



UNIVERSITY OF WEST FLORIDA
Facilities Management

Pensacola, FL 32514-5750
Effective July 21, 2003, Revised August 21, 2020
Reviewed July 1, 2024

STANDARD OPERATING PROCEDURE # FAC 5.002

Subject: Forklift Truck Operation

Purpose and Scope: Facilities Management uses a variety of powered vehicles to transport and handle materials. Their use is guided by established departmental policies and procedures and Occupational Health and Safety Act Regulations.

Procedure: The Forklift trucks owned by Facilities Management are used exclusively in the warehouse by materials/stores, special events, facilities maintenance, utility operations, etc. Forklift trucks when operated by trained competent and professional drivers, can be safely utilized without injury, property damage or environmental incidents. This policy and procedure is in place to provide governance to the safe and efficient operation of Forklift trucks. The following policy must be followed when using the Facilities Management lift trucks:

1. Only certified UWF personnel may operate Forklift trucks owned or rented by Facilities Management.
2. Operators must use Forklift trucks in accordance with their training and the occupational Health and Safety Act and Regulations.
3. Operators must carry a radio and wear a safety belt during operation of the lift truck.
4. Check each load before lifting to ensure that it is within the lifting capacity and stability of the truck, secure and properly positioned on the forks and side shifter.
5. The use of a spotter is required when placing items into or removing items from the storage racks.
6. Perform daily walk around inspection before use (per operator). Under NO circumstances is the truck to be used if there are noticeable defects. Report problems to immediate supervisor. Inspection sheet attached.
7. The Facilities Management Forklift truck can be used for indoor and outdoor use if the surfaces are hard and dry, or concrete/pavement. Straps required to secure items for loads transported via roadway.



8. When traveling loaded or unloaded, the mast must be tilted back with the forks no higher than 10 inches above the bare floor level.
9. Under NO circumstances must the lift truck be used to elevate a person.
10. If the lift truck tips over **Do Not Jump Off**; hold firmly to the steering wheel, brace your feet and lean forward and away from the point of impact.

Note: Preventive Maintenance/oil change, etc. every 6 months. Preventive Maintenance/Fluid & Safety inspection monthly

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