



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); October 2, 2025;

Most Recent Review: September 9, 2021; September 15, 2022; September 14, 2023; September 12, 2024; October 2, 2025.

1. Purpose and Scope

Lakehead University is committed to fostering a culture of health, wellbeing, and safety for all members of its community, including faculty, staff, students, and visitors. We recognize that a healthy and safe work and study environment is essential to individual success and institutional excellence.

This policy outlines the University's commitment to the health and safety of its community, compliance with the Occupational Health and Safety Act and Regulations, the responsibilities of various groups within the University, and the mechanisms for promoting continuous improvement in health and safety practices.

2. Definition

Workplace - the designated area where employees and/or contractors are assigned to or approved to perform work or such other university sanctioned activities. The designated area includes where a worker performs work remotely.

3. Policy

The Board of Governors of Lakehead University recognizes and accepts its overall responsibility for the occupational health and safety of workers, for the safety of students and visitors, and compliance with the Occupational Health and Safety Act and Regulations.

This commitment will be ranked equally with other organizational goals, including dignity, independence, access, equity and inclusion.

Management is responsible for achieving this objective through the application of current 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 the responsibility for complying with 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 oversight, 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. Each employee plays a vital role in creating a safe work environment.

All employees are expected to work safely, and to report all unsafe and unhealthy conditions to their immediate supervisors, supervisors, to protect their own safety and well-being as well as the safety of others. Commitment to health and safety will be reflected in the annual performance evaluation process, recognizing individual contributions to maintaining a safe and healthy work and learning environment. Accountability, with respect to health and

safety, will be evaluated by measuring job performance against established health and safety standards.

While the University is committed to supporting employees in meeting their health and safety responsibilities, it will take appropriate and proportionate action when these obligations are not fulfilled.

4. Shared Responsibility

All members of the University community are expected to actively contribute to a culture of health and safety by fulfilling their responsibilities and contributing to a safe environment. All employees will be held individually accountable for fulfilling their responsibilities.

Students, while not explicitly defined as “workers” under the Occupational Health and Safety Act, are expected to follow the University’s health and safety policies and procedures. This helps ensure the wellbeing of all members of the campus community and supports a culture of shared responsibility.

Students who do not meet these responsibilities 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.

Commercial tenants and contractors are expected to conduct their business in accordance with the Ontario Occupational Health and Safety Act and its regulations and will meet the standards and expectations with respect to safety set by the University.

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.

Failure to abide by this policy or the requirements, regulations, standards or procedures contemplated herein will result in appropriate discipline or sanctions in accordance with applicable collective agreement, employment agreement or relevant policy.

Review Period: Annually;

Next Review Period: 2025-2026;

Related Policies and Procedures: Ontario Occupational Health and Safety Act R.S.O. 1990, c. O.1, R.R.O. 1990, Industrial Establishments: Reg. 851; Safety related policies and procedures available here: [Health & Safety | Lakehead University](#)

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