

# A Guide to the Factories & Industrial Undertakings (Goods Lifts) Regulations



Occupational Safety and Health Branch  
Labour Department

This guide is prepared by the  
Occupational Safety and Health Branch  
Labour Department

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Industrial Undertakings  
(Goods Lifts) Regulations



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# 1. Introduction

- 1.1 The Factories and Industrial Undertakings (Goods Lifts) Regulations regulate that goods lifts and services lifts in factories and industrial undertakings are properly constructed and maintained so that they are used safely.
- 1.2 This guide outlines the provisions of these regulations and explains the law in simple language. Whilst every care has been taken in the preparation of this guide, the regulations remain to be the sole authority for the provisions of the law explained.
- 1.3 This guide should be read in conjunction with “A Guide to the Factories and Industrial Undertakings Ordinance (Sections 6A & 6B) - Know Your General Duties” which imposes general duties on proprietors and persons employed with regard to the health and safety at work in industrial undertakings.

## 2. Regulations

### 2.1 Interpretation

Reg.3

“competent examiner” means a person —

- (a) who is appointed by the owner of the lift to examine it; and
- (b) whose name appears on the register of lift engineers kept by the Director of Electrical and Mechanical Services in pursuance of section 5 of the Lifts and Escalators (Safety) Ordinance (Cap. 327);

“lift” means a lifting machine or appliance having a car or platform the direction of movement of which is restricted by a guide or guides;

“maintained” means maintained in an efficient state, in efficient order and good repair;

“owner”, in relation to a lift, includes the proprietor of an industrial undertaking in which the lift is used, the lessee or hirer of the lift, and any agent or person in charge or having the control or management of the lift.

## 2.2 Construction

The owner of a lift shall ensure that it is of good mechanical construction and made of strong and sound materials, and is properly maintained before it is put into operation or used. Reg.4

## 2.3 Examination

2.3.1 The owner of a lift shall ensure it is thoroughly examined by a competent examiner at least once a year and a report of the examination is entered in the register kept under paragraph 2.3.3. Reg.5(1)

2.3.2 If an examination shows that a lift cannot be used safely unless certain repairs are carried out, the examiner shall send a copy of the report of the examination to the Commissioner for Labour within 28 days after the completion of the examination. Reg.5(2)

2.3.3 The owner of a lift shall keep a register containing the report of every examination carried out on the lift. Reg.6(1)

2.3.4 The register shall be in the form prescribed in the Schedule and each entry shall be signed by the examiner. (See Schedule on page 10) Reg.6(2)



2.3.5 The owner shall produce the register for inspection upon request by an occupational safety officer. Reg.6(3)

## 2.4 Liftway to be Enclosed

2.4.1 The liftway of a lift shall be efficiently protected by a substantial enclosure fitted with doors. Reg.7(1)

2.4.2 Every door shall be fitted with an efficient locking device that — Reg.7(2)

(a) the door cannot be opened except when the car or platform is at rest at the landing place to which the door gives access; and

(b) the car or platform cannot be moved away from the landing place until the door is fully closed and locked.

2.4.3 The enclosure of the liftway shall be so constructed as to prevent, when the doors are closed, any person entering or falling down the liftway or coming into contact with any moving part of the lift. Reg.7(4)

2.4.4 The lift and the enclosure of the liftway shall be so constructed as to prevent any part of any goods carried in the lift from being trapped between any part of the car or platform, the moving parts of the lift or any fixed structure. Reg.7(5)

2.4.5 The owner of a lift shall ensure that it is not used unless it complies with paragraphs 2.4.1, 2.4.2, 2.4.3 and 2.4.4. Reg.7(6)

## 2.5 Safety Devices for Lift

2.5.1 Every lift shall be provided and maintained with — Reg.8(1)

- (a) adequate lighting for the car or platform;
- (b) a “stop” switch or “stop” push button for stopping the lift at each landing place;
- (c) automatic devices to prevent the lift from overrunning.

