



Maintenance Equipment Use Procedure, Facilities Services

Date of Origination: 2/14/24

Date of last AVP review: 4/30/25

Date of Review: 2/11/2026

The originator of this procedure is the office of the Associate Vice President of Facilities Services.

1. Purpose

This procedure establishes the safe and proper use of maintenance equipment on SLCC campuses and by Facilities Services personnel.

2. References

- A. [SLCC Campus Walkway Safety](#)
- B. [SLCC Motor Vehicle Policy](#)
- C. [Facilities Services Incident Reporting Procedure](#)
- D. [Snow Removal Procedure](#)
- E. [College Drug and Alcohol policy.](#)
- F. [Accident Waiver and release of Liability and Rental Agreement.](#)

3. Definitions

- A. Maintenance Equipment: Maintenance equipment at SLCC refers to a diverse array of tools, machinery, low-speed vehicles, heavy machinery and specialized apparatus utilized by maintenance personnel to uphold the functionality, safety, and aesthetics of the campus environment. This equipment encompasses a wide range of categories, including but not limited to landscaping tools (lawnmowers, trimmers, and leaf blowers, snow plows), custodial equipment (such as floor scrubbers, buffers, and carpet cleaners), other facility maintenance equipment (such as pressure washers, painting

tools, and power drills), low-speed vehicles (such as utility carts), heavy equipment (such as forklifts, tractors, loaders, and excavating equipment), aerial lifts (such as scissor and boom lifts), specialized machinery (such as plumbing tools, and electrical equipment), and shop equipment (such as presses, welders, and stationary saws).

- B. Low-Speed Vehicle (LSV): Any vehicle that is not licensed by the Utah Department of Motor Vehicles and that operates on a private or public road, for example, golf carts, electric vehicles, ATVs, UTVs, tractors, and similar vehicles.
- C. Competent person: An authorized individual with the knowledge, training, and experience to identify hazards, train employees, and correct unsafe conditions.

4. Procedures

A. Authorization:

1. Only designated maintenance staff members are authorized to use maintenance equipment on the college campuses. These individuals have undergone specific training and possess the necessary qualifications to operate such equipment safely and effectively.
2. A maintenance staff member is authorized to use a particular piece of equipment once their supervisor has given approval, written or verbal (depending on the equipment, as explained herein).
3. Supervisor approval for a staff member to use equipment should not be given unless the following has been met:
 - a. Experience has been established, and competency of safe and proper use has been verified.
 - b. All necessary training and instruction regarding how to safely and properly use the equipment has been given by someone authorized as a competent person (refer to training requirements section below).
 - c. The staff member has demonstrated a clear understanding of how to safely and properly use the equipment.
 - d. All necessary PPE has been provided.
 - e. Assignments and parameters for equipment use have been made clear (who, what, when, where, how).
 - f. Written documentation of training has been properly filed for the following equipment:
 - (1) Lift truck/forklift
 - (2) Loader, backhoe, tractor and similar heavy equipment, including snow removal equipment.
 - (3) Aerial lift

(4) Low-Speed Vehicle (LSV)

(5) High-Capacity Vehicle (box trucks, cargo vans, towing trailers)

B. Training Requirements

1. Before operating any maintenance equipment, staff members must undergo training provided by a competent person as authorized by the relevant supervisor or EHS Manager. Training programs cover the following areas:
 - a. Proper operation of each equipment type.
 - b. Safety procedures and protocols.
 - c. Maintenance and inspection guidelines and responsibilities.
 - d. Usage guidelines in various weather conditions and environments.
 - e. Reporting procedures for accidents, damages, or malfunctions.
2. For equipment requiring written documentation of training (as listed 4.A.3.f), refresher training sessions are conducted every 3 years unless otherwise noted, to ensure that staff members stay updated with any new equipment, safety regulations, or best practices.

C. Training Records

1. Training records are to be kept in Campus Optics (EHS software). This program will notify each staff member when it is time to renew the required Maintenance Equipment training. For questions, contact the EHS Manager.

D. Safety Protocols

1. Personal Protective Equipment (PPE):
 - a. Staff members must wear appropriate PPE, including but not limited to hard hats, gloves, safety glasses, steel-toed boots, high-visibility vests, and fall-protection equipment depending on the type of equipment and the tasks being performed and as determined by federal and state regulations and the responsible supervisor.
2. Pre-Operation Inspection:
 - a. Before using any maintenance equipment, staff members must conduct a thorough inspection to ensure that the equipment is in proper working condition.
 - b. Any defects, damages, or malfunctions must be reported immediately to the supervisor. The equipment should be stored safely, tagged out of service, and a work order should be submitted. The equipment should not be operated until it has been repaired or replaced.

E. Operational Guidelines:

1. Equipment should only be operated in accordance with manufacturer instructions and College policies.

A. Staff members should adhere to speed limits, traffic regulations, and designated pathways while operating maintenance equipment on campus grounds (see [SLCC Campus Walkway Safety](#)).

2. Equipment shall not be operated under the influence of alcohol or drugs [in accordance with the College Drug and Alcohol policy](#).
3. Sidewalks and pedestrian walkways: must follow SLCC Sidewalk Safety Policy.

F. Personal Use:

1. SLCC maintenance equipment is not to be used for personal use unless authorized by supervisor and there is no cost to SLCC (i.e. must not be done during work hours, use fuel, or contribute to significant wear and tear costs).
2. Maintenance equipment must not be taken home or used for purposes that an individual might personally profit in a financial way.

G. Communication:

1. Staff members operating maintenance equipment must maintain clear communication with pedestrians, cyclists, and other vehicles to prevent accidents.
2. Use of horns, signals, and visual indicators must be used to alert others of the equipment's presence and movements.

H. Safety Procedures and Incident Reporting:

1. Staff members should be trained on emergency shutdown procedures for each piece of equipment they operate.
2. Any accident, injury, near-misses, equipment malfunction, or damages involving maintenance equipment must be reported to the supervisor or relevant campus authorities immediately (refer to [Facilities Services Incident Reporting Procedure](#))
3. Regular inspections should be conducted to ensure safe operation of maintenance equipment, compliance with safety protocols, and to identify areas for improvement.
4. Spills, leaks, or other environmental hazards must be promptly addressed and reported to the EHS Manager.

I. Documentation and Reporting:

1. Maintenance logs should be kept for each piece of equipment that requires written

documentation (as listed in 4.A.3.f), documenting usage, inspections, repairs, and any incidents.

J. Use of Maintenance Equipment by non-SLCC Parties

1. Please see the [Accident Waiver and release of Liability and Rental Agreement.](#)