

## REVISED MCMARTIN HOUSE LIFT POLICY

The McMartin House lift was installed by Ontario Heritage Trust (OHT) to permit ease of access at McMartin House for persons with disabilities. OHT continues to carry responsibility for repairs of the lift and for its compliance with all relevant technical and safe standards.

Access to the lift-and its safe use within the above context-is the responsibility of the Perth and District Senior Craft Fellowship (P&DSCF), the McMartin House lessee. Quarterly maintenance is the responsibility of the P&DSCF and is carried out by ThyssenKrupp Elevator. This policy sets out the conditions mandated by the Technical Standards and Safety Authority (TSSA) in The Technical Standards and Safety Act.

All those using the lift must be made aware of the following items:

### Usage of Device

The owner of a lift for persons with physical disabilities shall ensure that,

- a) the device is used primarily for the transportation of persons with physical disabilities;
- b) detailed operating instructions are posted at every operating station;
- c) the operation of the device is restricted to attendants designated by the office or those persons who in the opinion of the owner are able to use the device without an attendant; and
- d) the persons using the device receive instruction and training that emphasizes the hazards associated with improper use of the device.

### Requirement for Restricted Operation

The operation of a lift for persons with physical disabilities shall be restricted by means of a key-control for the operating device. **The key for a key-control operating device shall be removable only when the switch is in an "off position and is never to be left in the lift under any circumstances whatsoever, without exception.**

### Notice Required Regarding Restricted Use

A notice that the use of a lift for persons with physical disabilities is restricted to persons with physical disabilities shall be posted at each location of a device.

Lift keys will be controlled and limited to authorized persons thoroughly familiar with this policy. All keys will be issued by the office manager. As our lift does **not** have a phone installed but **does** have an alarm system, those using the lift are advised that they might feel more comfortable having a cell phone with them.

In case of emergency before any action is taken please call:

Vivian Buchanan: (613)267-2874 or (613)464-2585

Beth Wall: (613)464-2553

**APPROVED March 15, 2013**