

Elevators and Lifts Safety

Key reminders for Building Owners, Contractors, and Consultants



Technical Safety Division is responsible for:

- Administering the *Elevators & Lifts Act* and General Regulations
- Certifying regulated work, equipment and systems
- Performing inspection services
- Licensing and permitting

Contact us for:

- Annual licensing
- Major building changes and maintenance
- Reporting all accidents and injuries

Phone: 1-800-9LABOUR

Email: SafetyBranch@novascotia.ca

For more information on Elevators and Lifts visit novascotia.ca/lae/equipmentsafety/elevator.asp



Building Owners of Elevators and Lifts must:

1. Notify Technical Safety for changes to the license holder.
2. Submit both the condition reports and license application with fees for renewal of elevator license.
3. Report all accidents resulting in injury and elevator free falls within 24 hours.
4. Ensure maintenance contracts are in place with registered contractors and all work is conducted by a licensed contractor registered with Technical Safety.
5. Make sure changes in weight and material have the oversight of the service provider to ensure compliance with safety code requirements; elevator cab alterations are considered major and regulated under the Elevators and Lifts General Regulations.

Elevators and Lifts Maintenance Contractors and Consultants must:

1. Report all incidents causing injury to Technical Safety.
2. Ensure all work and visits performed are recorded in the onsite logbook.
3. Ensure new product information, manuals, and testing procedures are submitted to Technical Safety.
4. Include the Nova Scotia Installation Number (NSIN) assigned to the device on inspection requests.
5. Supply a copy of the condition report to the owner, as a requirement to renew the elevating device licence.

This is not a complete list of responsibilities and requirements for owners, contractors, and consultants.

