

Titan Robotics Club



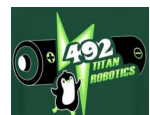
FIRST Team 492
Safety Manual
2022-2023





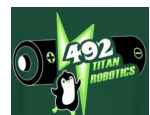
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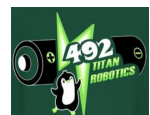


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1. Safety and the Team

1.1 Overview

- Safety is one essential portion of FIRST and it is very important to implement for every team. Our Titan Robotics Club Teams (FLL,





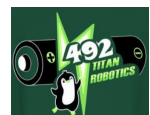
FTC, FRC) have been emphasizing safety among members by requiring every member to attend a safety training session at our warehouse, no matter which sub teams they may be in. During the safety training, we review and establish general safety rules, tools and equipment instructions, and location of the equipment in the warehouse. Since our school is small, most of our meetings take place at the warehouse. The warehouse is set up with safety signs and equipment, and meetings always require two adult mentors to be present

1.2 Purpose

- Our goal is to have all students and mentors aware of safety rules and procedures, and make sure the whole club is safe. We work to establish better rules and re-organize our safety rules regularly

1.3 Mentors/Heads/Execs Expectations

- Mentors are expected to follow all rules provided to them. These rules include the ones created by the school, the ones stated in the FIRST Safety Manual, and the ones within this manual. Mentors are expected to teach students the safe way to behave and use machinery and to set an example through their words and actions
- Safety Head/Captain: In charge of managing the team's safety. The safety head will write and update the safety manual. Safety captain must record and establish safety rules. They must work to implement safety rules by creating signs and reminders for the warehouse and creating safety videos with the media and mechanical head. The safety captain must collaborate with



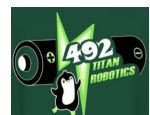


mentors and other heads (especially the Mechanical head and Media head) to make sure all aspects of safety are known and followed by members. They must be aware of problems related to safety within the club such as lack of equipment or injuries. They must go to competition and talk to judges to explain the team's safety procedures. They must also talk to other teams to learn about their safety procedures to see if our team's safety procedures can improve

- The Mechanical Head and mentors at mechanical meetings must make sure that safety rules are strictly followed by students while working on the robot. They must warn students breaking rules or not following safety procedures to ensure their safety. Other execs and heads must make sure there are no problems related to safety arising in the club. If there are any incidents of injuries or emergencies, they must help to relay information to the safety head, or fill out the Injury Report Form and or Emergency Report Form

1.4 Members Expectations

- Student participants are expected to follow all rules provided to them. These rules include the ones created by the school, the ones outlined in the FIRST Safety Manual, and the ones outlines within this manual. Students are expected to use their common sense and be attentive whilst working in order to increase the overall safety of the team. Student participants must follow what members of the safety committee outline





- All members must remember to follow all safety procedures when necessary. Members must attend safety training to learn safety rules and how to handle tools and equipment. All members should ask the safety and mechanical head or any mentor when unsure about use of tools, and all members should strictly follow the safety rules. Any dangerous situations or conditions must be reported to the safety captain or a mentor to be amended. If other members are not following safety rules members should give them reminders to follow safety rules





2. Safety Materials

2.1 First Aid Kit

- The team's First Aid Kits are an integral component of the safety program. The First Aid Kit includes all components necessary to treat injuries ranging from simple cuts, scrapes, and splinters, to burns and lacerations.
- First aid kit is located next to the sink and bathroom near the front entrance of the warehouse, and also next to the sink in the shop
- An injury report form must be filled out for every time the use of the first aid kit is required

2.2 PPE Eye Protection

- Every student and mentor are required to wear safety glasses or side shield (for regular glasses) when working on the robot and near or in the workshop
- Safety glasses are in the drawer right next to the entrance of the warehouse
- If a student or mentor has glasses, they may purchase side shields that are attachable to the glasses for \$5. Safety glasses that can go over glasses are provided for all students
- TRC has safety glasses available if a member forgets to bring their own. These safety glasses are washed after they are used.





