

Elevator Shaft Installation & Fall Protection Checklist

Site / Project	_____	Address	_____
Inspector name	_____	Company	_____
Date	_____	Time	_____

Documentation aid only. Adapt this resource to the site, manufacturer instructions, and applicable local requirements. It does not replace a competent person, professional judgment, legal advice, or a required statutory form.

Inspection checklist

Hoistway Barricade Inspection

☐ Are hoistway openings barricaded with a minimum 42-inch high guardrail system, including mid-rail and toe board?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Are barricade materials (wood, metal, etc.) structurally sound and capable of withstanding a 200-pound force in any direction?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Are barricades securely attached to the hoistway structure to prevent accidental displacement?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Are warning signs (e.g., 'Danger - Open Hoistway') clearly posted at each barricaded opening?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Do barricades allow for necessary access while preventing accidental falls into the hoistway?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Are 3.5-inch toe boards installed on all open sides of the hoistway to prevent tools and materials from falling?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Is a daily inspection of all hoistway barricades conducted and documented?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Are all barricades a minimum of 42 inches in height, with a midrail positioned halfway between the top rail and the walking/working surface?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Are barricades free from damage, deterioration, or any condition that could compromise their structural integrity?	☐ Pass	☐ Fail	☐ N/A	Notes: _____

☐	Is adequate lighting (minimum 10 foot-candles) provided at all hoistway entrances and working areas?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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Fall Protection Systems (Personal)

☐	Are personal fall arrest systems (PFAS) inspected daily for damage, wear, and proper fit by a competent person?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Are anchor points for PFAS capable of supporting at least 5,000 pounds per employee attached?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Are tie-off points located above the worker's D-ring to minimize free-fall distance?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Are lanyards free from cuts, abrasions, chemical damage, and other signs of deterioration?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Do self-retracting lifelines (SRLs) function properly, with smooth extension and retraction?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Is there adequate fall clearance below the worker to prevent contact with lower levels or obstructions?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Is a rescue plan in place and readily available in case of a fall?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Is the full body harness compatible with the lanyard and anchorage connector being used?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Have all employees working at height received documented fall protection training?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Are car top railings in place and properly secured when performing car top inspections?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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Overhead Protection & Housekeeping

☐	Is overhead protection (e.g., netting, planking) in place to prevent tools and materials from falling into the hoistway?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Is the hoistway free from accumulated debris, tools, and materials that could create a hazard?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Are tools used at height tethered to prevent them from falling?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Are materials stored at least 6 feet away from the hoistway edge?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Are warning signs posted below the hoistway indicating potential falling object hazards?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	If a false car is in use, is it inspected daily for structural integrity and proper operation?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is adequate lighting provided below the hoistway to identify potential falling objects?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is a reliable communication system (e.g., radios) in place between workers in the hoistway and those on other levels?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is an emergency stop device readily accessible within the hoistway?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is a fire extinguisher (minimum 2A:10BC rating) readily accessible near the hoistway?	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Electrical Safety

☐	Are all electrical tools and equipment used in or near the hoistway GFCI protected?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are extension cords free from damage, splices, and improper use?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are electrical panels and disconnects readily accessible and clearly labeled?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is a lockout/tagout procedure in place and followed for all electrical work?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are all electrical tools and equipment properly grounded?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are overhead power lines identified and are safe clearance distances maintained?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is temporary wiring installed according to code requirements?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is all electrical work performed by a qualified electrician?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are electrical enclosures weatherproof when exposed to the elements?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Has an arc flash hazard assessment been conducted, and are appropriate PPE requirements being followed?	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Findings

#	Item	Location	Severity	Action required
1				
2				
3				
4				
5				
6				
7				
8				

Signature

Inspector signature _____

Name _____

Date _____