Safety Talk #1: Introduction to Safety

Date discussed: _____ Led by: _____ Note: Due to this being an introduction toolbox talk, it is longer than most. This is more of a quick crash course in safety than an in-depth training, and these topics may be covered again in later talks. Also, many important aspects of our safety program are not covered here.

What are toolbox talks, what kind of things are discussed, what is the purpose of them?

Toolbox talks are safety discussions that we have at the beginning of meetings. Safety policies and reminders will often be the topic of discussion. Any changes to the safety program will also be brought up at during toolbox talks, as well as any concerns. The purpose is to teach and remind people of our safety rules, and get feedback from team members on safety. **If you miss a toolbox talk, speak to a safety captain/leader to make it up.**

What does PPE stand for? What PPE do we use/have available?

PPE stands for Personal Protective Equipment. We use:

- Safety Glasses-NOT prescription glasses with side shields. Prescription safety glasses are fine, but they must be safety glasses.
- Closed toed shoes
- Cut resistant gloves
- We also ask that long hair is pulled back when necessary and members avoid baggy clothing or dangling jewelry.

   What PPE needs to be worn in the shop?

   Safety glasses, closed toed shoes, cut resistant gloves if working with sharp objects or deburring, long hair should be pulled back if working (you can walk in with long hair down, but cannot work on anything), no baggy clothing or dangling clothing.

   Who can use the equipment and power tools?

   Only those trained to do so. Training must be done in robotics by a mentor.

   What should be the first thing you do if you or someone near you is injured (more serious than minor injury/band-aid)?

   Notify mentor or coach immediately, or send someone else to tell a mentor or coach. (the next steps will be covered in more detail at a later toolbox talk).

   What things should you always check before working on the robot?

   That the power is **off!** Next you should check that all moving parts are secured, and that you are wearing all PPE. **What things should you always check before turning the robot on and what should you do before enabling it?**

   That no one is working on the robot, and that everyone is clear. Before enabling it check to make sure the area is clear and no one is working on the robot/in the robots direct path. Once it is clear verbally say "Clear", check again, and then enable the robot.

   Where do we go in the event of a fire?

   Down the stairs and out the doors. Stop work immediately and leave.

   Safety Suggestions:

Team Members Present: (Makeup date if applicable)

_____   _____

_____   _____

_____   _____