

Rules and Safety Regulations for Novi High School FIRST Robotics Competition Team Use

The purpose of this document is to provide guidance in accordance to the expected safety to be exhibited in the Novi High School FIRST Robotics Team Use. It should be noted that the safety expectation are not limited to the use of the High School, more that it should be an inherent part of every aspect of this FIRST Robotics Team. Safety awareness will include competitions, other facilities, competitors, and visitors. Furthermore, it is encouraged that all members of this team look out for his or her fellow team member and if someone is doing something that may not be considered safe, or is in question of being safe, that every student, coach, mentor and parent has the authority to exercise good judgement in putting safety first. Hence, if a team member believes that there may be a safety issue, that team member may exercise one of the following: notify the person in question of not using good safe sense, notify a coach or mentor, hit the safety stop button and/or in case of fire, activate the fire alarm.

1. Personnel

- a. Shop Manager
- b. Coaches

2. Building Usage

- a. We are to restrict our usage to:
 - i. Room 116
 - ii. Room 117 (Advanced CAD Lab)
 - iii. Room 118 (Material Processing)
 - iv. Room 114 (Assembly Room)
 - v. Room 119
 - vi. Finishing Room where team tool boxes are stored
 - vii. Atrium on build Saturday's for team lunches
 - viii. Rest Rooms
 - ix. Team Trailer
 - x. Hallways between these areas

Note: Students will not be allowed to make trips to their lockers so plan accordingly.

- b. There may be other areas that will be used during the season based on building usage authorizations submitted by a Coach.
- c. Material Processing (Room 118), Finishing Room, Assembly Room (Room 114)

ALL TEAM MEMBERS must wear safety glasses in any of these areas

- i. These rooms will be used for meetings, design, layout, fabrication, and assembly.
- ii. The following areas are specifically off limits for students, mentors, and coaches
 - 1. Auto shop, auto shop offices, and tool rooms.
 - 2. Outside courtyard/storage area.
 - 3. Loft areas.
 - 4. Storage cabinets and student supply locations.
 - 5. All teacher desks and teacher stations.
 - 6. Welding booths.
- iii. The rolling cabinet in Materials Processing is to be used for storage of shared tools and the power key for Material Processing and Power Tech. The Shop Manager and one other Coach will have

keys for the cabinet. All tooling will be returned to the cabinet at the end of each build session. The power key will only be used by the Shop Manager and one other Coach and will be returned immediately after each usage. Power will be turned off at the end of each build session.

- iv. The top of the rolling cabinet can be used for layout only. No assembly is to be done here. Covers for marble tops are to be replaced after each usage.
 - v. Any damage to tools or other equipment must be reported to the shop manager.
 - vi. All coats and backpacks must be placed on the red rack in Materials Processing in order to use these areas.
 - vii. Storage will be allowed only in the following areas
 - 1. Finishing room corner in or near toolboxes
 - 2. Crate in Finishing Room
 - 3. Team Trailer
 - 4. Assigned shelves in Assembly Room
 - 5. Other areas approved by Larry Scavo or Dale Rogers
 - viii. At the end of each build session this room is to be returned to the following conditions
 - 1. All tools, supplies, raw materials, and assemblies will be put away in their proper locations and all tool boxes, the trailer, and the rolling cabinet will be locked
 - 2. All areas used during the build session will be cleaned including cleanup of machines, floors, tables, etc
 - 3. Stools will be replaced and placed upside down in Materials Processing on table tops
 - 4. Chairs will be replaced and pushed in so that they are not in aisles in Power Tech and Assembly Room
- d. Advanced CAD Lab (Room 117)
- i. The following areas are specifically off limits for students, mentors, and coaches:
 - 1. Storage Room
 - 2. Project Room
 - 3. Teacher desk, supplies (pens/pencils...) and teacher computer
 - 4. Computers, printers, and copier will be used only for FIRST robotics team activities.

3. Safety Rules

a. General Rules

- i. ALL TEAM MEMBERS must wear safety glasses in Material Processing (Room 118), Finishing Room and Assembly Room (Room 114). Safety glasses do not need to be worn in the Assembly Room if the person is participating in a meeting and no one in the immediate area is working with any tools or hardware.
- ii. NO STUDENTS MAY USE POWER TOOLS unless Larry Scavo is present and has given permission. Students may use team hand-held power tools such as a drill or Dremel with mentor supervision
- iii. Mentors may use hand power tools and other team power tools
- iv. The Shop Manager may use any machines in the area and can approve other qualified mentors to use them. A list of mentors and tools that they are qualified to use will be kept by the Shop Manager. **MENTORS THAT HAVE NOT BEEN QUALIFIED MAY NOT USE POWER TOOLS / Machines** in the shop areas
- v. No open flames are permitted in any work areas
- vi. No exits or fire extinguishers are to be blocked
- vii. Work areas are to be kept clean and free of trip hazards
- viii. Horseplay, running, practical jokes, or engaging in any conduct that tends to create a

safety hazard is prohibited

- ix. Sitting or standing on work tables, fixtures, or any equipment not expressly designed for that activity is prohibited
- x. Assistance must be asked for when carrying heavy loads or awkwardly shaped materials
- xi. Gloves, loose jewelry, rings, and loose clothing are not to be worn near any rotating shafts, spindles, gear belts, or other sources of entanglement. Long hair must be tied back and be above shoulder level
- xii. Open toed footwear is prohibited
- xiii. Headphones are not permitted unless needed for work being performed (i.e. ear protection or sound editing of animation)
- xiv. Material parts, tools, oil, grease, or other articles must not be left in aisles or wherever they may cause a trip or slip hazard to any person
- xv. Machines must be stopped before cleaning, making adjustments, or clearing jams
- xvi. Use a brush, hook, stick to remove chips or shavings from machines
- xvii. Before starting work on any machine that has a dangerous point of operation, make sure all guards are in place and properly adjusted. ***Do not bypass any safety device***
- xviii. Inspect all powered hand tools prior to use. Make sure the cord is in good condition and the tool is operating properly. Never use a damaged tool.
- xix. **Any** injury must be reported to a Coach/Mentor/Shop Manager

b. **Chemicals/Spills**

- i. Do not bring chemicals or other substances into the facility without the approval of a Coach or the Shop Manager
- ii. Team members with proper authorization to bring in hazardous material are required to obtain the appropriate MSDS document and give it to the Shop Manager
- iii. All chemical containers must be properly identified as to the contents and hazards.
- iv. Store all flammable materials in properly marked cabinets or containers
- v. Store wipers, oily rags, and other flammable materials in the correct labeled receptacles provided for that purpose
- vi. Never pour any materials/chemicals into a drain, storm sewer, or sanitary sewer
- vii. When dispensing oils or other liquid chemicals make sure the valve is closed when you are finished. Take care to avoid any spills or overflows.

c. **Miscellaneous**

- i. All chairs must be pushed in, all trash picked up.
- ii. No running, rolling chairs down hallway.
- iii. Must enter and exit from "athletic" doors.
- iv. Parking for students is in the far parking areas. Parking close to the shop or athletic areas is prohibited by students.