

VOLUNTEER INSTRUCTIONS - PIT SAFETY GLASSES **PROCEDURES**

Overview

The Pit is the designated work area for the student teams competing at this FRC event. Because the teams use power tools and operationally test their machines in the Pit, there are essential safety practices that must be implemented. Most importantly, *FIRST* requires all personnel in the Pit area to wear safety glasses at all times. To facilitate compliance with this rule while also allowing event attendees and guests to visit the Pit, *FIRST* employs Safety Glass Attendants (SGAs) who are responsible for carrying out specific safety glass procedures. The SGAs work under the direction of the Lead Safety Glass Attendant who is responsible for overseeing the implementation of these procedures in the Pit. This document describes the procedures to be followed by the SGAs when undertaking this task.

Safety Glass Use Requirement

- **FIRST Safety Policy mandates that everyone in the PIT area at all FRC events wear safety glasses at all times.**
- **There are no exceptions permitted.**

FIRST “Loaner” Safety Glasses & Eyeglass Side Shields

FIRST has provided a limited supply of safety glasses to this event for the SGAs **to lend** to people entering the Pit who have not brought their own. For people wearing prescription eyeglasses that are “safety rated” and prefer not to also wear loaner safety glasses, a small quantity of plastic eyeglass safety side shields has been supplied that may be temporarily attached to the prescription glasses to make them functionally equivalent to safety glasses.

Safety Glass Attendant Duties

The SGAs are responsible for enforcing compliance with the Safety Glass Use Requirement in the Pit. It is also their job to hand out, receive back, and clean all returned glasses and side shields for reuse. They are to keep a count of the number handed out and returned for inventory control monitoring purposes. At the conclusion of the event, the SGAs shall inspect, clean as necessary, count, and repack all loaned items into their original travel containers for transport and reuse at subsequent events. The SGAs shall implement the procedures stated below to ensure compliance with the Safety Glass Use Requirement and facilitate a smooth flow of personnel entering and leaving the Pit.

Restricted Pit Access & Safety Glass Control

The Pit area has been configured so that access is restricted to designated entrance / exit points. Each entrance point shall be manned by two SGAs who are responsible for ensuring that people enter and leave the Pit only through these points, and that everyone going in has on appropriate safety eyewear.

Safety Glasses Attendant Instructions

Your job as an SGA is to ensure that people do not get into the Pit unless they are wearing appropriate safety eyewear. It is very important that you carefully follow these instructions. Subsequent FRC events will also be using these loaner safety glasses. Their availability for use at those events will depend on your having carefully complied with these instructions. Please ensure that you clean and inspect all borrowed glasses at the end of your event before repacking them on the final event day for truck transport to the next venue. If you have questions or need assistance, please consult your Lead Safety Glass Attendant.

A. MORNING OF 1st EVENT DAY - PIT SGA STATION SETUP:

The Pit opens early on the 1st day so that teams can uncrate their robots. Three (3) representatives per team are allowed early entrance for this purpose. You will need to arrive about an hour before the posted normal opening time of the Pit to ensure that these team members have/wear their safety glasses.

1. Upon arrival at the Pit, check in with your Lead SGA and get your SGA station assignment and any procedural changes. Locate your assigned station and verify that a table, chairs, and trash container have been set in place for your use. You should also have a designated SGA partner to work with you so that there will always be at least one SGA on duty at your station throughout the entire time the Pit is open each day.
2. Locate the FIRST containers of safety glasses that have been delivered to the Pit (the Pit Admin. Supervisor can assist you. The glasses have been packed in plastic “totes” similar to the Kit containers the teams have). In the totes, you should also find a small package of eyeglass side shields, a colored marker pen, spray bottles of glasses cleaning solution, and boxes of paper cleaning tissue wipes. Place one full and one empty glasses tote or empty box for dirty returned glasses on your table. Please keep in mind that FIRST has supplied a limited number of glasses to this event that will also be used at other venues, and not just yours. **Only open and use the minimal number of totes you actually need to service the crowd passing through your Pit entrance point, typically one or two totes.** (One full tote contains approximately 130 pairs of glasses. Get additional totes of glasses if necessary, but don't keep any more totes at your table than you need as a working quantity.)
3. **Keep the remainder of the FIRST- supplied safety glasses totes closed and stored at a central secured location (such as behind the Pit Admin table) so that glasses will not be inadvertently taken by unauthorized personnel in the Pit.**

