

## ***Harker Robotics Lab Safety Contract***

Harker Robotics Lab is a hands-on engineering environment. Safety in the lab is the #1 priority for students, teachers and parents. To ensure a safe season, a list of rules has been developed and provided to you in this safety contract. These rules must be followed at all times. The agreement on the last page of this contract must be signed by both your student and a parent or guardian and returned to Mr. Baynes/Dr. Nelson.

### ***Robotics Lab Policies***

The Robotics Lab is a working engineering environment and must be kept both clean and organized to function efficiently and safely. In order to maintain the proper working environment, students who consistently disregard organizational, housekeep and safety issues will be banned from the lab. A student who violates the lab safety rules will first receive a verbal warning, which will be noted in class participation or the Robotics club team records. A second violation will result in a written warning that will be given to the student, the student's advisor and the parents. The student will be prohibited from working in the lab without a designated student supervisor. A third violation will result in probation and the student will be prohibited from working in the lab at all – which may have academic grade consequences. If a fourth violation occurs the student will be dropped from the Robotics team for the remainder of the year or other consequences determined by the School. All students are subject to these disciplinary measures, including Robotics club team officers.

### ***General Guidelines***

1. Conduct yourself in a responsible manner at all times.
2. Follow all written and verbal instructions carefully. If you do not understand a direction or part of a procedure, ask before proceeding.
3. Never work alone. No student may work in the lab by himself or herself.
4. Perform only authorized activities. Unauthorized or inappropriate use of tools is prohibited and can result in being removed from the team.
5. Computer games shall not be played in any of the rooms.
6. Horseplay, loud music, practical jokes, and pranks are dangerous and prohibited.
7. Observe good housekeeping practices. **Work areas should be kept clean and tidy at all times. Tools must be put away. Materials must remain organized!**
8. Know the locations and operating procedures of all safety equipment including the first aid kit, fire extinguisher and safety goggle sterilizer. Know where the exits are located.
9. Be alert and proceed with caution at all times in the laboratory. Notify a supervisor immediately of any unsafe conditions you observe. Everyone in Harker Robotics is a Safety Officer.
10. Labels and equipment instructions must be read carefully before use. Set up and use tools as directed. You may not use ANY tool unless you have been properly trained on that tool.

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11. Students are never permitted in the storage rooms or preparation areas unless given specific permission by an adult (non-student) supervisor.
12. When using knives and other sharp instruments, always carry with tips and points pointing down and away. Always cut away from your body. Never try to catch falling sharp instruments. Grasp sharp instruments only by the handles.

### *Clothing*

13. Students shall wear goggles during all lab related activities. Gloves shall be worn when using sharp tools. After use, goggles shall be placed in the receptacle below the sterilizer. Fresh goggles should only be taken from the sterilizer and never from the receptacle below it.
14. Dress properly for lab work. Long hair, dangling jewelry and loose or baggy clothing are a hazard in the lab. Long hair must be tied back and dangling jewelry and loose or baggy clothing must be secured.

### *Accidents and Injuries*

15. Report any accident (spill, breakage, *etc.*) or injury (cut, burn, *etc.*) to a supervisor immediately.

### *Handling Equipment*

16. When removing an electrical plug from its socket, grasp the plug, not the electrical cord. Hands must be completely dry before touching an electrical switch, plug or outlet.
17. Report damaged electrical equipment immediately. Look for things such as frayed cords, exposed wires and loose connections. Do not use damaged electrical equipment.
18. If you do not understand how to use a piece of equipment, ask for help.

### *Heating Substances*

19. Heated metals and glass remain very hot for a long time. They should be set aside to cool and picked up with caution. Use tongs or heat-protective gloves if necessary.
20. Do not place hot apparatus directly on the laboratory desk. Always use an insulating pad. Allow plenty of time for hot apparatus to cool before touching it.

### *Food*

21. Food and drinks are **never** allowed in the lab under any circumstances. All food and beverages must be consumed in room 312 or outside. Food is not to be consumed in the atrium.

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### *Agreement*

I, \_\_\_\_\_ (student's name) have read and agree to follow all of the safety rules set forth in this contract. I realize that I must obey these rules to ensure my own safety, and that of my fellow students, teachers and club mentors. I will cooperate to the fullest extent with my teachers, mentors and fellow students to maintain a safe lab environment. I will also closely follow the oral and written instructions provided by the teachers and mentors. I am aware that any violation of this safety contract that results in unsafe conduct in the laboratory or misbehavior on my part may result in being removed from the lab with consequent grade impact and/or dismissal from Harker Robotics, if a member.

Student Name (printed): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

Dear Parent or Guardian:

We feel that you should be informed regarding the school's effort to create and maintain a safe engineering lab environment. With the cooperation of the instructors, parents and students, a safety instruction program can eliminate, prevent and correct possible hazards. You should be aware of the safety instructions your son/daughter will receive before engaging in any laboratory work. Please read the list of safety rules above. No student will be permitted to perform lab activities unless this contract is signed by both the student and parent/guardian and is on file with the Harker Robotics Lab Faculty Advisor.

Your signature on this contract indicates that you have read this Safety Contract, are aware of the measures taken to insure the safety of your son/daughter in the lab environment and will instruct your son/daughter to uphold his/her agreement to follow these rules and procedures in the lab.

Parent/Guardian Name (printed): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_