



PROGRAM: Safe Teaching Environment Program

Chapter 6

I. Purpose

The purpose of this program is to promote a safe teaching environment at TCC by establishing a process by which safety practices in instructional activities are reviewed, documented, and evaluated in the event there are incidents involving illnesses and/or injuries, and to assign responsibility and procedures for compliance with safety standards.

II. Scope

All TCC faculty and staff are to follow and promote safe practices in the teaching environment in accordance with VCCS Policies, the TCC Classroom, Occupational Safety & Health Policy No. 1300, as well as local, state and federal regulations and incorporate safety standards and practices into their teaching curriculums.

III. Responsibilities

- A.** The Vice President for Academic Affairs & Chief Academic Officer and the Vice President for Workforce Solutions shall be responsible for developing and maintaining safety procedures for their respective instructional programs that are consistent with this policy and that comply with VCCS policies.
- B.** It shall be the responsibility of the Provosts to support the implementation of the Safe Teaching Environment Program on their respective campuses by coordinating with the Vice President for Academic Affairs and with the Vice President for Workforce Solutions.
- C.** It shall be the responsibility of department chairpersons and division deans to review the instructional activities within their academic units with regard to the safety of students, teaching staff, and other participants. The review should involve how classes and related instructional activities are conducted. Attention should also be given to non-traditional activities such as mini-courses and non-credit or optional activities associated with a course. The procedure to be followed in the review is best conducted in consultation with senior faculty members in a particular academic discipline.
- D.** It shall be the responsibility of the faculty in all instructional programs to ensure that students are following safe practices. Faculty shall be responsible for the following:
 - 1. Faculty members shall follow the curriculum template (located on TCC i-INCURR <https://apollo.tcc.edu/pls/apex/f?p=122:16:>) to ensure safety requirements are included in the course syllabi.

2. Faculty shall be responsible for the supervision of students during all instructional activities to ensure safety measures are followed in the classroom and during related activities. Faculty members are required to report and document any incidents involving classroom illnesses or injuries to the TCC Safety and Security Department. The TCC Safety and Security Department is responsible for the review and distribution of these reports to Materiel Management (Risk) and to the appropriate Academic Dean.
- E. It shall be the responsibility of all students to follow all safety policies and procedures during instructional and related activities. Students are to report safety concerns to the faculty member of the course they are taking. A safety infraction may result in a student code of conduct violation and possible removal from the class.

IV. Definitions

- A. **Hazard.** A condition or situation that creates or increases the likelihood of bodily injury or death from exposure to a given situation.
- B. **Instructional Program Hazard Analysis (Appendix A).** An Instructional Program Hazard Assessment is an evaluation of an instructional activity by the faculty member to identify sources of hazards or potential hazards and to minimize the risk of injury to faculty and students. Hazardous conditions in the classroom increase in numbers and complexities as technology advances. By identifying hazards and implementing precautions, safety becomes an integral part of the instructional activity.
- C. **Risk Categories.** A risk is the chance or probability that a person will be harmed or experience an adverse health effect if exposed to a hazardous condition.
1. Minimal Risk Level 0 – No Injury or illness sustained from exposure to hazardous condition.
 2. Low Risk Level 1 - Injuries or temporary, reversible illnesses not resulting in hospitalization, and/or only requiring first aid treatment on the scene.
 3. Medium Risk Level 2 – Injuries or temporary, reversible illnesses resulting in medical or emergency medical treatment or a variable but limited period of disability (no in-patient hospitalization).
 4. High Risk Level 3 – Death from injury or illness. Injuries involve permanent disability or chronic, irreversible illness, and/or in-patient hospitalization.
- D. **Syllabus.** A syllabus is an outline of a specific plan for conducting instruction in a course developed by the faculty member teaching the course. A course syllabus must include all required components as identified in the most current version of the Official Course Syllabus template published in i-INCURR. The course syllabus will inform the student about the core competencies and learning outcomes to be achieved, the topics that will be covered, delivery modality, student responsibilities, attendance, assignments, and how grades will be determined. The syllabus is an official document that serves as an agreement between a faculty member and her/his students.

