

8 Appendix A: Safety Checklist

Teams should review the condition of the inspected area per the criteria in the checklist below. Assess each item and answer the question by placing a check mark in the appropriate column. For any questions answered “no” below, complete a Corrective Action Plan (see next page).

Key: Y = Yes N = No NA = Not applicable

ITEM	Y	N	NA	LOCATION/NOTES
HAND AND PORTABLE TOOLS				
Are powered tools in good condition, with no evidence of damage?				
Are tools properly stored when not in use?				
Are guards and safety devices in place and operational?				
CHEMICALS				
Are chemical containers properly labeled and in good condition, with no sign of damage?				
Are Safety Data Sheets posted/readily available and team members aware of them?				
ELECTRICAL				
Are cords and plugs free of broken insulation and exposed wiring, and provided with grounded connections, or double insulated?				
Are electrical outlets overloaded (more than one power strip per outlet)?				
Is the battery charger situated so there is air circulating around it?				
Are the batteries in visibly good condition, terminals not bent, and no cracks in the case?				
TEAM PIT				

ITEM	Y	N	NA	LOCATION/NOTES
Is team equipment within the designated space? Is the aisle clear?				
Is the area free of slipping and tripping hazards?				
Is storage of materials orderly?				
Does the area conform to the 10-foot height restriction? This includes banners, signs, and all construction.				
Are the work surfaces neat and uncluttered?				
APPROVED PERSONAL PROTECTIVE EQUIPMENT (PPE)				
Is PPE available for <i>FIRST</i> participants and their visitors?				
Is PPE worn by team members where required/posted?				
Is PPE properly maintained and stored?				
RESPECT FOR STORED ENERGY DANGERS				
After competing, does the team relieve electrical and miscellaneous energy before moving the robot off the field?				
In the pit, does the team ensure that no one is working on the robot while it is energized?				