



Policy #: IT.010–Protecting Hardware from Damage

Governed by: IT Administration

Approval Date: November 1, 2016

Last Updated: November 1, 2016

Purpose: CEO Hardware Damage Protection

CEO Hardware Damage Protection

Accidents can occur at any time or place against hardware. With this in mind it is important we minimize the impact against accidental damage on hardware:

- Care should be exercised when eating or drinking near CEO IT equipment, including computers, computer peripherals and phones. Eating and drinking is not permitted in and around the areas of our server rooms and equipment located at each of the CEO facilities.
- The location of all hardware (computers, printers, modems, etc.) should comply with general health and safety standards including the stability of the desk surface, and elimination of trailing cables.
- Media should not be placed next to laser printers, photocopiers or telephones as these can cause corruption of the data on the storage media.
- DVD/CD ROMS should be labelled and kept in sleeves and boxes with sensitive media stored in locked desks or fireproof safes.
- Air vents on computers should not be obstructed.