



Health and Safety

Category: Health and Safety

Jurisdiction: Vice President, Administration and Finance; Board Finance & Operations Committee;

Approval Authority: Board of Governors;

Established on: December 4, 1997;

Amendments: January 2004; February 2005; June 29, 2007; April 16, 2010; February 1, 2013; April 24, 2020; August 2024 (editorial changes);

Most Recent Review: September 9, 2021; September 15, 2022; September 14, 2023; September 12, 2024.

1. Purpose and Scope

The Board of Governors of Lakehead University recognizes and accepts its overall responsibility for the occupational health and safety of workers, and for the safety of students and visitors.

The Board is committed to providing and maintaining a safe and healthy work and study environment for all University constituents, while upholding the principles of value of dignity, independence, access and equity. This objective will be ranked equally with other organizational goals.

Management is responsible for achieving this objective through the application of acceptable industry standards and pertinent legislative requirements to the design, implementation and monitoring of appropriate health and safety programs, and through the allocation of sufficient resources to meet the objective.

The University and its employees are jointly responsible for compliance with and enforcement of the legislation, standards, and programs. The University and its employees will take all appropriate measures to prevent accidents, occupational illnesses and injuries.

Deans, directors, chairs, research supervisors, managers and supervisors are directly responsible for the safety of employees, students and visitors who work and study within their areas of jurisdiction, and for compliance with the legislation, standards and programs.

All employees are responsible for complying with the legislation, standards and programs, and with the instructions of their supervisors.

All employees are responsible for working safely, and for reporting all unsafe and unhealthy conditions to their immediate supervisors, in the interest of their own health and safety and that of other employees, students and visitors. All employees will be held individually accountable for fulfilling their responsibilities.

Accountability with respect to health and safety will be evaluated by measuring job performance against established health and safety standards.

Appropriate action will be taken against any employee who fails to meet their obligations concerning health and safety.

Students, though not covered by the Occupational Health & Safety Act or its regulations, are required to adhere to all University policies and procedures relating to health and safety. Students who fail to meet their responsibilities with respect to health and safety may face sanctions under the Student Code of Conduct – Non-Academic.

In addition, all individuals who are not employees of the University, but who perform duties for the University, with or without remuneration, are required to adhere to all applicable legislation and standards, and to all University policies and procedures relating to health and safety.

A report summarizing health and safety activities at the University will be submitted to the Board annually.

This policy will be reviewed annually by the Vice-President (Administration & Finance) and the results of this review will be reported to the Finance and Operations Committee of the Board of Governors.

Review Period: Annually;

Next Review Period: 2025-2026;

Related Policies and Procedures: None;

Policy Superseded by this Policy: None.

The University Secretariat manages the development of policies through an impartial, fair governance process, and in accordance with the Policy Governance Framework. Please contact the University Secretariat for additional information on University policies and procedures and/or if you require this information in another format.

Office of the University Secretariat

Hours: Monday through Friday from 8:30am to 4:30pm;

Location: University Centre, Thunder Bay Campus, Room UC2002

Phone: 807-343-8010 ext. 7929

Email: univsec@lakeheadu.ca