2.3 PPE Ear Protection

- Students and mentors should wear hearing protection such as ear plugs in loud areas
- Ear plugs are located in the workshop area

2.4 PPE Hand Protection

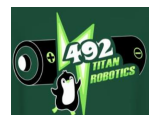
- There are blue nitrile gloves in the warehouse on the sides of the orange and black toolboxes in the workshop area
- Nitrile gloves or another kind of safety glove should be worn when working with aluminum or wood materials
- Hand protection is highly recommended

2.5 Battery Acid Spill/Leak Kit

- Location: near battery charging station
- Steps:
 - Wear PPE including gloves and notify surrounding people of the spill
 - Place barrier around spill area and battery
 - Neutralize the battery acid using baking soda and absorb the spilt acid using sorbents
 - Place battery and other materials spilt into plastic bag

2.6 Fire Extinguisher

- There are 3 fire extinguishers in the warehouse: one at the entrance, one in the field area, and one in the workshop





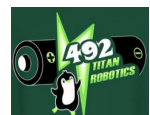
- Fire extinguishers not to be used for purposes other than extinguishing a fire
- DO NOT USE a fire extinguisher if the fire is on a person, use a fire blanket instead

2.7 Fire Blanket

- Location: entrance of workshop
- Wrap hands using the blanket to avoid touching the fire
- Cover or wrap around the whole area of the fire

2.8 Eyewash

- Location: near sink in workshop
- Hold eyes open with fingers as flushing
- Rolls eyes around as flushing





3. Safety Training and the Warehouse

3.1 Purpose

- In order to make sure all students on the team are familiar with the safety rules and regulations, they must go through Safety Training

3.2 Safety Video

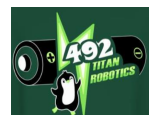
- https://drive.google.com/file/d/1AanTtIFl0THuhGi-rydZkdhb__m1B489/view
- Video shows where all the tools are and their uses

3.3 In-Shop Training

- Students must go through hands-on training sessions in the shop to learn the proper way to behave in the shop, as well as the proper way to use the machinery safely. Led by the mentors in groups of four students, all students must pass the safety training in order to take the safety test and sign the safety contract

3.4 Safety Test

- After watching the Safety Video and completing the In-Shop Training, students must take and pass a Safety Test. This test is made up of short answer questions and covers information presented in all components of Safety Training. Students must pass the Safety Test before being allowed to enter the shop to work



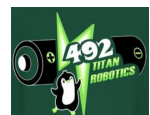


3.5 Safety Contract

- The students and their guardians read and sign a contract stating that they know and will follow all safety rules given to them. It also states that any infraction of the rules will result in penalty they will accept without complaint

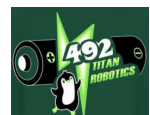
3.6 Warehouse Rules

- Food Rules:
 - DO NOT EAT near the robot, DO NOT EAT while working on the robot
 - Eat outside or at the entrance/kitchen area of the warehouse
 - Wash hands before and after eating
 - Check for allergens in ingredients (if you have allergies) before eating
 - DO NOT LEAVE the warehouse to buy food; stay in the warehouse
- Students may not leave the warehouse unless their parents/rides are there to take them. This is to ensure that the mentors are aware of the students' locations. The road to the warehouse has no sidewalks and therefore students are asked to be picked up at the warehouse for safety reasons
- For long meetings at the warehouse (or any other places) students and mentors must take breaks to eat food and drink water





- Students must not enter the warehouse without mentors or adults present





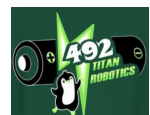
4. General Safety Rules

4.1 Conduct when handling or working on the Robot

- Carrying the robot should happen with at least two people
- When working on the robot, the robot's electricity should be turned off, so students or mentors don't get injured
- Special caution should be used with pneumatics and all pneumatics should be safely discharged using the relief valve before working with the systems.
- Must be aware of surroundings when working on or carrying the robot
- Mentor must be present while working on the robot

4.2 Conduct in the Shop and Warehouse

- Be respectful
- Be patient
- Do not run around
- No horseplay or fighting
- Do not eat or drink near robot
- Do not distract others who are working on the robot or using machines or tools





- Be a gracious professional





5. Clothing Policy

5.1 Purpose

- The following are the rules regarding what is permitted to be worn in the shop. This policy was created to eliminate safety hazards related to clothing