4. **Prepare a quantity of glasses to identify them as *FIRST* property.** All *FIRST* supplied safety glasses you hand out to visitors must be marked to identify them as “loaner” glasses belonging to *FIRST* before you hand them out so that they may be recognized as *FIRST* property for later retrieval by any SGA as people leave the Pit. The identifying mark is a noticeable colored stripe on each side frame near their hinges. Some of the glasses in the totes will already be marked because they have been used at an earlier function, however, others will be new and not have the marking on them. **Before giving out a pair of new unmarked glasses, mark it with the colored marking pen to identify it as a *FIRST* loaner pair. Do so by marking the hinge area on both sides of the glasses so that the mark can be easily recognized as people leave the Pit passing by an SGA station.** It will take a moment or two for the marking to dry. (You can speed up the drying by briefly waving the glasses in the air.) Be sure they are dry before handing them out. Tightly replace the caps on the pens when not in use, otherwise they will quickly dry out.

B. HANDING OUT & RECLAIMING GLASSES DURING PIT OPEN HOURS EACH DAY

Please follow the procedures below. You should offer loaner glasses to all Pit visitors and guests who need them, and later retrieve the borrowed glasses when people exit the pit. (FRC teams have been instructed to bring their own glasses. Make a point of this if they show up without them. If truly necessary, however, you may loan *FIRST* glasses to team members. Record the team’s number so you can pursue the glasses return at the end of the event before the team departs.)

1. **Enforce the Safety Glass Use Requirement:** That’s your job! Since many people will feel put upon...forced to wear safety glasses, it is very important that you do it with gracious professionalism. Remind them that there are many power tools in use in the Pit that may fling off metal particles. Be insistent if you need to, but be pleasant, and tout *FIRST*’s efforts to provide a safe environment for the teams, mentors, and guests. Thank them for their cooperation.
If a person still refuses to wear safety glasses and insists on entering the Pit, recruit the help of your Lead SGA or Pit Administration Supervisor. The Supervisor is on radio and can contact the appropriate event administrator to help you.
2. **Continuous manning of Pit entrance points:** If you need to leave your assigned station once the Pit has been opened, make sure that your SGA partner remains on duty or you ask your Lead SGA to temporarily replace you. At least one SGA must be manning it and controlling access at all times during Pit open hours.
3. **Eyeglass side shields:** The safety glasses provided by *FIRST* are designed to fit over normal prescription glasses. However, some visitors may have prescription eyeglasses that are “safety rated,” and prefer not to have their vision blurred by wearing an additional safety glass pair. In these circumstances you may lend them eyeglass side shields that have also been provided by *FIRST*. The shields are designed to slip over the frames of the prescription glasses and cover their exposed sides. Before providing shields, ask the visitor to verify that his/her eyeglasses meet the ANSI Z87 safety standard. Make a small identification mark on the shields with the marking pen for later identification and retrieval, and hand them to the visitor.
4. **Safety glasses inventory count monitoring:** Because of the large number of glasses that will be distributed, we expect some loss at each event and have planned accordingly. However, to ensure control you must maintain a tally of items distributed and retrieved at your station each day so that Pit totals can be calculated by your Lead SGA, and overall final counts taken at the end of the event. Please keep a running tally of the number of

rev. 1/23/08

glasses you give out and receive back each day. Compile this information on a copy of the attached **Pit Safety Glasses Inventory Form** and give it to your Lead SGA.

5. **Retrieving & cleaning returned glasses and shields:** As visitors leave the Pit, you are responsible for retrieving all loaned safety glasses and side shields from them. Look for the glasses having the colored pen markings. You must inspect and clean them before returning them to their tote. Discard any used glasses that have been badly scratched or damaged. It is important that you retrieve as many glasses as possible since they will be needed at subsequent FIRST venues.

C. FINAL EVENT DAY PACKUP:

As the event winds down in the afternoon of the final day, retrieve, clean, count, and repack all loaned items as instructed by your Lead SGA. Seal the totes with plastic ties (available from teams or in the tools travel case on the playing field), and prepare them for reloading onto the truck.

1. **Inventory count totals:** As soon as all visitors have left the Pit, follow your Lead SGVs directions to help tally the event's total number of safety glasses and side shields handed out and returned in the Pit over the entire three day period. If the result is less than 90%, retrieved, the Lead SGA should alert the Pit Admin Supervisor so that he/she may notify a *FIRST* representative. Give all filled-in Inventory Forms to the Supervisor for tallying of the information and forwarding to *FIRST*.
2. **Glasses cleaning materials usage:** Some of these materials will get used up each day. Keep an eye on their usage. If it appears that the supply of safety glasses cleaning spray or tissue wipes provided in the totes is running low, please alert your Lead SGA and he / she will address the matter with the Pit Admin Supervisor.