

Date toolbox talk was discussed: _____ **Person who led discussion:** _____

Instructions for leader: Gather everyone at the meeting then read the questions to one at a time and have them discuss it. Read what is written below the questions if it is not covered in the discussion. Anything that should be added to the answer make note of below the question. This talk should be discussed before every event.

Safety Talk: Pre-Event Discussion

Where at events must PPE be worn and what PPE must be worn?

Safety glasses must be worn everywhere in the pits, the practice field, on the field, driving the robot, and in any workspaces. When in doubt wear safety glasses. Closed toed shoes must be worn to the events or you cannot go in the pits. Long hair must be tied back and avoid baggy clothing. Gloves must be worn when unpacking and when lifting the robot.

What two things should not be put in totes and should be with team members in the vehicle of transportation? Safety glasses and gloves. Be sure to wear **both** when unpacking the pits. It is very important. There are two first aid kits, and one should go with each group of people traveling (Thursday group and Friday Group).

Where should the team meet in the event of an emergency?

The team should meet at the school vans or whatever vehicle they rode in, or if a place is discussed ahead of time the teams should meet there. People who drove separately should meet where the rest of the team is meeting.

In the event someone is badly hurt what should they do?

They should report to the pit first aid and EMT station. Our emergency information on what hospitals to go to are in the safety binder along with the phone numbers, hours, and directions to them. The safety binder is always by the safety stand.

What is safety culture?

Safety culture is the team's attitude about safety. This year especially our team has done a good job of safety culture, but at events it is even more important. As a veteran team we must serve as an example to other teams, and all members have to display a positive attitude about safety: especially at events. Even when you don't think anyone is watching demonstrate safe behavior. It's one of the most important parts of the safety program.

What should you do if other teams are not being safe?

If a team is being unsafe tell them what they are doing wrong and how to fix it. It is very important that you tell them, it is better to risk awkwardness than for someone to get hurt. If you don't feel comfortable telling them you can notify the safety captain or a safety leader and have them tell the team, but because safety is everyone's job it is preferred that you tell them.

Is horseplay or running ever acceptable at an event?

No, it creates unnecessary danger and is unacceptable.

Can you walk around events alone?

No, you must use a buddy system when traveling at events. You should also let a mentor or adult know where you are going before you leave. *exceptions may apply.