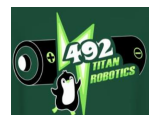
5.2 Rules

- Long hair must be tied up. If unsure (if hair is short enough), one should tie it up to ensure safety. If hair is long and untied, there is a bigger risk of it getting stuck in tools or machinery such as drills
- Sweatshirt strings and other loose pieces of clothing should be taken off or tucked away. These strings are similar to long hair as in they can get stuck and caught in machinery or tools
- Long pants must be worn for protection from tools and materials
- Students and mentors must wear safety glasses or side shields. Safety glasses are provided at the warehouse near the entrance for all students. These should be worn to protect eyes from tools and materials and also sawdust when working with wood
- Students and mentors must wear clothes appropriate for working with robot, such as pants and other clothes, which can get dirty or damaged
- Shoes should be worn at all times and must be closed-toed





- Any dangling pieces of jewelry must be removed as they can get caught in machines and tools
- Sleeves must be rolled up or not loose as they can get caught in machines and tools
- Wear ear plugs or other hearing protection when working with machines that emit large sounds





6. Minor and Major Injuries

6.1 Oversight and Implementation

- All students should be trained on how to handle injuries and all injuries must be recorded in both the Injury Log and an Injury Report

6.2 Injury Report Form

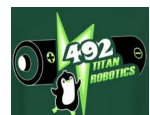
- This is a google form in the TRC google drive that should be filled out for every injury that occurs during meetings or at competition, so that the safety head can improve safety procedures and injury prevention
- The link for the form is here:
<https://forms.gle/wq5cyKuKXS9E6kKv9>

6.3 Injury Log

- This is a google sheet in the TRC google drive in the safety folder that should be filled out by the safety head once the Injury Report Form has been filled out

6.4 Use of Injury Report Form and Injury Log

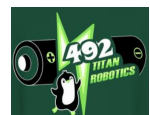
- The injury report form must be filled out for any person, student or mentor, who gets any degree of injury
- The injury must be recorded by the safety captain into the injury log in the safety folder of the TRC google drive





6.5 Major Injury Treatment Procedure

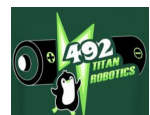
- For all major injuries: stay calm. A nearby member or mentor must call emergency services, and a mentor must be notified of the situation immediately. Wait for instructions from emergency services or a mentor. Injury report form must be filled out
- Large cuts: Do not touch the cut
- Loss of body part: Locate missing body part
- Large burns: Do not touch the burn. Check on the injured person's breathing and heartbeat until help arrives
- On fire: Stop, drop, and roll or use the fire extinguisher to extinguish fire.
- Things stuck in or on someone: Do not remove the item.
- Electrocution: Remove the electricity source and turn off. Perform CPR if necessary
- Allergic reaction: Remove/take away allergen from room. Get emergency treatment depending on the severity of the reaction
- Extreme bleeding: Place pressure on area with source of bleeding with bandage/cloth
- Poison: Perform CPR if necessary





6.6 Minor Injury Treatment Procedure

- All injuries: if there is a possibility of the injury being serious notify a mentor
- Small cuts: clean at sink and apply bandage/Band-Aid
- Bruises: apply ice pack
- Insect bite (non-poisonous): apply ice pack
- Allergic reaction: remove/take away allergen from person to farther place
- Something in eye: wash face/eyes with water in bathroom with clean hands or use the eyewash





7. Emergency Protocols

7.1 Purpose

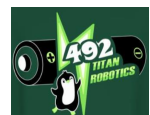
- Emergency Protocols were created and taught to students to ensure the team is ready in case of any emergency.

