

Safety Contract

Please follow all safety rules and guidelines below and all event rules

➤ **Attitude and Behavior:**

- Use common sense (be responsible), many unsafe conditions and practices are obvious.
- Respect others; we're in this together; show appreciation for those who have the courage to speak up and stop work when something is not safe.
- Pay attention to your surroundings; 5-5-5 rule: 5 seconds to scan the work area for unsafe conditions before entering, 5 seconds to decide if the condition can be corrected by you, 5 seconds to correct or report the unsafe condition.
- Perform Safety Checklist inspection at the beginning of each session.
- If in doubt, assume that it's unsafe and report it to a teacher or mentor immediately.
- No horseplay (NO PARKOUR.... JUST DON'T DO IT).
- Respect the machines, tools, and hardware:
 - Handle all equipment with care.
 - Always use the proper tool as required (don't use a screwdriver as a hammer, don't use a hand saw as a back scratcher, don't toss tools as batons or balls).
 - Perform safety inspection on equipment prior to use. Tag Out defective equipment and inform an officer.
 - Do not handle broken, chipped, or damaged equipment without checking with teacher or mentor first and then only handle these with adult supervision.
- Always ask for help whenever you need it (heavy lifting, tool usage, etc.).

➤ **Dress Code:**

- Wear proper eye protection when in the work area, using power tools, in the pit, or working on the robot.
- Wear proper shoes (closed toed) when working on or near the robot, in the shop, and in the pit.

- Wear ear plugs when exposed to loud noise (if you cannot hear and understand another person talking to you in a normal tone of voice, you need to be wearing ear plugs).
- Wear gloves when handling items with sharp edges, abrasive surfaces, caustic chemicals, and other characteristics that can damage your skin.
- Wear hair ties for hair that is longer than a few inches and can get caught in equipment and machinery whenever in shop areas, pit area, and any place where powered machines are present.
- No loose or hanging clothing or jewelry whenever in shop areas, pit area, and any place where powered machines are present.
- Wear proper PPE (Personal Protective Equipment) for the task being performed.

➤ **Communications:**

- If something seems unsafe or if you're unsure, report it to a teacher or mentor immediately.
- Report all injuries immediately (to yourself, to others, and to a teacher or mentor), no matter how small the injury may be.
- Report all close calls (a situation where someone could have been injured); the next person may not be so lucky.
- If involved in an incident or close call or if you see a way to do a task better or more safely, volunteer to brief the team at a full team meeting.
- Have the courage to speak up when observing an unsafe or disturbing condition.
- Show and express appreciation to others who speak up.

➤ **Work Environment:**

- Make sure you are working in ideal conditions:
 - All work areas are to be well lit so that you can see all details of work you are performing.
 - Keep your work area free of debris and clutter; clean up when stopping work for the day or when leaving for extended period of time.

- Clean as you go.

○ **You have no maids, clean up your mess**

- All objects on the floor that are less than waist high are potential tripping hazards, keep these out of walkways, no power cords across walkways unless they're in tapered floor thresholds.
- Don't eat or drink near the robot electrical/delicate equipment, and chemicals (KEEP ALL FOOD AND DRINK IN FOOD/DRINK AREA).
- All machines, powered devices, power tools are in de-energized state when unattended, being modified or repaired, disassembled, assembled, placed in storage:
 - Pneumatic/gas systems depressurized.
 - Batteries and electrical power sources disconnected.
 - Tools and loose materials put back into designated storage bins and areas before leaving for the day.

➤ **Engineering and Design Practices:**

- Equipment and machines constructed with device(s) to quickly disconnect energy/power source in one step.
- Protective guards and barriers installed where practicable to prevent injury from moving parts on robots, power tools, and other machines.
- Where protective guards and devices are not practicable, operating procedures in place to prevent injuries from moving parts.

Students will be handling the construction of a robot. In this construction, they will be using tools that are not found in a normal classroom environment. All tools have a risk when handling them, and can cause injuries to users and others around them unless handled properly. These are some of the tools that will be used in the construction of the robot.

(Parents must initial by the tools that your son/daughter may use during robotics)

_____Power Tools (drill press, band saw, drill etc.)

_____Hand held tools (screw driver, hammer, hand saw, solder, dremel etc.)

I recognize that:

Safety is ultimately the responsibility of the person using the tool. I will be giving a briefing of all the safety rules and regulations to make sure I fully understand the rules. I understand that I am not perfect and accidents do happen even if I am following safety guidelines. The likelihood of accidents and injuries will increase if I don't follow the safety guidelines. Because there will be more students using the tools than the adult supervising them, I must act responsible to ensure my own safety AND of others in the work area.

I agree to:

Never work with tools, without at least one mentor present. Read and use all safety regulations that have been distributed to me. Act in an appropriate manner at all times. Follow all instructions given to me by mentors. Report all unsafe conditions or activity to safety captain and mentors. Wear eye protection at all times when working with tools and when working near someone using a tool. Tie back long hair, remove dangling jewelry, secure loose clothing, and wear close toed shoes in the while working around power tools and in the pit. Clean all work areas and put equipment away before leaving

I, _____, recognize that the robotics work area is a safe, clean place in which to work and learn if I conduct myself in a proper manner. I have read this contract with my parents or guardians. I agree to assume responsibility for my own safety and work diligently to make the work area a safe place for all involved. I have read and understand the safety contract above. I agree to abide by the rules and regulations of this safety contract and all event rules.

Student's printed name: _____

Student's Signature: _____ Date: _____

Parent/Guardian Permission

I have read through all the rules and regulations with my child. I believe that my child understands his/her responsibility with regard to safety in the work area. I believe that my child is able to act responsible in the work area. I authorize my child to undergo safety training only for the tools that I have initialed. I authorize my child to use these tools.

Parent/Guardian's printed name: _____

Parent/Guardian's signature: _____ Date _____