

IPP 19	Authorised Access & Landing Entrance Protection	Mar 2025
AEA	Maintenance (Service)	V1.0

Subject – Authorised access and protection of lift landing entrances during maintenance, callouts, inspections and repairs.

Purpose – Definition and clarification of minimum requirements for accessing the lift-well during maintenance, callouts, inspections and repairs.

Note¹ – During new installation and major modernisation projects with regards to lift landing entrance protection use IPP018.

How & When – Restricting Access and Landing Entrance Protection by ensuring that barriers are in place in front of the landing doors at locations where the lift technician enters or exits the lift-well.

During maintenance and repairs where the lift is in service, i.e. lift landing doors are operational, mechanical interlocks and electrical safety circuits are functioning.

Risks occur when entering or exiting the lift-well via landing doors because they are normally located in ‘common/public’ areas that can be potentially accessed by others.

While the Lift Industry accepts that the lift maintenance providers have an obligation to manage access and the fall risk of other parties and those not conducting the work, the adoption and use of ‘secure fixed barriers’ during maintenance, callouts, inspections or repairs (which may be single person operation) is not practical.

Existing buildings and/or the lifts themselves were not designed for ‘permanent barriers’ to be used (or fall protection devices) which is why temporary barriers and specific administrative controls are implemented.

The Person Conducting a Business or Undertaking (PCBU) or Building Owner has a mandated responsibility also, i.e. that the processes and procedures the lift maintenance provider has are adequate to ensure worker and public safety, and this may mean additional risk prevention controls being initiated on behalf of the PCBU.

The lift industry processes are to utilise temporary barriers, set procedures and administrative controls in preparation for a lift technician to enter the lift-well, top of car and pit e.g.

Hazard and Risk assessment contingent on the reason to enter the lift-well, top of car or pit.

Communication to building management and relevant parties.

Taking ‘Control’ of the lift or LOTO (IPP015) procedures.

The technician entering the lift-well, top of car or pit **must be** in control of the lift.

Temporary barriers to control unauthorised access including signage detailing the risk (falls) and authorised access only.

Risk of falls for both the lift technician and the public.

Which may include a fall prevention system for the lift technician.

Rescue and first aid availability.

The need for supervision of the area and the lift technician entering the lift-well, top of car or pit.

Every lift company has specific procedures for entering the lift-well, top of car and pit. These are designed to address exposed edges and mitigate opportunity for access by unauthorised persons to prevent falls.

Who – Competent lift technicians.

Summary – Accessing the lift-well, top of car or pit are safety critical work tasks.

No lift-well entry shall be left unattended where there is a risk of a fall to others, management of a temporary barrier by a second person where a lift technician is conducting work inside the lift-well or pit and the landing door is required to be open is considered adequate on a risk-based approach.

For further information contact the Original Equipment Manufacturer (OEM), your maintenance provider or the AEA.

Version Control

Version	Description	Author	Date
V1.0	Final	AEA OH&S S/C	31/03/2025