

Workshop Rules - Team 885

Green Mountain Robotics, Inc.

1. Safety

Read, understand, and follow *Basic Machine Shop Safety, Team 885*. Team members may be asked from time to time to demonstrate familiarity with safety requirements and tool operation.

Team members must also be familiar with the provisions of the FIRST Youth Protection Policy (YPP) and the Team 885 YPP policy.

No one is allowed to operate any of the power tools unless they have attended one of the Safety Trainings **every year**.

Wear safety glasses at all times **in all areas where work is being done**. The only exceptions are:

- At lunch times or during meetings while no work is in progress.
- In the front room, but only if no physical work is being done there.

2. Conduct

The workshop is a place for working on the robot, not for horseplay, boisterous actions, or games. Anyone engaged in inappropriate or unsafe behavior will be asked to leave the workshop, and may be suspended from the team for repeated or serious violations.

All team members are expected to demonstrate courtesy and "**gracious professionalism**" toward one another.

3. Socializing

It is expected that being on the team will be enjoyable and that a certain amount of socializing will occur. Socializing that interferes with productive work is not acceptable and must relocate away from the work areas.

4. Clean-up

It is expected that team members will normally work productively **until the end of the work session** and then will help clean up. Valuable hand tools and unused materials must always be put away. On Friday and Saturday evenings work in progress may remain on the work benches; on Sunday work in progress should be put on shelves or another safe place.

On Friday and Saturday the bulk of debris should be properly disposed of. On Sunday the shop must be thoroughly cleaned and swept / vacuumed. The tools must be left clean. Hand tools and supplies must be put away. Clean up your own mess.

Do not put tools and supplies away unless you **know for certain** where they go; tools and supplies that are in the wrong place are essentially lost and useless. There will be a "homeless" table where items can be placed if you are not **sure** where they go. It is good practice to put tools and supplies away when you have finished using them. If you got it out, put it back.

A work session will not start until the shop is in good order. If it was not left that way valuable time will be used in order to make it so.

5. Sign In/Sign Out

Be sure to sign in and sign out; this applies to students, parents, and adult mentors.

Students must also fill out the self-evaluation chart and review the ratings with your designated adult mentor before leaving. Before leaving **everyone** should indicate on the chart their intention (or not) to attend the **next three work sessions** including their reason for being delayed if applicable.