IN THE MATTER OF:

Technical Standards and Safety Act 2000, S.O. 2000, c. 16
- and -
ONTARIO REGULATION 209/01
(Elevating Devices)
- and -
ONTARIO REGULATION 222/01
(Certification and Training of Elevating Device Mechanics)

Subject: Elevating Devices Owners Bulletin – Owner Responsibilities

1. Introduction

All elevating device owners (including licensees, owner’s reps, or property managers acting on behalf of the owner), must be aware that the elevating devices which they own/operate must conform to specific regulatory requirements, and it is their responsibility to ensure that these requirements are being properly adhered to irrespective of the current labour disruption.

Where devices cannot be maintained in safe operating condition or where non-compliances may pose safety risk to the general public, elevators must be removed from service until such time as they are in compliance with the regulatory requirements.

2. Governing Documents

All owners should be aware of the regulatory documents impacting elevator ownership and safe operation including:

- Ontario Regulation 209/01 Elevating Devices
- Ontario Regulation 222/01 Certification and Training of Elevating Device Mechanics
- The latest elevating devices Code Adoption Document (CAD) amendment, CAD-261-13

3. Work or Maintenance by Licensed Contractors

Owners are reminded that all elevator work must be undertaken by licensed contractors utilizing the services of certified & properly trained mechanics who have experience in the tasks being undertaken. These requirements are contained in the Elevating Device Regulation, O.Reg 209/01, and in the Certification and Training of Elevating Device Mechanics Regulation, O.Reg 222/01.
As a reminder of the above points, TSSA released Director’s Information Bulletin 262/13 on April 19, 2013 and posted it on the TSSA web site. This notification was issued to all ED Web subscribers and highlights pertinent regulatory requirement for Contractor Licensing and Mechanic Certification.

4. **Worker Qualifications**

Individuals who are assigned work on an elevating device must be TSSA certified for that class of device or be a TSSA registered elevating devices mechanic-in-training (EDM-T) under the appropriate supervision of an elevating device mechanic. As well as being outlined in the regulations, worker qualifications requirements are described again in Director’s Information Bulletin 262/13. Should there be any question related to worker qualifications, it is important to note that all elevating device mechanics (EDM’s) must carry on their person a copy of their EDM certificate (similar in appearance to previous paper driver licences). TSSA inspectors require this documentation to be presented to establish credentials. Owners may wish to request the same. Director’s information bulletin 262/13 clearly communicates that elevating device mechanics with a “T” designation (EDM-T) are permitted to only perform tasks for which they have been signed off to perform, or must work under direct supervision of a mechanic.

5. **Incident Reporting**

Owner’s (and contractors) are reminded that incidents must be reported in accordance with the requirements of O.Reg 209/01 section 36.

To obtain additional clarification of these requirements a copy of the incident reporting guideline 230/09 is posted on the TSSA web site. This guideline provides several FAQ style questions and includes quick reference tables to identify “incident type” and the corresponding reporting requirements and reporting timelines.

6. **Maintenance of Elevating Devices and Maintenance Frequency**

Owners are reminded that all elevating devices in the province must be maintained by licensed contractors. Per the elevator code (A17.1/B44) the frequency of maintenance for elevating devices is typically determined by the contractor using factors such as design, inherent quality, usage, environmental factors, improved technology, and manufacturer recommendations. The authority having jurisdiction may mandate maintenance and inspection frequencies where required.

The position of TSSA is maintenance intervals must not exceed three months (tasks at three month intervals are not specifically identified) and the maintenance of door systems must not exceed six months. Hydraulic elevating devices with single bottom cylinders, however, must have their oil levels monitored monthly. These frequencies are defined in CAD-261-13. For high buildings (per the Ontario Building Code), the Fire Code requires elevator testing at three month intervals. See section 7.2 of the Fire Code.

The completion of a maintenance task must be recorded (signed off and dated) in the elevator’s log book. The log book is typically kept in the elevator machine room. It is important to note that a maintenance task can only be signed off once the component being maintained is in a compliant state. Where a defective part directly affecting the safety of the operation is identified, the equipment shall be taken out of service until the defective part has been adjusted, repaired, or replaced. It is the owners responsibility to ensure that log books are being updated and the required maintenance is being performed. Contractors and mechanics also have a responsibility to ensure the work they perform is recorded in the log book. Maintenance task such as oil loss monitoring if not being performed may pose significant safety risks and this may require a device being removed from service.

Generally speaking improvements in elevator technology have increased elevator reliability over the years and have resulted in extended preventative maintenance intervals.
7. **Entrapments**

Should a passenger entrapment occur, the owner should contact their maintenance company for rescue assistance, and owners should ensure that no attempts at self rescue are being performed. If the maintaining contractor is unavailable, owners may contact other elevating device contractors to see if they are in a position to assist with a rescue. If this possibility exists it is unlikely this contractor would be in a position to return the elevating device service following the rescue. In emergencies owners may need to utilize the services of emergency personnel to perform a rescue.

8. **Fire Fighter’s Elevators**

For high buildings, the building code typically requires one elevator to be designated as the Fire Fighter’s Elevator. The firefighter’s car is generally that elevator in the group which services the most number of floors. In some instances multiple elevators in a bank can perform this function - yet one is typically selected as the Firefighter’s Car.

If you are experiencing problems with the identified firefighter’s elevator you may wish to determine if another car can serve that function in the event of an emergency situation. You may also wish to notify the local fire department of your situation so that alternate plans can be developed in advance of a life safety issue.

Roland Hadaller, P.Eng.
Director, Ontario Regulation 209/01(Elevating Devices) and Ontario Regulation 222/01(Certification and Training of Elevating Device Mechanics) made under the *Technical Standards and Safety Act, 2000*