- E. TCC Safe Teaching Practice Inventory (Appendix B).** The Safe Teaching Practice Inventory is an inventory highlighting fifteen (15) focus areas pertaining to safety instruction and/or safety policy within an instructional and/or academic environment.

V. Procedures

The procedures outlined in this program are to be followed as well as the procedures provided in the TCC Classroom, Occupational Safety & Health Policy, TCC Policy #2105 Academic Standards for Course Outlines, Syllabi, and General Education Assessment, and the TCC Curriculum Procedures Handbook. All those involved in the academic process must strive to:

- A.** Develop proactive initiatives to promote the awareness of safety measures among students, faculty, and staff.
- B.** Provide classroom safety information to students at the beginning of each course term and re-emphasize these measures as needed throughout each term.
- C.** Demonstrate safety procedures and identify potential hazards before students begin their instructional activities.
- D.** Post and/or distribute written procedures or warnings as needed about the safe handling of materials, chemicals, and equipment used during an instructional activity.
- E.** Monitor the immediate teaching environment for potential safety hazards.
- F.** Actively supervise students to assure that safe procedures are followed.
- G.** Document, report and review instructional incidents involving injuries and illnesses.

VI. Assessment of Instructional Activities

- A.** All courses shall be assessed thoroughly with regard to safety by departmental and college curriculum committees. Deans and/or their faculty designee(s) will select and evaluate courses using the Instructional Program Hazard Analysis Tool, Parts 1 and 2 (see Appendix A), and the TCC Safe Teaching Practices template (see Appendix B). The forms for all new courses submitted for approval through regular curriculum channels will include a section indicating the safety analysis has been completed resulting in the determination of the appropriate risk assessment classification. Each program shall be evaluated according to the hazard(s) associated with the curriculum. All curriculum having a Medium Risk Level #2 and/or High Risk Level #3 hazard assessment (see definitions for high risk classifications), will require a statement in the course syllabi indicating the Instructional Program Hazard Analysis has been completed.
- B.** The assessment process shall include a consideration of the hazard(s) involved in relation to the benefit(s) derived from each instructional or academic activity. In all cases, hazards are to be eliminated or minimized to the extent possible without

compromising important educational benefits. It is recognized that there are certain dangers associated with specific activities; the important principle is to identify those hazards and to evaluate them in the educational context.

- C. Courses determined to fall in Risk Level #0 or #1 do not require further review unless the curriculum is significantly changed, if known or potential hazards are introduced, or if a safety incident occurs in a classroom setting that results in an injury or an illness.

VII. Reporting Outcomes

- A. Following the completion of the assessment form and safe teaching practices inventory, the outcomes shall be reported to the Provost(s) by the department/division chairs through their deans. Copies of the assessments for all category risk levels 2 and 3 courses will be forwarded to the Vice President for Academic Affairs or the Vice President for Workforce Solutions and to the TCC Safety Office.
- B. Full and part-time faculty and staff are to be informed of the college's safety policies and their responsibilities during their employment orientation process, provided continuing education, and during faculty convocations.

VIII. Program Administration

- A. The Dean or Program Director should discuss safety considerations with new faculty members when they are assigned to high hazard courses or when they are assigned to courses which they have not taught at this college. The Dean shall have primary responsibility for the conduct of the safety review for his/her academic discipline, but may assign the function to their faculty designee. The Dean shall consult persons with special expertise when such expertise is needed and is not available within that department or program.
- B. The Dean or Program Director shall ensure that injuries and illnesses that occur during instructional activities are documented and referred to the TCC Safety and Security Department. The Dean or Program Director in conjunction with the Safety Office shall review the incident to ensure safe practices were followed and to determine if procedural changes should be implemented.

