



Instructor Guide – New Elevator Constructor Orientation



Purpose: The primary goal of this document is to provide employers within the elevator construction industry general guidelines when onboarding new individuals entering the elevator industry. When followed, this guideline will act as a precursor for the development and specialization of a new hire by highlighting topics and hazards commonly encountered within the elevator industry. **Note:** The topics and training requirements addressed below are not intended to be an all-inclusive list for new hires. Employers should always perform specific job/site safety and health hazard assessments to determine what controls (engineering, administrative, personal protection equipment) and training requirements are needed to protect their workers.

Overview: The training program encompasses 25 safety and health topics. Nine topics encompass industry Best Practices/Safety Absolutes. The remaining topics address serious safety and health hazards encountered in the industry.

It is recommended that all topics be covered during new hire orientation before the new elevator constructor begins work in the field. If the employer wishes not to cover all topics, it is recommended that the employer addresses the Best Practices/Absolutes at a minimum.

The training materials are an overview of the different safety and health topics. Topics require **additional site-based** training based on the contractor's work type in different work environments.

Instructor Qualifications:

The **qualified instructor must have** a recognized degree, certificate, or extensive experience in the elevator construction industry.

Example Education and Experience:

- Graduated from a recognized conveyance industry apprenticeship program or a four-year conveyance industry-approved educational program
- A minimum of five years in the industry
- In-depth knowledge of any topics associated with the New Hire Training Program

Minimum Training Best Practice/Absolutes:

Fall Protection Lesson (2 Hours)

01 Fall Protection PowerPoint (PPT) and 01A Safety Absolutes Brief Facts
Employees must demonstrate inspecting and donning fall protection

Electrical Safety Work Practices (2 hours)

02 Electrical Safe Work Practices PPT and 02A Safety Absolutes Brief Facts

Jumpers (30 min.)

03A Safety Absolutes Brief Facts

Lock Out/Tag Out (30 min.)

04A Safety Absolutes Brief Facts

The employee needs additional site-specific LOTO procedure training

Mechanical Stored Energy (30 min.)

05A Safety Absolutes Brief Facts

Car Top Access (30 min.)

06A Safety Absolutes Brief Facts not yet complete. Your Competent Person must develop and deliver internal training on Car Top Access.

Pit Access & Egress (30 min.)

07A Safety Absolutes Brief Facts not yet complete. Your Competent Person must develop and deliver internal Pit Access & Egress training.

False Car Running/Working Platform (30 min.)

08A Safety Absolutes Brief Facts

Hoisting & Rigging (1 hour)

09 Hoisting and Rigging PPT and 09A Safety Absolutes Brief Facts

Additional Training Topics:

10A Accident Reporting: informal awareness presentation. Topics include worksite hazards, reporting, and investigations,

11A Health and Environmental Hazards: topics include Fatigue, Substance & Alcohol Abuse Awareness, Personal Conduct/Horseplay, Occupational Health/Industrial Hygiene, Adverse Weather, Asbestos, Silica, Lead, Non-Ionizing Radiation Safety, Back Injury Prevention and Ergonomics

12A Job Safety Analysis/Activity Hazard Analysis (JSA/AHA): topics include worksite hazards, Stop Work Authority, intervention, site orientation, housekeeping, reporting and investigating incidents, slips, trips and falls, and weekly Toolbox Talks

13A Hazard Communication: informational awareness presentation and going through an SDS with employees. Topics include the identification of chemical hazards including chemical labeling, safety data sheets (SDS) and written hazard communication plan. Proper storage and chain of custody procedures.

14A Personal Protective Equipment: informational awareness presentation and inspecting and wearing PPE. Topics include employer and employee responsibilities (including head, eye, face, foot, and hand protection), when personal protective equipment (PPE) is necessary, how to select, and how to use and maintain the PPE.

15A Fire Protection and Prevention: informational awareness (Need Additional hands-on training if an employee is required to extinguish incipient fires) Topics include emergency action plans, basic requirements of exit routes, fire prevention plans, fire hazards, fire extinguishers (including types of extinguishers, classifications, fire tetrahedron, ratings, maintenance and inspection, training and education requirements, and the PASS method), and fire response.

16A Confined Space: informational awareness presentation (Need Additional training if the employee enters permit-required confined spaces) Topics include defining confined space, hazards, and program requirements.

17A Material Handling: informational awareness presentation. Topics include hazards, ergonomics, and reducing injuries.

18A Ladder and Stairway Safety: informational awareness presentation and hands-on demonstration of ladder inspection. Topics include types of ladders, inspection requirements, and proper usage.

19A Machine Guarding: informational awareness presentation. Topics include types of conveyance machines and guarding methods.

20A and 20B Stuck-by/Caught-between Hazards: information awareness presentations. Topics include hazards and protective controls.

21A Scaffolding: information awareness presentation (Need Additional training if employees are erecting scaffolds) Topics include hazards, types of scaffolds, elements of safe construction, proper use, inspections, fall protection, guardrails, falling object protection, and overhead power lines.

22A Escalator and Moving Walks Safety: informational awareness presentation. Topics include hazards and control measures.

23A Medical Emergency: informational awareness presentation. Topics include emergency steps, AED program, and site preparation.

- **CPR-First Aid:** The employee needs Additional American Red Cross training if the employee administers 1st Aid and CPR.

24A Hand and Power Tools: informational awareness presentation. Topics include hazards, good operation practices, guarding, inspections, general precautions, types of power tools, guarding requirements, and basic rules for power tool safety.

Tracking Appendix

Topic	Date	Instructor	Comments
Safety Absolutes			
Fall Protection			
Electrical Safe Work Practices			
Jumpers			
Lock Out/Tag Out			
Mechanical Stored Energy			
Car Top Access			
Pit Access and Egress			
False Cars			
Hoisting and Rigging			
Additional Training Topics			
Accident Reporting			
Health and Environmental Hazards			
Job Safety Analysis/Activity Hazard Analysis [JSA/AHA]			
Hazard Communication			
Personal Protective Equipment			
Fire Protection			
Confined Space			
Material Handling			
Ladder Safety			
Machine Guarding			
Struck-by/Caught In-between			
Scaffolding			
Escalator Safety			
Medical Emergencies			
Hand and Power Tool Safety			

Through the Alliance between OSHA's 10 Regional Offices and the Elevator Contractors of America (ECA), Elevator Industry Work Preservation Fund (EIWPF), International Union of Elevator Constructors (IUEC), National Association of Elevator Contractors (NAEC), National Elevator Industry Educational Program (NEIEP), and National Elevator Industry Inc. (NEII), collectively known as The Elevator Industry Safety Partners, developed this Industry Specific Training for informational purposes only. It does not necessarily reflect the official views of OSHA or the U.S. Department of Labor. March 2025

Under the Occupational Safety and Health Act, employers are responsible (<http://www.osha.gov/as/opa/worker/employer-responsibility.html>) for providing a safe and healthy workplace and workers have rights (<https://www.osha.gov/workers>). OSHA can help answer questions or concerns from employers and workers. OSHA's On-Site Consultation Program (<https://www.osha.gov/consultation>) offers free and confidential advice to small and medium-sized businesses, with priority given to high-hazard worksites. For more information, contact your regional or area OSHA office (<https://www.osha.gov/contactus/bystate>), call 1-800-321-OSHA (6742), or visit <https://www.osha.gov/>.