



RISK ASSESSMENT, METHOD STATEMENT AND SAFE WORKING PROCEDURE LIFT REPAIRS MAINTENANCE

RAMS VEURA01

REV 00

21 May 2026

METHOD STATEMENT: LIFT INSTALLATION METHOD STATEMENT

Project	TERACO		
Client / Principal Contractor <i>(please circle your selection).</i>	VISION ELEVATORS		
Project Manager 16(2)	Simon Mothibeli		
Service Work Supervisor	Simon Mothibeli		
Date:	21 May 2026		

1.	<p>(Duration of Task / Approximately 2 hours) No work will be conducted in the Fall Risk Position</p> <p>Closing off Entrance to the lift shaft:</p> <p>Entrance to the lift shaft will be barricaded off to prevent unauthorized access.</p>
2.	<p>Secure Lift:</p> <p>Power will be kept on but will only be controlled by the technician.</p>



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3.	Removing of old light curtain and replacing with new: Hand tools will be used to remove and replace the light curtain Only spanners will be used
4.	Housekeeping: Cleaning of work area after completion of work.



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Project Name	Teraco JB4	Approval of risk assessment & safe work procedure			
Task to be performed	LIFT REPAIRS	Designation	Name & Surname	Signature of appointee	Date approved
Risk assessment number	RAMS VEURA01	16.2	Simon Mothibeli		2026/05/21
Date communicated	21 May 2026	Construction Supervisor CR 8(7)	Simon Mothibeli		
		Risk Assessor CR 9(1)	Sakhile Nyoni		

		LIKELIHOOD			
		HIGHLY PROBABLE	POSSIBLE	UNLIKELY	
SEVERITY		5	4	3	
	Multiple fatalities	5	25	20	15
	Fatality	4	20	16	12
	Serious injury	3	15	12	9
	Lost time injury	2	10	8	6

Minor injury	1	5	4	3	2
Legend		High Risk (H)			
		Medium Risk (M)			
		Low Risk (L)			

SEVERITY	The intensity or the nature of the occurrence
LIKELIHOOD	The possibility of the occurrence

Raw Risk – Rating before control measures have been put in place
Residual Risk – Rating after control measure have been put in place
The above with the reality of injury to persons, or damage to equipment, tools and / or machinery

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SCOPE / ACTIVITY: Lift Repairs

N o	Task	Potential Hazard	Potential Risk	Raw Risk			Controls (OH&S)	Residual Risk		
				S	L	Raw Risk		S	L	RS
1.	Closing off Entrance to the lift shaft: Entrance to the lift shaft will be barricaded off to prevent unauthorized access.	Access to the lift shaft not closed off allowing for unauthorized access of persons.	Unauthorized persons gaining access to the open shaft and getting injured.	3	4	12H	Ensure that the access to the lift shaft is barricaded off and that warning signage is displayed.	3	2	6M

2.	<p>Secure Lift:</p> <p>Secure Lift by locking the lift out. Only technicians will have access to control the lift car.</p>	Lift car not being locked out correctly.	Uncontrolled lift movement.	3	3	9M	Ensure that the power to the lift has been locked out and that only the technicians have control of the lift movement.	3	2	6M
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3.	<p>Removing of old Light curtain and replacing with new:</p> <p>Hand tools will be used to remove and replace the light curtain.</p>	Damaged tools. Improper tool use.	Minor injuries	2	2	4L	Pre-inspections done on tools. Only trained users to use tools. Use of the correct tool for the correct job.	2	2	4L
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Safe working procedure of for Lift Repairs and Maintenance

Description of Task	Repairing of Lifts
Personal protective equipment	Safety helmet, ear protection, eye protection, dust musk, safety gloves, safety footwear, high visibility clothing.
Area	Lift Shaft
Specific identified residual hazard (refer to task risk assessment)	Poor housekeeping, Dust, flying object, noise and unsafe equipment, and use of power tools
Specific staff training requirement.	Risk assessment training, safe working procedure, site induction, personal protective procedure, JSA, toolbox talk and personal protective procedure.



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<p>Safe Working Procedure for Lift Repairs and Maintenance</p>	<p>Supervisor must conduct the pre-inspection on the work area.</p> <p>Supervisor to conduct the JSA and ensure the work permit is approved.</p> <p>Appointed supervisor and tools/equipment inspector will ensure all tools and equipment are inspected and color coded as per Month coding.</p> <p>Material will be carried manually to approved laydown area.</p> <p>All employees involved in the task will be trained on manual handling and correct lifting procedure.</p> <p>No employee will carry more load than what is accepted by VDC spec, employees will work as a team, if the load is too heavy machinery and forklifts will be used.</p> <p>Laydown area will be barricaded and signs with company and supervisor details will be displayed.</p> <p>All lift shafts will be closed/solid barricaded to prevent employees to fall in shafts and areas will be regarded as exclusion zones.</p> <p>All employees will undergo medical fitness check up by an occupational practitioner to ensure they are fit for duty.</p> <p>All employees that using power tools on site will undergo inhouse training for the use and maintenance of such tools. Appropriate PPE will be worn by employees using power tools as per our risk assessment survey.</p> <p>Employees will be trained on pinch points and all tools must be fitted with guards.</p> <p>All material wrapping plastics will be removed from site once removed from covering plastics.</p> <p>Stacking and storage will frequently be maintained.</p> <p>Housekeeping will be done as we working.</p>
<p>Emergency procedure</p>	<p>Site emergency procedure will be followed as in any other situations /plan and site /company incident and accident procedure will be adhere to.</p>



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I, the undersigned, hereby acknowledge that the above topic has been communicated and explained to me.

Name & Surname of employee	Signature of employee	Date	Name & Surname of employee	Signature of employee	Date
Simon Mothibeli					
Thabang Madute					