Certificate of Fitness (CF). DOSH officers will inspect the lifts every 15 months to renew the CF.

WHAT ARE YOUR RESPONSIBILITIES AS OWNERS/ BUILDING MANAGEMENT

As a owner/ building management, you must:

- Appoint a competent firm that is registered with DOSH to inspect and maintain the lifts.
- Ensure that the lifts are maintained according to schedule by a competent firm.
- Display the lift registration number issued by DOSH.
- Prepare an emergency action plan in the event of any dangerous occurrence or accident.
- Report any dangerous occurrence or accident to DOSH immediately.

WHAT ARE YOUR RESPONSIBILITIES AS USERS

As a user, you must:

- Observe and adopt safe and orderly ways of using lifts.
- Understand information relating to the safe use of lifts.
- Report immediately to the building management in the event of any damage or problems related to the lifts such as vandalism and dangerous occurrences or accidents.

安全使用电梯
SAFE USE OF LIFT

前言

电梯是一种运载工具，利用电梯机厢载送直立的人或物件现时的电梯用途，为高楼大厦的用户提供上及下楼的便利所有的电梯都需定期被检查及维修以确保它可良好与安全操作，方便人们使用。

职业安全与卫生局（JKKP）扮演什么角色？

根据1967年工厂及机械法令（法令139）第19条文，电梯是一种需持有合格证书的机械（CF）。职业安全与卫生局官员须于每15个月检查电梯一次，以更新合格证书。

建筑物业主/管理层的责任是什么？

建筑物业主/管理层应作出下列：

- 委任高效率及经向职业安全与卫生局注册的公司，负责检查及维修电梯。
- 确保电梯定期由高效率公司进行维修。
- 张贴由职业安全与卫生局发出的电梯注册编号。
- 拟定紧急行动计划，以应付任何危险或意外事件的发生。
- 倘若发生任何危险或意外事件，须立即向职业安全与卫生局报告。

电梯使用者的责任是什么？

电梯使用者应作出下列：

- 遵守及实践安全使用电梯的方法与规则。



- 了解关于安全使用电梯的资讯。

- 如果电梯损坏，或出现关于电梯的其他问题，譬如破坏公物、发生危险或意外事件，应立即向建筑物管理层报告。

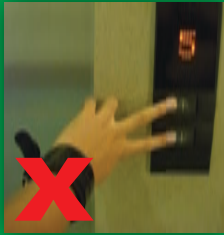
安全及有秩序使用电梯



禁止在电梯内抽烟。这是由于电梯内的通风系统有限。



注意本身在电梯内的行为在电梯内跳跃及玩耍可启动紧急系统，而导致电梯停止操作。



为确保电梯操作顺畅，仅按触您要到达楼层的号码按钮。



儿童须由成人陪同下乘搭电梯。



进/出电梯时必须小心确保电梯内地面与电梯外地面相同水平。



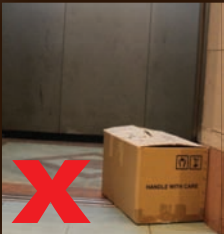
如果电梯已载满人，请等待下一趟电梯 您必须遵守电梯内张贴的载重量限制（总人数及负荷限制）通知。



如果发生火灾或其他灾祸，导致电流中断，切勿使用电梯请使用楼梯以策安全。



禁止作出破坏电梯的行为，或破坏电梯任何部份譬如电梯地面、按钮、墙壁或玩弄紧急按钮。



不可让电梯门一直开启着，譬如以任何物体阻止电梯关门如果电梯门的操作受到干扰，将会启动电梯的保安特质。

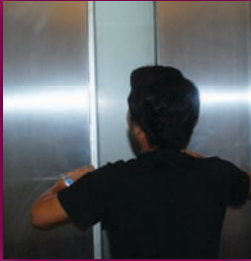


如果要电梯门保持开启，持续按触“开门”按钮或要求其他乘客帮忙按触。这将方便乘客进出电梯。

倘发生受困于电梯事件的应急措施

A. 受困者应采取的行动

- 保持冷静，切勿惊慌。重复按触警铃（alarm），以引起外人或拯救人员的注意。
- 通过对讲机与拯救人员通话。
- 等待救援人员到来。
- 切勿试图强行撬开电梯门，以期离开电梯。



B. 知悉有人受困于电梯人士应采取行动

- 尽快联络建筑物管理层或电梯维修公司，以寻求救援行动。
- 如果无法联络上述方面，请尝试联络消防与拯救局。
- 您不可擅自救援受困于电梯内的人士。
- 切勿从电梯外试图强行撬开电梯门



DEPARTMENT OF OCCUPATIONAL SAFETY AND HEALTH (DOSH)
Ministry of Human Resources

职业安全与卫生局 人力资源部

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<http://www.dosh.gov.my>

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