POLICY

The policy of the Board of Governors is to ensure the safe and effective use of SAIT tools, facilities, equipment and workspace.

PROCEDURE

DEFINITIONS

Equipment
Capital equipment and accountable supplies, including machinery, data processing equipment, audiovisual equipment, office equipment, furniture and SAIT vehicles.

Institute property
Tools and equipment as defined in this procedure.

Power tool
Any device which plugs into an electrical outlet or is powered by compressed gasses, explosives or motors of any sort.

Tool
A non-consumable device used to facilitate mechanical operations, including but not limited to a hammer, saw, plane, wrench, file, and power tools. For the purpose of this procedure, it does not include books, audiovisual software or computer software.
SAIT’s real property, including land and building space, storage lots and compounds, laboratories, shops, classrooms, offices and meeting rooms.

POLICY/PROCEDURE REFERENCE

FM.1.1 Use of SAIT Tools, Facilities, Equipment and Workspace policy
FM.1.1.2 SAIT Facilities, Tools, Equipment and Workspace procedure
FM.1.1.4 Supervision of Facilities procedure
FM.1.1.5 Operation of SAIT Vehicles procedure