

# How to Start a Safety Program



# Introduction

- **Who are we?**
- **Why is safety important?**
- **6 Steps**



**Commit to  
Safety**



# Commit to Safety

- **How can my team commit to safety?**
  - Appointing a Safety Captain
  - Establishing a safety committee
  - Realize there is no downside to safety and you can never be too safe



# Team Member Involvement



# Team Member Involvement

- **Establish a Safety Committee**
  - Allows your team's to have a sustaining safety program from year to year, season to season.
  - Committee should be interest based, keeping the size reasonable.
- **What Does the Safety Committee Do?**
  - They are responsible for setting safety policies and procedures and making sure they are being followed.



# Constructing A Safety Binder



# Constructing A Safety Binder

- **A Safety Binder or Manual houses all of the safety documentation for your team**
- **Why is safety documentation important?**
  - To ensure the entire team is being consistent in it's safety practices.
  - For training, if you don't document it in writing--it never happened.
  - Deciding who can use each machine in the shop.





# Constructing A Safety Binder

- **What's in a Safety Binder?**
  - Safety Rules & Procedures
  - Training
  - Emergency Plans/Procedures
  - Injury and Near Miss Reports
  - Safety Issue Reporting Log
  - PPE Inventory/ Checklist
  - Risk Assessment of machines or tools you use
  - SDS Sheets



# Educate Team Members



# Educate Team Members

- **Hold a safety meeting at the the start of every year/season with the entire team where you go over:**
  - Broad safety rules that are applicable to the entire team
  - The safety reporting and injury/near miss reporting log
  - Your team's Emergency and Evacuation Plans
  - Where your safety equipment is



# Educate Team Members

- **On an as needed basis, provide more specific safety training on an individual or small group basis**
  - Students working on machines or power tools will need specific training for each machine or power tool
  - Students working on robot assembly will need specific training such as battery spill clean up etc.



# Documenting Safety Incidents and Hazards



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- Injury report forms (OSHA's form 300 is a good example)
- Created a database with all the injuries from injury report forms
- Discuss at next team meeting when incident occurs so the whole team can learn from that experience



**Evaluate Safety  
Processes  
Each Year**



# Evaluate Safety Processes Each Year

- Look for common issues that occurred in the season
- Check out other teams safety programs to see what you can add to yours
- As the FIRST Safety Advisers or or the UL Safety Judges at your competitions for things to add to your program





# Safety App



# Safety App

- **We have developed a mobile safety app for Android and iOS devices**
- **It is a mobile version of your Safety Binder**
- **We need your help!**
  - We need teams to volunteer to beta test the app
  - If interested, the business card attached to the packet details how to install the app



# Final Thoughts



# Final Thoughts

- **Safety basics come before anything else**
- **Have a line of succession--train a Deputy Safety Captain**
- **Seek out teams noted for the safety excellence and ask them for guidance**
- **Find a Safety Mentor for your team**
  - Can be a safety professional or someone who is just well versed in safety practices and procedures of a shop/lab/factory setting



Questions?