7.2 Earthquake

- Open doors
- Crouch and stay away from windows
- If able, get your head under a table or chair and cover your neck with one hand while holding onto the leg of the table or chair with the other hand
- Check for injuries on yourself or those around you and follow injury procedures if necessary

7.3 Fire

- Stay away from the fire
- Tell everyone within room or building of the fire
- Turn off or take away the source of fire if applicable
- Grab the fire extinguisher or fire blanket and use it to get rid of fire
- If on fire stop, drop and roll





- Call emergency services

7.4 Extreme Snow or Snowstorm

- Stay indoors
- If roads are covered in snow and or in dangerous driving conditions, cancel all meetings for the day
- If snow is not critical yet but looks to be dangerous, then members and mentors should get a ride home before snow gets critical

7.5 Suspicious Persons

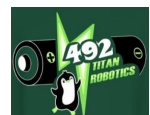
- If not indoors yet lock the doors
- If indoors hide from person or leave the building and go next doors
- If suspicious person is with weapon and/or attacks student or mentor, call emergency service

7.6 Utility Failure

- Locate exits and flashlights
- Check members and mentors in case of injuries

7.7 Evacuation

- Stay calm
- Do not run, walk, and do not push others





- Exit through the nearest exit. There are TWO exits but only the front door may be available when in the warehouse





8. Competition Safety

8.1 Purpose

- While safety at competition is similar to that in the shop, we still go through a safety update with all team members prior to the competitions. All injuries that occur at competition must be reported as well

8.2 Safety in the Stands

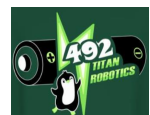
- In the stands, students need to be careful and attentive of their surroundings. While showing team spirit and cheering are fun, it is also important to keep calm in the stands

8.3 Safety in the Pits

- While in the pit, all team members must be attentive and safe. All FIRST rules must be observed

8.4 Safety Materials

- Safety Materials must be kept in the pit in a known and easily accessible location. A secondary safety kit must also be available in the stands





9. Mental Health

9.1 What is Mental Health

- The emotional, psychological, and social wellbeing of a person, affecting how a person thinks, feels, and/or acts
- Some warning signs to look out for is a change in everyday habits such as having too much or too little sleep, smoking, drinking, or using drugs more often than should be, inability of completing tasks

9.2 School Counselors

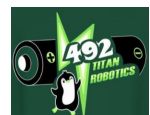
- Arty Christianto (christiantoa@bsd405.org), and Colleen Courtney (courtneyn@bsd405.org) are the middle school and high school counselors, and are available through school emails

9.3 Checking in with Members

- Students and mentors should check in often with anyone who seems to be having any difficulty with schoolwork or other activities
- If members are having difficulty with any activities mentally or are feeling overwhelmed or stressed, they should confide in family members or others whom they feel comfortable consulting in

9.4 Additional Information

- Crisis Line phone number: 1-800-273-8255





- ❑ Crisis Counselor number: 741741 (Text 'Home')

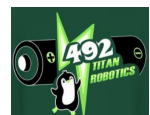
10. Hand Tools Instruction and Use

10.1 General Rules

- ❑ Any tools used manually will be considered a hand tool. Hand tools should not be used for anything except for its designated purpose
- ❑ Work on hard surfaces like tables and do not use your hand as a surface. Also do not use tools on top of other machinery.
- ❑ When handing tools to others, face the sharp edge of the tool away from yourself or others
- ❑ Clean up all tools and put them back in their designated areas
- ❑ Do not take any tools out of the warehouse (unless for competition)
- ❑ Make sure tool being used is of correct type and size
- ❑ If any tools are broken, a mentor must be notified to replace it
- ❑ Do not brush off small pieces of wood or metal with bare hands, wear the blue nitrile gloves provided or carefully use compressed air to remove

10.2 Hand Tools

10.2.1 Drills and drill bits





- Do not drill with excessive force, it may damage the drill bit
- Make sure there is nothing in the way when drilling
- Check that the drill is turning in the right direction
- Hold drill straight
- Secure drill bit tightly into the drill

10.2.2 Tap Wrenches and taps

- Turn the opposite direction for every few turns to cut the debris so it does not get stuck
- Use cutting fluid to reduce friction
- Make sure material and tap is straight

10.2.3 Screwdrivers and nut drivers

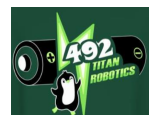
- Check that the screw or nut driver is straight
- Make sure the screw or nut is straight after done

10.2.4 Hammers

- Do not use the dead blow hammer or rubber mallet for nails
- Make sure your hand and other things are out of the way when using hammer
- Adjust hand on grip to change strength used

10.2.5 Chisels

- Make sure end is sharp





- Do not use excessive force
- Make sure material is secure
- Hold at a proper angle before hitting the end with a hammer

