

# Instructor/Participant Guide



210: Escalator-Specific: Step Installation and Maintenance

*Module 1: General Safety Procedures*

## General Safety Procedures



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PREVIEW ONLY



### Icons Used in This Guide

Throughout the Instructor's Guide, the following icons indicate the type of content being presented.



**Refer To**



**PowerPoint**



**Multimedia**



**Web based  
Training**



**Write**



**Ask**



**Individual Activity**



**Small Group  
Activity**



**Classroom  
Activity**



**Duration**

### Agenda

Topic No.	Topic Title	Duration
1	Introduction	5 minutes
2	Review of 200 and 208 <ul style="list-style-type: none"> <li>• Safety Guidelines</li> <li>• General Safety Practices</li> <li>• Fire Codes and Extinguishers</li> <li>• Highlights</li> </ul>	80 minutes
3	Moving Walks	10 minutes
4	Setting Up Work Zones <ul style="list-style-type: none"> <li>• Barricades</li> </ul>	35 minutes
5	PPE for Step Removal and Replacement	10 minutes
6	Local Safety Practices	15 minutes
7	Barricades and Signage	15 minutes
8	Summary	5 minutes
<b>Total Time:</b>		<b>2.5 hours</b>



### Overview

<b>Purpose</b>	The purpose of this module is to: <ul style="list-style-type: none"><li>• Introduce participants to escalator specific: step installation and maintenance.</li></ul>	<b>Preparation</b>	<b>PREPARE</b> flip charts with the following titles: <ul style="list-style-type: none"><li>• Class Expectations</li></ul>
<b>Objectives</b>	At the end of this chapter, the learner will be able to: <ul style="list-style-type: none"><li>• Identify General Safety Procedures</li><li>• Relate Safe Work Practices to Escalator Maintenance</li></ul>		
<b>Materials</b>	Make sure you have the following: <ul style="list-style-type: none"><li>• Laptop (one for leader)</li><li>• Participant Guides</li><li>• PowerPoint slide deck</li><li>• LCD projector</li><li>• A17.1 Safety Code for Elevators and Escalators</li><li>• A17.2 Guide for Inspection of Elevators, Escalators and Moving Sidewalks</li><li>• A17.3 Safety Code for Existing Elevators and Escalators</li><li>• Heavy Duty Transportation System Elevator Design Guidelines (APTA RT-RP-FS 008-03)</li><li>• Heavy Duty Transportation System Escalator Design Guidelines (APTA RT-RP-FS 007-02)</li><li>• Field Employees' Safety Handbook</li><li>• Transit Agency Handbook</li></ul>		



## Instructor's Notes

General Safety Procedures

### General Safety Practices

Personal Protective Equipment is used to help reduce the possibility of an injury.

Personnel should always carry personal protective equipment (PPE)

- Safety Glasses
- Safety Shoes
- Hardhat
- Insulated Gloves
- Respirator



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General Safety Procedures

### General Safety Practices

Electrical shocks result anytime the body becomes part of an electrical circuit.



Use extreme caution when working around any electrical systems. Avoid allowing your body to come into contact with a grounded surface. Use insulated gloves, wear non-flammable clothing, be sure your shoes are rated for electrical work.

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Slide 5

Slide 7



**REVIEW** slides 5-7 in the PowerPoint presentation to discuss General Safety Practices.

Ensure that each participant understands the importance of following proper safety protocol.



**ASK:** What are five garments of PPE that personnel should carry?

## General Safety Practices

What are five garments of PPE that personnel should carry?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_





### Instructor's Notes

General Safety Procedures

#### Setting Up Work Zones

Secure workplace when creating a hazardous condition (for example, removing floor plate or side panel).

Barricades:

- Must be rigid and surround area
- Minimum of 42 inches
- All sections connected



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#### Slide 13

**REVIEW** slide 13 and review the proper manner to set up work zones.

Ensure that participants understand the difference between a properly set up work zone and a non safety compliant zone.

**ASK** participants what makes a work zone safe?

### Setting up Work Zones

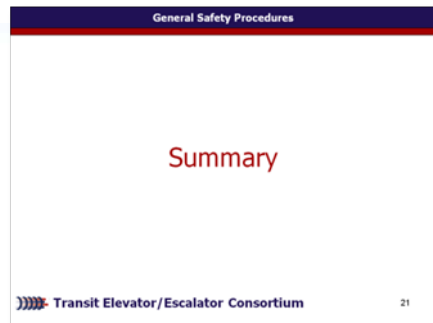


**Figure 1: Work Zones**



### Instructor's Notes

### Summary



#### Slide 21



**REVIEW** slide 21 and summarize the module.

Briefly review each of the main topics within this course before moving to the next.



**ASK** the participants if they have any outstanding questions on what was presented.