

Policy No. 2-17

Subject: High Risk Instructional Program Safety

Last Revised: 05/23/2023

Historical Status: 02/2017

| Division | Policy Manager | Administrative Supervisor | Reference |
|----------------------------------|----------------|--|-----------|
| Instruction and Student Services | Academic Deans | Vice President of Instruction and Student Services | |

I. POLICY

It is the policy of Virginia Highlands Community College (VHCC) to identify and implement best practices for high-risk instructional programs.

II. PERTINENT INFORMATION

- A. This policy is to provide for the safety and welfare of VHCC students, staff and faculty.
- B. The following programs have been identified as high-risk instructional programs at VHCC:
 1. Air Conditioning, Heating and Refrigeration;
 2. Computer Numerical Control Machine Operations and Precision Machining;
 3. Diesel Mechanic;
 4. Electrical Technology and Mechatronics;
 5. Horticulture and Agriculture Technology;
 6. Welding; and
 7. Technology programs using heavy equipment in Workforce Development and Continuing Education.

III. DEFINITIONS

- A. High Risk Instructional Programs: any credit or non-credit programs that have identified hazards, either known hazards or potential hazards, with the propensity to cause injury or illness.

IV. GENERAL GUIDELINES

- A. Students will be supervised at all times while high-risk instructional equipment is in operation during scheduled class or laboratory sessions.
- B. Any additional operating time must be supervised by the faculty member or safety designee.
- C. If the faculty member or safety designee must leave the laboratory for any reason,

students will stop working and power down equipment.

V. DELEGATION OF AUTHORITY

- A. The College President has the authority and delegates to the Vice President of Instruction and Student Services the responsibility to establish procedures to meet the requirements of this policy.

APPENDIX

VI. RELATED STANDARDS, LEGAL CITATIONS, OR SUPPORTING DOCUMENTS

- A. SACSCOC Standard 13.8
- B. VCCS Policy 10.7 – High Risk Instructional Programs Incident and Accident Reporting and Lab Safety

VII. OPERATING REQUIREMENTS

- A. Faculty will stay current in the operation and safety procedures for all equipment used in classrooms and laboratories for which they are responsible.
 - 1. Laboratories will be maintained in a clean and organized manner at all times;
 - 2. Documentation of equipment inspections for all laboratory equipment will be maintained; and
 - 3. Safety signage will be properly displayed in all laboratories.
- B. Faculty will maintain familiarity with all emergency equipment in classrooms and laboratories for which they are responsible.
- C. Faculty will develop and maintain laboratory safety manuals for classrooms and laboratories in which they are responsible. The safety manuals should include:
 - 1. Rules for classroom and laboratory behavior;
 - 2. Steps for emergency training and awareness in classes; and
 - 3. Information required before working in classrooms and laboratories.
- D. Faculty will ensure laboratory safety information is clearly communicated with students.
 - 1. An updated copy of the safety manual will be provided to students and College Police.
 - 2. Students will sign an assumption of risk form indicating that they have been informed of safety practices.
- E. Faculty will enforce safety practices in classrooms and laboratories for which they are responsible.
- F. Reporting
 - 1. Any incident or accident resulting in personal injury and/or illness, disruption of normal activities, or business interruption must be reported to the supervising dean, College Police, and the Vice President of Instruction and Student Services in accordance with VCCS Policy 10.7.4.
 - 2. Incident and Accident Reports will be distributed in accordance with VCCS Policy 10.7.4.1.