

## MEMORANDUM

TO: Deans and Associate Deans Research

FROM: Dr. Alice B. Aiken, Vice-President Research and Innovation

DATE: 28 September 2020

RE: Return to Research Phase II: updates to Safety Plan assessment

In response to recent concerns expressed by members of our community regarding the assessment of Safety Plans prepared by PIs wishing to return to research (R2R), I am writing to inform you of a change to Step 2 of our R2R process.

Step 1 of the process requires PIs who wish to return to research activities on campus to undertake a comprehensive [Research Safety Assessment](#). In Step 2, PIs transpose the results of that Assessment to the [Safety Plan form](#). Until now, PIs have been asked to send the Safety Plan form to their Departmental Safety Committees (where these exist) and/or Department Chairs. Those individuals were responsible for reviewing and approving the Safety Plans in consultation with Environmental Health & Safety (EH&S) and Facilities Management (FM) personnel.

In the interest of formalizing the role of EH&S and FM personnel in the process of reviewing and approving Safety Plans, **PIs will now be directed to send their Safety Plan forms directly to EH&S and FM (by email, via [katherine.rudolph@dal.ca](mailto:katherine.rudolph@dal.ca)), copying their Department Chairs.**

Once fully reviewed and approved by all parties, Safety Plans will be signed by EH&S and FM representatives and sent to Department Chairs, **who will be responsible for signing off on the Plans themselves and returning them to PIs.** PIs will then upload these signed, approved Safety Plans to the ROMEO Researcher Portal when they proceed to Step 3 of the process, and [submit their applications for R2R](#) to their Department Chairs and Deans.

My office has updated the required Step 2 form and a copy is attached for your reference; it will be uploaded to our website for PIs' use today. Meantime, **I would be grateful if you would please notify your Department Chairs of this pending change**, which will ensure that relevant EH&S and FM personnel are involved in the review and approval of research Safety Plans.

Many thanks for your continued efforts to support Return to Research at Dalhousie.