2.5.2 No operating switch shall be installed in the car or platform of the lift. Reg.8(2)

2.5.3 The owner of a lift shall ensure that it is not used unless it complies with paragraphs 2.5.1 and 2.5.2. Reg.8(3)

## 2.6 Overloading and Carriage of Persons

2.6.1 Easily legible notices in Chinese and English shall be conspicuously displayed in the car or on the platform of a lift, stating — Reg.9(1)

- (a) the maximum working load which the lift can safely carry; and
- (b) carriage of persons in the lift is prohibited.

2.6.2 No lift shall be overloaded. Reg.9(2)

2.6.3 No person shall travel, or cause or permit any other person to travel, in a lift. Reg.9(3)

2.6.4 The owner of a lift shall ensure that it is not used unless it complies with paragraph 2.6.1, 2.6.2 and 2.6.3. Reg.9(4)

## 2.7 Duties of Operator

2.7.1 Every person engaged in the operation of a lift shall report to the owner any defect in the operation mechanism or safety devices fitted to the lift or liftway. Reg.10

## 2.8 Offences and Penalties

2.8.1 Any owner of a lift who contravenes —

(a) regulation 4 or 5(1) commits an offence and is liable to a fine of \$200,000; Reg.11(1)

(b) regulation 6, 7(6), 8(3) or 9(4) commits an offence and is liable to a fine of \$50,000. Reg.11(2)

2.8.2 Any person who contravenes regulation 9(2) or (3) or 10 commits an offence and is liable to a fine of \$10,000. Reg.11(3)

- 2.8.3 Any person engaged in the operation of a lift who wilfully and without reasonable cause does anything likely to endanger himself or others commits an offence and is liable to a fine of \$50,000. Reg.11(4)
- 2.8.4 Any person who knowingly misuses or interferes with any operation mechanism or safety device fitted to any part of the lift or liftway commits an offence and is liable to a fine of \$50,000. Reg.11(5)
- 2.8.5 Any competent examiner who contravenes regulation 5(2) or 6(2) commits an offence and is liable to a fine of \$50,000. Reg.12(1)
- 2.8.6 Any competent examiner who delivers to the owner or makes a report of examination or signs an entry in the register which is to his knowledge false as to a material particular commits an offence and is liable to a fine of \$200,000 and to imprisonment for 12 months. Reg.12(2)

### 3. Useful Information

3.1 If you wish to enquire about this guide or require advice on occupational safety and health, you can contact the Occupational Safety and Health Branch through:

Telephone : 2559 2297(auto-recording after  
office hours)

Fax : 2915 1410

E-mail : enquiry@labour.gov.hk

3.2 If you wish to lodge complaints regarding unsafe workplaces and practices, you can contact the Accident Analysis and Information Division through:

Telephone : 2542 2172 (auto-recording after  
office hours)

Fax : 2541 8537

E-mail : enquiry@labour.gov.hk

All complaints will be treated in the strictest confidence.

3.3 Information on the services offered by the Labour Department and on major labour legislation can also be found by visiting our Homepage on the Internet.

Address of our Homepage is <http://www.labour.gov.hk>.

3.4 Information on the services offered by the Occupational Safety & Health Council can be obtained through hotline 2739 9000.

SCHEDULE  
 FACTORIES AND INDUSTRIAL UNDERTAKINGS (GOODS LIFTS) REGULATIONS  
 REGISTER GOODS LIFTS  
 REPORT OF ANNUAL THOROUGH EXAMINATIONS

*Form prescribed by the Commissioner for Labour for the purposes of regulation 6(2)  
 of the Factories and Industrial Undertakings (Goods Lifts) Regulations*

Description of goods lift e.g. type, identification marks, maximum safe working load etc.  (1)	Date of Examination  (2)	Result of examination. Enter details of repairs required or defects. If none enter "in good order"  (3)	Signature of person making or responsible for examination  (4)	Date of entry in this Register  (5)



