

Section: Facilities Management (FM)

Subject: Institute Property

Legislation:

Effective: September 12, 1995

Revision: August 15, 2003 (reformatted); September 1, 2016 (reformatted)

APPROVED: \_\_\_\_\_

President and CEO

## 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

**Hazardous material**

A substance so defined under applicable federal and/or provincial legislation and regulations.

**Heavy equipment**

For the purpose of this procedure, heavy equipment includes all motor vehicles, lifts, and cable-operated and hydraulic-operated equipment, whether fixed or mobile.

**Power tool**

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

### PROCEDURE

1. Student access to laboratory, shop and classroom facilities shall be provided to the extent that the supervision needed to maintain safety and security can be provided and that access does not conflict with maintenance requirements.

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2. The dean, director or designate in charge of a particular learning facility shall have responsibility for the application of this procedure to the use of that facility. Authority to use the facility may be delegated to salaried employees, student monitors, contract instructors and SAIT students only as provided herein.
3. Except as noted below, facilities equipped with power tools, hazardous goods and/or heavy equipment shall be accessible to students only under the supervision of a qualified SAIT employee or contract instructor. In this context, a qualified individual is one who, by training and/or experience, is a competent practitioner in the trade or technology in which the equipment in question is employed.
4. Notwithstanding paragraph 2 of this procedure, a dean, director or designate may authorize student access to facilities equipped only with typewriters, computer terminals, microcomputers and their associated peripheral devices, or drafting equipment under the supervision of a SAIT student monitor.
5. In exceptional circumstances, a dean, director or designate may authorize unsupervised student access to unused classroom space as student study space during regular operating hours as set out in procedure [AD.4.1.1 Access Control](#). Students shall normally be encouraged to use the study space provided in such areas as the Reg Erhardt Library and the Senator Burns building and Thomas Riley building rotundas.
6. All student access to facilities outside of these normal operating hours shall be subject to this procedure and to procedure [AD.4.1.1 Access Control](#).
7. The dean, director or designate or, in the case of Corporate Training Solutions, the associate vice president or director(s) in consultation with the applicable dean, director or designate, shall designate the employee responsible for supervising the classroom, laboratory or shop facilities during all hours when these are open to students. The designate shall usually be the instructor responsible for the class.
8. Where the facilities are to be open to students outside scheduled times, the dean, director or designate shall consult with the Office of the Registrar to ensure facility availability, and with Facilities Management to arrange access. The Corporate Training Solutions associate vice president or director(s) may seek such access through consultation with the applicable dean, director or designate.

## POLICY/PROCEDURE REFERENCE

FM.1.1 Use of SAIT Tools, Facilities, Equipment and Workspace policy

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- FM.1.1.1 Definition of Institute Facilities, Tools, Equipment and Workspace procedure
- FM.1.1.2 SAIT Facilities, Tools, Equipment and Workspace procedure
- FM.1.1.5 Operation of SAIT Vehicles procedure

**PROCEDURE**

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