

## Team 1124 Safety Guidelines 2016-2017 Season

### **Importance of Safety**

- It's important to observe safe practices while working at robotics
- Many objects can potentially cause harm or great injury, even death
- For this reason, we want to make sure that everyone knows and follows these rules of safety
- It's everybody's responsibility to point out safety deficiencies

### **Safe Practices in the Shop**

- Know what to do in an emergency (who to call, where to meet)
- Know where the phone is, and know how to use the phone (dial 99, wait for dial tone, then dial phone #)
- Know where the exits of the room and the school are located
- Know where the first aid kit is

### **Tools and Organization**

- Keep the room clean and organized: Keep "stuff" off the floor!
- All tools should be put away properly in their respective locations
- Cover all harmful tools when in storage
- Use the right tool for the job
- Don't use a tool unless you know how - ask for help if you need it!
- Follow appropriate guidelines for the tool you are using
- Always remember the red stop switch as a final alternative

### **Safety Awareness**

- Always use common sense!
- One person per power tool at a time
- Don't distract people who are working with power tools
- Give others that are using power tools room to work
- If you are in the process of using a power tool, shut off the tool or finish what you're doing before attending to anything else
- Be aware of what others are doing around you
- No running, jumping, loud or fast movements
- No horse play
- No ear phones while working

### **Safe Apparel**

- Always wear safety glasses in the shop
- No dark or reflective safety glasses
- No open-toed shoes
- No loose clothing; jackets must be removed upon entering the shop
- Long hair must be tied back
- No dangling jewelry, necklaces or bracelets

### **Other Safety Practices**

- Lift with your legs
- Put your robot into disable mode when downloading code
- Turn your robot off when you're not using it
- Wear gloves when lifting robot
- Read the FIRST safety manual
- Always put yourself before your project: in the event of an emergency, keep yourself safe.

### **Consequences for Not Following Safety Rules**

- First offense: you may not participate for ten minutes; warning
- Second offense: you may not participate for an hour; severe warning
- Third offense: you may not participate for the rest of the day
- After you have had two third offenses total, you may not participate in any activities for a week

Please sign and return.

I, \_\_\_\_\_, hereby verify that I have read, understood and will observe all policies in this packet.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

I, \_\_\_\_\_, as parent or legal guardian, verify that I have read, understood, and agreed with all of the information contained in this packet. **Parents: Please note that the students have been informed only about general safety, not specific instruction on tools.**

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date