IX. Biennial Review

- A. Deans and program directors will review, at least every two years, the instructional activities within the academic disciplines with regard to the safety of students, teaching staff and other participants. The review should include consideration of the conduct of classes and related instructional activities, such as but not limited to field trips and other non-traditional activities outside the classroom.
- B. Attention should also be given to non-traditional activities such as study abroad, fast-track courses, non-credit or optional activities associated with a course.

- C. The procedure to be followed in the assessment is to be determined by faculty members in a particular academic unit using the Instructional Program Hazard Analysis form, the Safe Teaching Practices Inventory, and by consulting with the Safety Office.

X. References

Virginia Community College System Policy Manual, Section 2-B Operation of the Virginia Community College System, 2.7.1, Safety Procedures
<http://www.boarddocs.com/va/vccs/Board.nsf/Public#>

Occupational Safety and Health Administration (OSHA)
<https://www.osha.gov/>

Virginia Department of Labor and Industry Safety and Health Program
<http://www.doli.virginia.gov/>

TCC Classroom, Occupational Safety & Health Policy
<http://web.tcc.edu/policies/1000/1300-safety.pdf>

National Fire Protection Association (NFPA) Life Safety Code
http://www.nfpa.org/codes-and-standards/document-information-pages?mode=code&code=101&order_src=C034&qclid=COja2uDcvMUCFdYUHwodHmWAtg

Virginia Statewide Fire Prevention Code (VSFPC)
http://vdfp.virginia.gov/state_fire_marshall/pdf/2014/2012%20Virginia%20Statewide%20Fire%20Prevention%20Code.pdf

TCC 2014-2015 Faculty Handbook
<http://web.tcc.edu/faculty/documents/FacultyHandbook.pdf>

XI. Forms

Appendix A – Instructional Program Hazard Analysis Worksheet

<https://intranet.tcc.edu/sites/InsideTCC/InstitutionalAdvancement/Documents/InstructionalProgramsHazardAnalysis.xlsx>

Appendix B – Safe Teaching Practices Worksheet

<https://intranet.tcc.edu/sites/InsideTCC/InstitutionalAdvancement/Documents/SafeTeachingPractices.pdf>

XII. Effective Date

This program has been reviewed and approved by the Vice President for Academic Affairs & Chief Academic Officer, Daniel DeMarte, and by the Vice President for Workforce Solutions, Corey McCray, and is effective on February 1, 2017.

Appendix B

TCC Safe Teaching Practices Inventory

(Must Be Completed for all Risk Level 2 and Risk Level 3 programs)

Campus:

Include all high risk programs—academic and workforce development—below (please provide title of each program and course):

Course name and number: _____

Item	Safe Teaching Practices	Yes	No
1.	Develop written procedures for supervision of students in labs		
2.	Emphasize existing procedures requiring instructors of industrial technology programs to stay current in their industry		
3.	Develop written procedures that require instruction manuals related to safety in labs and classrooms		
4.	Develop written procedures regarding personal projects in labs		
5.	Include safety requirements in instructor evaluation forms		
6.	Develop written classroom and lab rules of behavior and require students to sign		
7.	Develop written procedures that require instructors to be familiar with emergency equipment		
8.	Develop written procedures that require students to pass a safety test before working in labs		
9.	Develop written procedures that utilize advisory councils in certificate and degree programs to examine safety-related topics in current industries		
10.	Develop written procedures that require student emergency training and awareness in classes		
11.	Develop written procedures that require instructors to provide information on and stress importance of safety in course syllabi		
12.	Develop written procedures that require instructors to include a listing in course syllabi of all safety equipment (i.e., personal protective equipment)		
13.	Develop written procedures that require clean, organized labs and properly displayed safety signage		
14.	Develop written procedures that require documentation of equipment inspections		
15.	Develop written procedures that require instructors to enforce practices written in course syllabi and to review safety data sheets (SDSs) and safe practices during each class period as appropriate		