10.2.6 Wrenches

- If it is a socket wrench remember to put the socket piece out of the wrench before putting away
- Use non-adjustable wrenches whenever possible; adjustable wrenches may slip

10.2.7 Files

- Files can be pushed/pulled both ways
- Secure material

10.2.8 Deburring tool

- Do not use excessive force

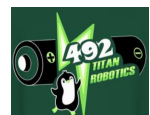
10.2.9 Punches

- Make sure the tips or ends are sharp
- Do not use excessive force
- Hold straight and make sure that the tip is at the intended position/point

10.2.10 Box cutters and Knives

- Do not walk around with knives, hold them facing down
- If dropped, let it drop and do not try to catch it

10.2.11 Wire cutters





- Check to make sure no other materials are between the cutters before cutting wire

10.2.12 Chain breakers

- Make sure to undo both rivets on both sides of the chain
- You may need to use a hammer and punch if the rivet is tight

10.2.13 Hacksaw

- Make sure work is secured before using hacksaw
- Do not use excessive force

10.2.14 Tape measure

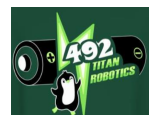
- Do not let go of the end of the measure, slowly put the end back into the measure to avoid hitting anything
- Use the stop to hold the tape measure at a specific length or have another person assist

10.2.15 Calipers

- Make sure to zero it before use
- Turn off before putting away

10.2.16 Clamps and vise grips

- Make sure they are tight on your work
- Check they are placed on steady place of work





11. Machinery Instruction and Use

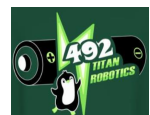
11.1 General Rules

- Make sure that you know how to turn machines on and off before using it
- Make sure you are wearing appropriate clothing and safety materials
- Do not wear watches, dangling/loose clothing, or any other jewelry
- If working with long materials make sure to support the material and that the material will not hit other students or mentors
- Clean up machine after use
- If machinery is broken notify a mentor
- Wearing the blue nitrile gloves provided at the warehouse are recommended, but no other material gloves like cloth

11.2 Machinery Tools

11.2.1 Arbor Press

- Make sure that only work is under the arbor press; nothing else is in the way





11.2.2 Band saw

- Make sure your fingers or other materials are out of the way
- Adjust the blade length before use
- Only cut wood or aluminum materials
- Do not push down on the horizontal band saw
- If using a guide, make sure the guide is secure

11.2.3 Drill press

- Use clamps to secure materials
- Make sure fingers or other materials are out of the way
- Make sure drill bit is the proper size and is secured
- Slowly move the drill bit into the material

11.2.4 Bench grinder or Belt/Disc Sander

- Make sure to hold material at a safe appropriate angle
- Lean material against the platform on the machine

11.2.5 Metal Lathe

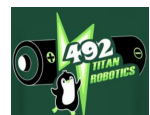
- Make sure machine has stopped before removing materials
- Adjust the speed of the metal lathe

11.2.6 Pan box and brake

- Make sure other materials are out of the way

11.2.7 Chop Saw

- Make sure hand and other materials are out of the way
- Let the blade down slowly, do not use force
- Hold saw down until blade has stopped spinning





12. Electrical and Battery Safety

12.1 Electrical Safety

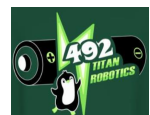
- Make sure cords are not damaged
- Make sure outlets are in good condition
- Always assume that wires connected to the robot is powered
- Only work on electrical equipment and materials if it is disconnected and there is no power going through it
- Do not chain power strips

12.2 Handling and Working with Batteries

- Do not carry batteries by the wires
- Inspect batteries periodically, and before and after each competition round, for cracks or other damage
- Check that batteries are charged
- Make sure no metal tools touch both terminals of the battery at the same time

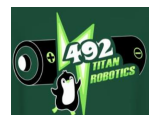
12.3 In case of Battery Spills

- Notify mentor





- ❑ Make sure you are wearing safety glasses and other appropriate clothing and protection including battery gloves
- ❑ Neutralize the electrolyte by pouring the bicarbonate of soda on all wet surfaces
- ❑ Dispose of battery properly





