

<b>Section:</b>	Health Safety and Environment (HS)
<b>Subject:</b>	Health Safety and Wellness
<b>Legislation:</b>	<i>Alberta Occupational Health and Safety Act (RSA 2000 c.O-2); Alberta Human Rights Act (RSA 2000 cA-25.5); Blind Persons' Rights Act (RSA 2000 cB-3); Service Dogs Act (SA 2007 cS-7.5); Responsible Pet Ownership Bylaw (City of Calgary Bylaw 23M2006).</i>
<b>Effective:</b>	April 22, 2015
<b>Revision:</b>	September 1, 2016 (reformatted); June 19, 2019

**APPROVED:** \_\_\_\_\_  
**President and CEO**

**POLICY**

The policy of the Board of Governors is to provide a safe, healthy and clean environment for members of the SAIT community by restricting the presence of animals on campus and limiting any associated health and safety hazards, disruption, nuisance and anxiety in the workplace.

**PROCEDURE**

**DEFINITIONS**

- Animal** Any bird, reptile, fish, amphibian, insect, arachnid or mammal, excluding wildlife. For the purposes of this procedure, this includes a pet.
- Education/research animal** An animal that SAIT uses for research, testing, or teaching, as per procedure [AC.4.3.1 Treatment of Animals](#).
- Emotional support animal** A companion animal that provides a therapeutic benefit to its owner through companionship. In particular, it provides emotional support and comfort to individuals with emotional disabilities. The animal is not specifically trained to perform tasks for a person who has emotional disabilities. For the purpose of this procedure, emotional support animals do not include livestock, wildlife or exotic animals.

*The official controlled version of this document is held in the Board of Governors Office.*



<b>Leash</b>	A means of directly controlling an animal's movement, including but not limited to a harness, chain, strap, lead, or bridle.
<b>Pet</b>	An animal that is domesticated and intended for human companionship or amusement.
<b>SAIT community</b>	SAIT's governors, employees, students, contractors, consultants, agents, and volunteers.
<b>Service dog</b>	A dog trained as a guide for a disabled person and having the qualifications as prescribed by the Alberta Government's regulations for service dogs. For the purpose of this procedure, a service dog must be accompanied by the person for whom the dog provides service.
<b>Working dog</b>	Includes, but is not limited to, police dogs and rescue dogs.

## **GOVERNING PRINCIPLES**

1. This procedure applies to all SAIT lands and to all buildings, facilities and vehicles that SAIT owns, leases or licenses, including the SAIT student residences.
2. No animal, whether on SAIT's lands or in SAIT's buildings, facilities or vehicles, shall be permitted to roam at large, disrupt educational activities, or pose a direct threat to the health, safety or welfare of others.
3. Owners/handlers are responsible for ensuring that their animals are leashed or appropriately contained (in the case of emotional support animals other than dogs) at all times, are solely responsible for the actions of their animal, and are liable for any injury or damage caused by their animal while on SAIT lands or in SAIT's buildings, facilities or vehicles.

## **PROCEDURE**

1. No person may bring an animal into a building, facility or vehicle that SAIT owns, leases or licenses, with the following exceptions:
  - a) An education/research animal.

*The official controlled version of this document is held in the Board of Governors Office.*

- b) A service dog:
    - i) Employees should provide notice to Employee Services, and students should provide notice to Accessibility Services, that they will be accompanied by a service dog.
    - ii) Notice should be provided as soon as reasonably possible in order to minimize barriers on SAIT's facilities and to arrange an accommodation plan.
    - iii) At SAIT's request, owners/handlers must produce an Alberta Government Service Dog Identification Card or an equivalent ID Card issued outside of Alberta that displays a photo of the service dog team.
  - c) A working dog.
  - d) An emotional support animal. Note that an emotional support animal is permitted only in the SAIT Residence, which views such an animal as a reasonable accommodation exception to its "no pets" rule for its residents. It is not permitted in buildings other than the Residence.
  - e) As approved by SAIT, as per paragraph 7 of this procedure.
2. An animal brought onto SAIT lands or into a building, facility or vehicle that SAIT owns, leases or licenses must be on a leash or appropriately contained (in the case of emotional support animals other than dogs) and under the direct control/supervision of its owner/handler. With the exception of emotional support animals in the Residence, the animal may not be left unattended.
  3. An animal owner/handler is responsible for picking up and disposing of animal excrement in a responsible manner.
  4. SAIT may request the City of Calgary Animal and Bylaw Services to remove at the expense of the owner/handler:
    - a) An animal confined in a vehicle if the animal is considered to be endangered, is endangering others, is creating a nuisance or is distressed due to extreme temperatures or poor ventilation.
    - b) A stray or unattended animal.
    - c) An animal whose owner/handler breaches this procedure.

***The official controlled version of this document is held in the Board of Governors Office.***



5. SAIT may request an animal owner/handler who breaches this procedure to immediately remove the animal.
6. An individual wishing to bring an emotional support animal into the SAIT Residence must be approved by SAIT to do so. To obtain approval, the individual must submit a request to SAIT's Accessibility Services department at least 30 days in advance, and must provide supporting documentation as required by the Residence. If SAIT approves the request, the individual must comply with the Residence's rules and requirements at all times, and is responsible for all cleaning and/or repair costs associated with that animal's presence at SAIT.
7. If a person or group wishes to bring an animal into a building, facility or vehicle that SAIT owns, leases, or licenses, and the animal is not an education/research animal, service dog, working dog, or emotional support animal:
  - a) The person or group must request and obtain permission to do so from the manager of Operations, the Facilities Management department, using the Request for Exception form, attached as Schedule A, an Associated Document, to this procedure;
  - b) The request must be in relation to a SAIT-approved event;
  - c) The request must be made at least 30 days prior to the event; and
  - d) If the exception is approved, the person or group that requested the exception is responsible for all cleaning and/or repair costs associated with that animal's presence at SAIT.

Please contact Facilities Management for further information on the process to obtain an exception.

8. The provisions of procedure [HR.4.4.1 Corrective Action Procedures](#), procedure [AC.3.4.1 Student Code of Conduct](#) and/or the City of Calgary Responsible Pet Ownership Bylaw may apply to an owner/handler who breaches this procedure.

## ASSOCIATED DOCUMENT

Schedule A Request for Exception

## POLICY/PROCEDURE REFERENCE

HS.1.5 Animals on Campus policy

*The official controlled version of this document is held in the Board of Governors Office.*