

Risk Form Guidance Table

Safety documents for the Faculty of Science: <https://www.smu.ca/faculty-of-science/science-safety-documents.html>

Category	Activity	Forms Required
Teaching	A course with all activities on-campus, but involves hazards beyond those present in a typical classroom.	Instructor must complete the Risk Notice form prior to the first class.
	A course will be offered in which students will undertake occasional off-campus activities.	Instructor must complete the Risk Notice form and have it approved by the Dean prior to the first class.
	A “field course” will be offered (a course where all or most activities occur off-campus).	Well in advance, and prior to the course being available for registration on Banner, the instructor must propose the course via CIM. Part of this process involves completion and submission of the Field Risk Assessment Checklist . Activities occurring outside of Canada also require the completion of the International Field Risk Assessment .
Research: Undergrad Students (Honours & Summer Students)	An undergraduate student will be undertaking research that involves work in on-campus research laboratories.	The student, in consultation with their Research Supervisor, is to complete the Undergraduate Hazard Identification and Risk Management Form and the Laboratory Safety Orientation Checklist .
	An undergraduate student will be undertaking research that involves off-campus activities.	40 or more days in advance, the Research Supervisor or designate must complete the Field Risk Assessment Checklist .

Category	Activity	Forms Required
Research: Graduate Students	A graduate student is undertaking research on-campus.	The student, in consultation with their Research Supervisor, is to complete the Graduate Research Hazards Assessment Notification and the Laboratory Safety Orientation Checklist .
	A graduate student is undertaking an activity off-campus.	40 or more days in advance, the Research Supervisor or designate must complete the Field Risk Assessment Checklist .
Research: Postdocs	Postdoctoral fellows conducting research activities as university employees.	In consultation with their Research Supervisor, employee to complete the Laboratory Safety Orientation Checklist .
Research: Everyone (faculty, students, staff, RAs, postdocs)	New work that significantly differs from that previously done in the lab is being planned, or first use of equipment is being planned.	Complete the Hazard and Control Assessment .