

# Team 3176 Safety Plan

## Policy

Team 3176 members will conduct themselves in a way that maximizes student leadership and learning of a professional safety culture and minimizes risk of injury.

“My safety depends on you. Your safety depends on me”

The Safety of culture depends on:

- Full student, mentor, and advisor engagement and learning
- Integration and alignment with BCSC safety programs and requirements
- Joint responsibility of each other’s safety.
- Reporting and following up of all injuries and accidents for future prevention
- Systems in place for training
- Continuous review and improvement

## Responsibilities and Commitment

Safety Mentor

Guide students and mentors in learning all safety procedures. Provide HS&E(Health Safety and environment) compliance expertise and maintain quality control.

Student Safety Leads

Promote commitment of a safety culture. Provide leadership through positive motivation, healthy communication, and implementation of the safety plan.

All Students and Mentors

Create a safe learning environment which allows for student growth. Foster positive interaction and proactive engagement of students and mentors. Help ensure all parties are working toward a safe culture.

## Safety Hazards

Safety Hazards include unsafe conditions that can cause injury and illness. Typical potential hazards may include:

- Tripping hazards, such as blocked aisles, cords running across the floor, or obstructions on the floor.
- Injury from improper use or unguarded machinery and moving parts.
- Crushing or pinching from moving or dropping equipment
- Slip hazards from spills
- Electrical hazards such as frayed cords, missing ground pins, improper wiring.
- Working from heights, including step ladders, ladders, or any raised work areas.

# Safety Rules

## General Behavior

### ALWAYS:

- Take personal responsibility for your own safety and your peer's.
- Intervene in a calm and safe manner with others if you think an action might be unsafe.
- Report any injuries to the Safety Team.
- Immediately report any hazards to the Safety Team, Adult Sponsor, mentors, or Student Advisory Board member.
- See a Safety Team member or mentor if you have ANY questions

### CAUTIONS:

- Never engage in horseplay of any kind.
- Don't run or jog.
- Refrain from throwing anything (unless as part of official FRC game play).
- Don't bring food or drink into the shop.
- Keep doors leading to PR room, Electrical and Pit Supply Room open.

## Equipment/Machinery Use:

- Only use machinery if you have authorization (formal training) as set by the Safety Team and there is a mentor in the room.
- When using any kind of machinery you must wear proper Personal Protective Equipment (PPE).
- When you are using machinery wear proper attire
- Do not use machinery with a red tag or machines deemed unsafe.

## Dress Code:

- Wear closed toe shoes in the shop.
- Tie back all long hair in the shop.
- Never have a lanyard around your neck in the shop.
- Always wear safety glasses in the shop.
  - Exceptions are the public relations room: however, students must wear the safety glasses into this room, and when exiting this room.

## Pits Protocol:

- Pit Crew and Drive Team:
  - Pit Crew consists of only 4 student and 2 rotating mentor(s).
  - Drive Team consists of only 3 student and 1 mentor.
- Use Common Sense:
  - Use your independent knowledge, training, and general intelligence when working in the pits
  - DO NOT create a hazardous environment for others and yourself.

- First Aid:
  - Refer to “Emergencies and First Aid” located under Procedures and Training.
- Use of Tools:
  - When using any power tools or hand held cutting tools be sure to check your surroundings. Be sure to have another member spot you while working.
  - Announce to the pit crew you will be working on a part.
  - Make sure your part is properly secured, before proceeding.
- Keeping the Pits Clean:
  - Pit crew are to clean up once Drive Team and Robot has left for the next match.
  - While the Robot is in the Pits, make sure all tools that are not being used are put away.
  - At the end of the day, store away any tools left out, and lock up.

## Procedures and Training

Throughout the year members of Team 3176 will use different machinery multiple times. In order to prevent injuries, the students are given a presentation and hands on training.

### Training Programs and Materials

Specific training, procedures, and practices will include but not be limited to:

- General safety awareness, including ergonomics.
- Any power tools, weather using AC or DC current
- Proper movement of large equipment, such as toolboxes, robot lifts, etc.
- Electrical safety, including batteries.
- Lockout/Tagout principles.
- Travel safety.
- Any activity identified as posing significant risk.

## Emergencies & First Aid

The Safety Team shall communicate and ensure that expectations for emergency situations are understood. This includes immediate action responses, use and maintenance of First Aid Kits, and basic First Aid Training.

### Location of the First Aid Kit

- Shop: Located under the Safety Glasses Cabinet
- Pits: Located in the Montezuma Tool box, Bottom right drawer

# Measurement and Corrective Actions

## Safety Goals & Measurement

The Safety Team shall annually review the safety program using Job Hazard Analysis (JHA) principles. Findings shall be reflected in annual goals and improvements to the safety plan, trainings, and specific procedures.

## Safety Observation System (SOS)

The purpose of the SOS is to recognize good behaviors and correct inappropriate behaviors. Safety infractions will be recorded in the Safety Log. The process escalation includes:

1. Warning for first incident.
2. Second incident will require you to talk to Adult Sponsor
3. The next incident will result in you not being allowed to enter the shop for the rest of the day and a parent phone call by Adult Sponsor.
4. After the fourth incident you will not be allowed to enter the shop for a period of one week and a parent phone call by Adult Sponsor.
5. After the fifth incident you will not be allowed to enter the shop until further notice and parent phone call by Adult Sponsor.

\*Each infraction can be assessed on a case by case basis by Adult Sponsor or the mentors.

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## Signature Page:

I, \_\_\_\_\_, give my child, \_\_\_\_\_, permission to use equipment and machinery for the robotics team after being fully trained by a designated Safety Mentor.

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

I, \_\_\_\_\_, have read and understand the Team 3176 safety plan. I agree to enforce a culture of safety for all team activities.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_