

TITLE: HIGH-RISK INSTRUCTIONAL PROGRAMS, INCIDENT AND ACCIDENT REPORTING AND LAB SAFETY**POLICY NO: 2-5****EFFECTIVE DATE: 03/21/2023****VCCS POLICY NO: [10.7](#)****REVISED DATE: 05/25/2023**

- I. Purpose:

To provide guidance to instructor, staff, and students regarding safety in high-risk instructional programs.
- II. Definitions:

High-risk courses: any course offered within a high-risk instructional program that carries the course prefix associated with the academic program (i.e., does not include general education courses) or that meets the above definition of content related to a high-risk instructional program, as defined by the VCCS, including non-credit courses offered by the Community College Workforce Alliance (CCWA) at a site approved by J. Sargeant Reynolds Community College (Reynolds).

High-risk instructional programs: as defined by the Virginia Community College System (VCCS), instructional programs that have identified hazards, either known hazards or potential hazards, with the propensity to cause injury or illness.

High-risk laboratory: instructional space related to the applied, hands-on practice of content related to high-risk courses in industrial technology programs.
- III. Policy:
 - A. The Reynolds high-risk instructional programs policy is required by the Virginia Community College System (VCCS).
 - B. Identification of high-risk instructional programs
 - 1) The vice president of academic affairs (VPAA) is responsible for identifying and maintaining an inventory of high-risk instructional programs, as defined by VCCS. The vice president of Workforce Development (VPWD) shall provide the VPAA with information regarding any non-credit programs or partial programs that meet the VCCS definition and that differ from those listed in the inventory below (section III.B.3) at least ten (10) business days prior to the first day of class for any such program.

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- 2) The VPAA shall update the inventory of high-risk instructional programs on an annual basis, notify the President's Executive Cabinet, and provide this list to the VCCS.
- 3) The current inventory of high-risk instructional programs includes the following academic credit programs:
 - [Automotive Technology AAS](#)
 - [Automotive Technology Certificate](#)
 - [Automotive Maintenance and Light Repair CSC](#)
 - [Culinary Arts AAS](#)
 - [Culinary - Food and Beverage Operations CSC](#)
 - [Culinary - Foundations of Culinary Technique CSC](#)
 - [Culinary Fundamentals CSC](#)
 - [Dental Assisting Certificate](#)
 - [Diesel Mechanics Technology Certificate](#)
 - [Emergency Medical Services - Emergency Medical Technician CSC](#)
 - [Emergency Medical Services - Paramedic AAS](#)
 - [Medical Laboratory Technology AAS](#)
 - [Certified Nurse Aide](#)
 - [Nursing AAS](#)
 - [Practical Nursing Certificate](#)
 - [Pharmacy Technician CSC](#)
 - [Welding CSC](#)
 - [Welding - Advanced CSC](#)
 - [Central Sterile Technician CSC](#)
 - [Opticianry AAS](#)
 - [Respiratory Therapy AAS](#)
- 4) The current inventory of high-risk instructional programs also includes the following CCWA programs:
 - Clinical Medical Assistant (CMA)
 - Nurse Aide
 - Phlebotomy Technician
 - Emergency Medical Technician
 - Commercial Driver's License (CDL)
 - NCCER Core
 - NCCER HVAC
 - NCCER Plumbing
 - NCCER Electrician
 - Forklift Operator
 - OSHA-10
 - First Aid

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C. Regarding programs that are conducted at a third-party off-site location in the Reynolds service region, the safety procedures of the third-party must meet the terms of the Reynolds safety procedures.

IV. [Procedures for High-Risk Instructional Programs, Incident and Accident Reporting and Lab Safety, 2-5](#)

V. Other Information:

[Chancellor's Memorandum for High-Risk Programs](#)

[VCCS Best Practices Safety Inventory for High Risk Instructional Programs](#)

[VCCS Guidance on Best Practices Safety Inventory for High-Risk Instructional Programs](#)

[JSRCC Form No. 15-0003, Incident/Accident/Injury Report for Non-Employees](#)