



Smoking on Premises Policy

Category: Health and Safety

Jurisdiction: Vice President, Administration and Finance

Approval Authority: Executive Team

Established on: July 1, 2004

Amendments: June 2005; December 2014; December 17, 2020; December 12, 2025, March 10, 2025

Most Recent Review: March 10, 2026

1. Purpose and Scope

Purpose

Through this policy, Lakehead University will minimize exposure to second-hand smoke, and promote a healthy, safe and cleaner environment for all students, employees and visitors to all campuses and locations that are leased, owned, or operated by Lakehead University.

Authority and Responsibility

The authority for this policy is vested with the Executive Team and has been instituted pursuant to input from the broader University community. The Vice-President (Administration and Finance) has responsibility for implementing the University's Smoking Policy.

2. Definitions

“Smoking” The act of smoking or holding a Smoking Device, for the purpose of burning, vaporising, inhaling, or exhaling any substance.

“Smoking Device” A cigarette, cigar, pipe, hookah, vaporizer, or other apparatus used for smoking substances, including e-cigarettes.

“University Property” All property owned and/or under the operational control of Lakehead University. This includes University owned and/or operated vehicles.

For Greater Clarity

Public Events: Organizers and attendees at public events using University facilities, such as conferences, meetings, public lectures, sporting activities, social events and cultural events, must comply with this Policy. Organizers of such events are responsible for communicating this Policy to attendees and for assisting with enforcing the Policy.

Contracted Services: Business firms with which the University does business on campus, such as food service contractors, repair and maintenance services, construction and renovation companies, etc., and their employees must comply with this Policy.

Cannabis Use: The recreational smoking of cannabis on Lakehead University Property is prohibited, except as noted in the Recreational Cannabis on Premises Policy.

3. Policy Statement

In accordance with the Smoke-Free Ontario Act, 2017, Lakehead University prohibits the smoking of tobacco or other products that produce smoke and/or vapour on University Property as well the use of tobacco products, other than within designated smoking areas.

Lakehead University prohibits the selling of tobacco, e-cigarette, or vaping products on University Property.

4. Procedures

a) Signage

Appropriate no-smoking signage will be placed at entrances to Lakehead University buildings and at other locations on University Property as deemed necessary. The Physical Plant Department will arrange for such signage.

b) Facilities

The designated smoking areas on all Lakehead University campuses and locations will be indicated with signage, delineated by concrete barriers where appropriate, and will be supplied with appropriate disposal receptacles. The provided receptacles must be used in order to keep the grounds litter free and safe. If a particular designated smoking area is not kept clean, it may result in its revocation as a designated smoking area. Locations of designated smoking areas are marked on the campus maps.

c) Smoking Cessation Programs

Student Health and Wellness will provide resource materials to students, faculty and staff in order to support their efforts in smoking cessation. Faculty and staff members may contact the Human Resources Department for information on smoking cessation products/initiatives associated with the University's employee benefit programs.

d) Exceptions

Exceptions to this Policy may be made by the Vice-President (Administration and Finance): to accommodate the use of tobacco or related substances in connection with culturally significant celebrations formally conducted on University Property (for example see - Indigenous Cultural Ceremonies Policy); or to permit smoking by actors who are required to smoke as part of their role in an authorized artistic production. In this latter case, signs must be posted advising the public that smoking will occur during the performance.

Compliance

Lakehead University's Security Services has been given a strict mandate to enforce this Policy, and, to this effect, has been authorized to issue anyone found to be in violation of this Policy with a fine in the amount of \$100.00. Failure to pay such fine on the part of a student will result in it being added to their Student Account. If deemed necessary, student infractions of this Policy may also be dealt with under the Code of Student Behaviour and Disciplinary Procedures. Failure to pay this fine(s) on the part of an employee will result in the matter being referred to the Human Resources Department for appropriate disciplinary action.

Contact and Review

Questions or concerns regarding the implementation of this Policy should be referred to the Human Resources Officer - Health and Safety.

The Vice-President (Administration and Finance) shall review this Policy every three years and recommend any changes deemed necessary to the Executive Team.

Review Period: 5 years

Next Review Period: 2031-2032

Related Policies and Procedures: Recreational Cannabis on Premises Policy, Indigenous Cultural Ceremonies Policy

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

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