

FRC Team 2619 The Charge Condensed Safety Guidelines

1. Safety glasses must be worn at all times in a work or robot area
2. Hearing protection (earmuffs or earplugs) must be worn while working in a loud area
3. Gloves must be worn while working with belt sanders, when picking up the robot/robot cart, and while handling dangerous fluids
4. Hair must be up/back at all times on the build site and in the pit
5. No loose jewelry or clothes should be worn on the build site or in the pit
6. All sweatshirt strings must be tucked in on the build site or in the pit
7. Working around machinery must be taken seriously – no messing around
8. No phones should be used when working in the build site or the pits
9. Everyone must have closed toed shoes on the build site or in the pit
10. Sign off sheets that state what students need to know before operating large machinery (stationary saws/drill presses/belt sanders/mill) will be kept in the Equipment Safety Binder with extras in the Safety Binder
11. Have each student taken through the guidelines and signed off by a mentor on that piece of machinery before they can use it for that build season
12. At least one mentor must be present in the room (and in the pit during competitions) and aware of the student's actions while a student is operating any piece of machinery (hand drills/drill press/mills/saws/sanders etc.)
13. Posters summarizing safety rules must be outside each room that require safety glasses and/or hearing protection
14. Safety presentations will be held twice a year (fall/right before build season)
15. Printed Material Safety Data Sheets (MSDS's) for all chemicals on the build site will be in the Safety Binder
16. Print a copy of FIRST's Safety Manual for the build site
17. A first aid kit will be kept at the build site and in the pit during competitions at all times
18. A battery spill kit will be kept near the battery cart or in the pit at all times
19. If/when an injury occurs – use RRR (**R**eport, **R**epair, **R**ecord)
20. A record of all injuries and how they were treated will be kept in the safety binder
21. Everyone must know the address of the build site
22. All machines and rooms with machinery must be locked at the end of every build session by a mentor to ensure no one is using them without proper supervision
23. At the end of the day all floors must be swept and surfaces cleaned of debris to ensure you have a manageable build area
24. Make sure all cutting edges are properly covered after use
25. Keep at least one ABC fire extinguisher on the build site and ensure all students and mentors know of its whereabouts
 - A – Trash/wood/paper
 - B – Liquids
 - C – Electrical
26. If a repeating injury is occurring or one piece of machinery is becoming a safety issue a safety stand down for that issue will be held that briefs all students and mentors on the specifics of the issue and how to correct it