



Your safety means everything to us. In our plants, at job sites and through promoting safety in the community, we work hard to ensure that every passenger's trip is safe and smooth. You can help by following these safety tips every time you ride.

## Elevator Safe Usage

### When approaching elevators, follow these guidelines:

- Know your destination.
- Push the elevator call button once for the direction you want to go.
- Look or listen for the signal announcing your car's arrival.
- Stand aside for exiting passengers. Wait for the next car if the arriving elevator is full.
- Don't try to stop closing doors with anything, including hands, feet, canes, etc. Wait for the next elevator.
- Take the stairs if there is a fire or other situation that could lead to a disruption in electrical service.

### When entering and exiting elevators, follow these guidelines:

- Enter and exit carefully. Passengers nearest the doors should move first.
- Ensure that you look down and check that the lift is level with the landing floor before entering or exiting.
- Once on board, quickly press the button for your floor, and move to the back of the car to make room for other passengers.
- Hold children and pets firmly.
- Stand clear of the doors, keeping clothes and carry-ons away from the opening.
- Push and hold the DOOR OPEN button if doors need to be held open, or ask someone to push the button for you.

### When riding on elevators, follow these guidelines:

- Stand back from the doors.
- Hold the handrail, if available.
- Pay attention to the floor indicators and be prepared to exit at your destination.
- If the doors do not open when the elevator stops, push the DOOR OPEN button. If the doors still don't open, ring the ALARM button and/or use the telephone or intercom. Wait until qualified people can assist you.

### Protect yourself if the elevator should stop between floors:

- Push or pull the ALARM button to call for assistance.
- Phone for help, if a phone is available. An intercom or hands-free phone may be available. Follow the instructions for their use.
- Do not force open the elevator doors. Do not attempt to leave the elevator.
- Be patient—help is on the way. You are safe and there is plenty of air. So relax and wait for help.

