

VCCS Guidance on Best Practices Safety Inventory for High Risk Instructional Programs

Item 1: Develop written policies

positive learning opportunity for the student, as the student will apply lessons learned in class to improve the item. Personal projects should only be allowed if their use provides a learning experience to the entire class and does not benefit one individual person. In some cases, these projects are the only non-simulation projects available to the students. Colleges should consider the fraud and safety risks of allowing any personnel (students, instructors, or staff) to work on personal projects in labs using state-owned equipment.

Item 5: Include safety requirements in instructor evaluation forms

Colleges should incorporate safety components in the annual evaluation of instructors and in student evaluations of instructors. Instructors should be evaluated on whether they are teaching and practicing current, appropriate safety standards, as well as receiving current professional training in their field.

Item 6: Develop written policies that require written classroom and lab rules of behavior

Policies should exist requiring colleges to create a signed code of conduct (code) listing rules of behavior for students in industrial programs, indicating they will follow and practice all safety policies taught in class. The code should include requirements related to student behavior in general and be consistent with existing college policies. The code should include sanctions, beginning with intermediate sanctions and progressing to dismissal from a class period, class, or program if warranted. Instructors must be able to enforce such sanctions in order to make the code effective.

Item 7: Develop written policies that require instructors to be familiar with emergency equipment

Policies should exist that require instructors in industrial technology programs be familiar with emergency equipment. For example, welding instructors should be comfortable with a fire extinguisher and electrical instructors should know how to use an AED. Although this familiarity may apply most to those in hands-on industrial technology programs such as electricity and welding, skills learned will benefit all instructors and persons involved in case of an emergency.

Item 8: Develop written policies that r

Item 9: Develop written policies that utilize advisory councils in certificate and degree programs to examine safety-related topics in current industries

Policies should exist requiring active involvement of advisory councils at the college. Advisory councils should meet at least annually, provide input on curriculum, and discuss safety topics seen in current industry. Advisory council membership should be inclusive to avoid the appearance of a conflict of interest.

Item 10: Develop written policies that require student emergency training and awareness in classes

Policies should exist requiring the inclusion of student emergency training and awareness in classes with specific risks of fire, electrocution, or injury to reduce likelihood of confusion and panic during extreme situations. Students should be trained on the use of fire blankets, fire extinguishers, emergency kill-switches, conduits in the case of an electrocution, and other necessary materials and methods to provide safe, immediate protection of students, instructors, and the facility. Basic first aid could also be included, such as use of an AED. Training in basic response to specific industry risks can be helpful in the classroom (and ultimately on the jobsite) and increase student preparation for jobs after completing the program.

Item 11: Develop written policies that require instructors to provide information on and stress importance of safety in course syllabi

available in case of an emergency. Signs can also warn visitors of the immediate dangers in the area and whether protective gear should be worn.

Item 14: Develop written policies that require documentation of equipment inspections

Policies should exist that require instructors to inspect equipment before and during the semester to detect problems and ensure safe use. Further, documentation of inspections should be kept to track timing of inspections and necessary maintenance. Instructors should also follow guidelines from equipment manufacturers. Even if equipment is normally inspected on an ongoing basis, we recommend routine, documented inspections using industry criteria and a checklist or other method of documentation.

Item 15: Develop written policies that require instructors to enforce practices written in course syllabi

Policies should exist which require instructors to enforce practices written in the syllabus. The class syllabus serves as a course guide and outline for the student, and acts as an easy reference of class rules. If the syllabus states that “Safety glasses must be worn at all times while in the lab,” all students, assistants, guests and instructors should always wear safety glasses.