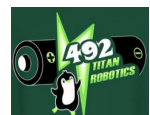
13. Pandemic Procedures

13.1 Following district and school rules

- ❑ The club must follow all school and district rules for the safety of members and mentors
- ❑ Meetings should be held with school/district approval and permission

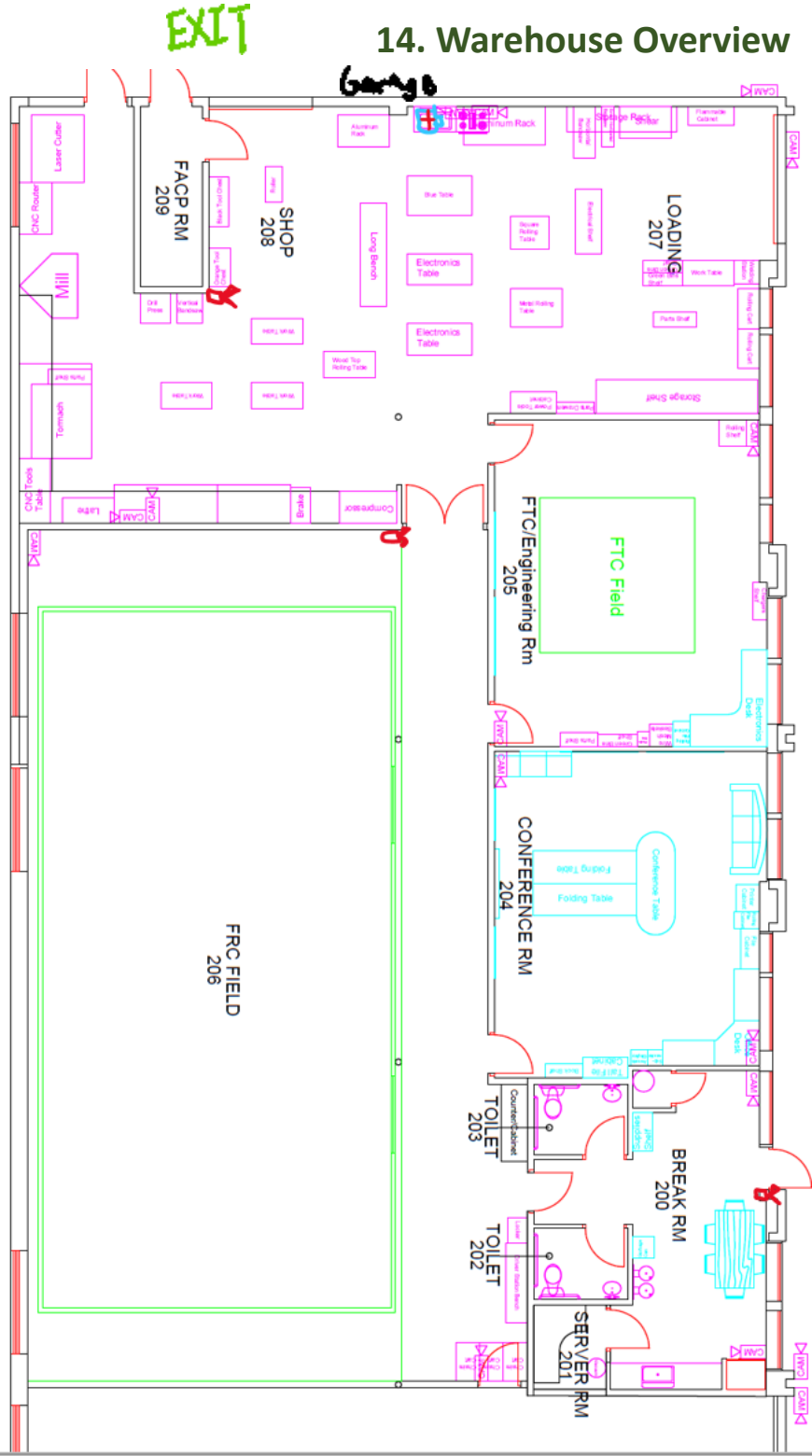
13.2 Rules for Physical Meetings



- ❑ Masks are optional at warehouse meetings
- ❑ Always wash hands
- ❑ Do not attend in-person meetings if you have any symptoms, because you might have Covid, which means putting others at risk of contracting it as well
- ❑ Do not have any guests or people who have not signed up to go to meetings. Must have permission to hold meetings beforehand. This is to limit the number of people we come into contact with and limit the risk of contracting covid.
- ❑ If members or mentors have symptoms within 2 weeks of going to a meeting, everyone present at the meeting must be tested. This is to ensure that everyone is safe, and to find out if other people have contracted Covid





