Safety Review Process for Research Projects or Activities

**Local Level**

- PVC, HOS, or Director assigns local staff member as Safety Contact Person for Safety Review Forms and notifies process to staff in local area

- Project Supervisor (Chief Investigator or Research Supervisor) completes Safety Review Form with assistance from local Safety Contact Person if required

- Recommendation by Project Supervisor regarding local or escalated review

- Project Supervisor emails form and attachments to SafetyClearance or to Local-Safety-Review email address

**Further Review or Action**

- Review by technical Committee (IBC or CRTC), or specialist (Radiation Safety Advisor, Laser Safety Advisor, University Dive Officer, or other specialist or subject matter expert as required), the Deputy Vice-Chancellor (Research) or Deputy Vice-Chancellor (Teaching and Learning), or the University Health and Safety Committee as required depending on the nature of further assessment review required.

- Escalation of Safety Review Form by Health and Safety Team with advice to Project Supervisor and local Safety Contact Person

- Determination whether control measures are appropriate for project to proceed

- Project Supervisor notified regarding Review Advice

- PVC, HOS, or Director notified of Review Advice if required

- Determination whether control measures are appropriate for project to proceed

- Filing on shared drive or TRIM accessible by PVC, HOS, or Director, local Safety Contact Person, Health and Safety Team – will vary depending on area

**Note:** Additional processes relating to appeal of decision or filing and auditing mechanisms are contained in the: "Safety Review Process, Documentation, Compliance and Reporting Flowchart"