14. Warehouse Overview



 Fire extinguisher
 First-Aid Kit

EXIT





Appendix: Safety Quiz

Safety Quiz

This is a quick quiz to confirm your attendance at our online safety training. If you didn't attend, please watch the recording before taking the quiz!

Email *

Valid email

This form is collecting emails. [Change settings](#)

Name *

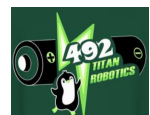
Short answer text

General Rules Section

If the question is a short answer question, please REFER TO THE () AT THE END OF THE QUESTION to see how to enter in your answer.

Which of these locations are you allowed to eat at? *

- The machine shop area of the warehouse
- Around the robot
- Kitchen area
- In the pits at competitions





After you finish using tools or materials in the warehouse or at a competition, what should you do? *

- Clean up
- Run away
- Eat a snack
- Ask someone else to clean up

Before using a machine, you should always know how to _____ in case of an emergency. *
(phrase)

Short answer text
.....

True or False: You cannot work on homework at robotics meetings or competitions *

- True
- False





What should you do in the case of an injury? *

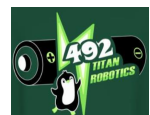
- Have nearby mentor/member call emergency medical services
- Wait for instruction from emergency medical services
- Notify mentors even in the case of minor injuries
- Fix it yourself

When should eye protection (safety glasses & side shields) be worn? *

- At all times
- Once a week
- Never
- When you want to

When you're not sure which drill bit to use, use a ____ bit. *

- Larger
- Smaller





Once you're done with the caliper, make sure to ____ before putting it away. *

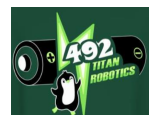
- Open the clamp
- Wash it
- Turn it off
- Take it out of the box

Procedures for Emergencies

If the question is a short answer question, please REFER TO THE () AT THE END OF THE QUESTION to see how to enter in your answer.

Procedure for earthquakes *

- Crouch low and get AT LEAST YOUR HEAD under a table or chair
- Hold onto the table or chair with BOTH hands
- Hold onto the table or chair with ONE hand, cover the back of your neck with the other hand
- Panic and run





Procedures for fires *

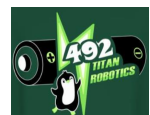
- Splash water on the fire
- Use the fire extinguisher or fire blanket to extinguish the fire
- If you are on fire stop, drop, and roll on the floor
- Run into the fire

Emergency gathering area: In case of a need to evacuate the warehouse, head to the _____ *

- Russian School of Ballet
- Whole Foods
- Islamic Center
- Shell Station

Meetings during the Pandemic

If the question is a short answer question, please REFER TO THE () AT THE END OF THE QUESTION to see how to enter in your answer.





When should you wear your mask? *

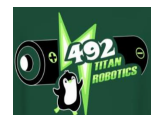
- Never
- Sometimes
- At all times

Can you eat or drink during meetings during the pandemic? *

- Only during programming meetings
- Yes
- Only if you stand away from others

How far apart should you be from others? *

- At least 6 meters
- At least 3 feet
- At least 6 feet
- Doesn't matter, as close as you like





If members or a mentor has symptoms within _____ of going to a meeting everyone present at ^{*} the meeting must be tested.

- 1 week
- 2 weeks
- 3 days
- 3 weeks

Safe Attire

If the question is a short answer question, please REFER TO THE () AT THE END OF THE QUESTION to see how to enter in your answer.

Which are true about safety glasses and side shields? ^{*}

- Side shields can be purchased for 5\$
- Side shields are free
- Should be worn while working with or around tools or machines
- Safety glasses or side shields do not need to be worn in the machine shop area of the Warehouse

Hair longer than _____ should be tied up ^{*}

- Waist-length
- Forehead-length
- Shoulder-length
- Knee-length
- Chest-length

