

# Kinetic Knights Robotics Policy on Adult Volunteers and Mentors

## Definitions

**Adult Volunteer** - Any adult who provides advice, guidance, materials, services to the team. This includes parents who provide transportation, food and beverages, etc., as well as community members who help to arrange opportunities for the team, present workshops on various topics, etc.

**Mentor** - An adult who works with the youth on a robotics team, providing guidance and advice on how to complete the teams objectives. What differentiates a mentor from other adult volunteers is that this work is on a regular and on-going basis which includes situations where the mentor is responsible for the safety of the youth under his or her care.

**Shop Supervisor** - An adult qualified to oversee and supervise others using certain categories of tools in the shop. The categories are based on risk and range from hand tools to power tools to machine tools. Qualification as a shop supervisor is described in the section "Becoming a Mentor" below.

## Responsibilities

Mentors have specific responsibilities with respect to the safety of the youth on the team, which are over and above any other accountabilities they may have as adult members of the team (e.g. signing contracts for hotel bookings, purchasing materials, etc.).

Mentors are responsible for:

1. Providing supervision at the team build site during formal team activities. Details with respect to supervision of shop or build activities are described below in the section titled "Supervision of the Shop".
2. Providing supervision during official team events both on and off-site. These include trips to competitions and team meetings as described below in the section titled "Supervision of Official Team Activities and Events"
3. Monitoring, correcting and reporting any inappropriate behaviours as described below in the section titled "Youth Protection Policy and Code of Conduct"
4. Reporting any injuries as defined in this policy

Mentors are expected to make a reasonable effort not to be left alone with a single student.

# 1. Supervision of the Shop

A key aspect of the activities of the robotics team is learning and using various tools in a shop environment to fabricate robots and robot accessories. This industrial environment has certain hazards and extra supervision is required to ensure the safety of youth working in the shop and using tools. For this reason a subset of mentors are also qualified as shop supervisors and/or Machine Tool trainers. The process for becoming qualified is described in section 5 below.

## Shop Supervisor Responsibilities

- The shop supervisor is responsible for ensuring the youth wear the appropriate PPE and follow the shop safety rules.
- The shop supervisor is responsible for ensuring students who have not demonstrated competency on a tool are directly supervised.
- The shop supervisor is responsible for ensuring the machine and power tools are "locked out" prior to leaving the shop unattended.
- The shop supervisor is responsible for identifying hazards and taking action to mitigate the risk and/or consequence of injury.
- The shop supervisor is responsible for ensuring youth are aware of hazards and safety expectations each time equipment is used.
- The shop supervisor is responsible for ensuring that equipment is properly maintained and fit for service prior to use, and to identify any deficiencies and take action to make the equipment safe.
- Provide shop safety training in areas where qualified.

## Shop Training

**Machine Tools** - Consist of the Milling Machine and the Lathe. These tools require the highest level of supervision due to their capacity to cause serious injury or even death. For this reason, the qualifications required to train youth in the use of machine tool are: A mentor or an adult volunteer along with a mentor, provided they have a qualification from a trade school demonstrating competency in the use of machine tools.

The training must be done via direct supervision by a Machine Tool trainer until the student can prove competency in the basic use of the tool. Basic use is defined as safe operation, machining of the metals normally used, situations requiring assistance or guidance of a machine tool trainer.

Upon demonstrating competency on the tool, the youth's name will be entered into the safety passport and signed by the student, safety captain, and trainer to document that the student no longer requires direct supervisor to use the tool while performing the basic tasks in which they have been trained.

Indirect supervision by a shop supervisor or adult volunteer who has been properly briefed as well as a relevant trade certificate or has demonstrated competency in the tool operation is still required. Adult volunteers cannot work with students without a mentor present and without having completed a form stating they have received an orientation and indicating they have the required training.

**Power Tools** - Band Saw, Drill Press, Chop saw, and other tools which are plugged in to an outlet, except those which are designated as machine tools.

Youth are required to be trained on the use of power tools by a shop supervisor. Once the student has demonstrated competency with a power tool to the shop supervisor and has documented the competency in their safety passport, the student may use the tool with direct or indirect supervision from the shop supervisor.

**Hand Tools** - non-powered tools plus the cordless drills

Youth are required to be trained on the use of hand tools by a shop supervisor. Once the student has demonstrated competency with the hand tools to the shop supervisor and has documented the competency in their safety passport, the student may use the hand tools with direct, indirect, or no supervision from the shop supervisor due to the nature of hand tools.

## 2. Supervision of Official Team Activities and Events

Throughout the year, the youth on the team are involved in numerous activities. In an effort to clearly separate those activities which require some form of adult supervision from other more youth led ones, the following are designated as official activities.

**Full Team Meetings** - When the team is meeting to conduct business, there will be at least one mentor present. This does not include youth arranged meetings at locations other than either the school or the build site (e.g. meeting at someone's house to work on things)

**Working Meetings at the Build Site** - in addition to shop activities covered above, various sub groups of the team may work on projects such as grant applications, awards, marketing, etc. These may be led by a team captain or one of the other youth leaders at the discretion of the mentors. Youth may be occasionally present in the LHLC without mentor supervision permitted the tools have been locked out by a shop supervisor.

**Outreach and Community Events** - The team also participates in various fundraising, community, and team building activities. Often these activities are supervised by a mentor, however some events may not have this supervision at the lead/alternate mentors discretion. While we will endeavour to inform Parents/Guardians of whether or not there is a mentor present at an outreach or community event, parents/guardians should assume no mentor supervision will be available as youth often plan events shortly before enacting them.

**Competitions** - At competitions, mentors are required to attend along with the youth. Mentors will work with the youth to select the competitions and provide any required paperwork to the parents of the youth intending to attend.

**Safety Plan While Away From Home** - The safety captain (or delegate), in conjunction with a mentor, will develop a safety plan to ensure the team is prepared for emergencies. This will include the process that will be followed when a youth cannot be accounted for at a team event. The safety plan will be kept in the safety binder which will be kept in the pit or on the bus while travelling.

### 3. Monitoring and Correcting Behaviour

In order to ensure a safe environment for youth participating in FIRST events and activities a Youth Protection Policy and Code of Conduct applies to all FIRST Teams.

Mentors are responsible for reporting any violations of the Youth Protection Policy or Code of Conduct to the lead/alternate mentor.

**Discipline** - Mentors may discipline youth as the situation requires, using a 3 step approach:

1. If a student behaves in a way deemed unsafe or inappropriate, the mentor is to speak to the student as close to when the incident occurs as is appropriate. Inform the student that if the behaviour continues the student may be asked to leave the event for the day.
2. If the behaviour continues the same day or is regularly spoken to, the student will be sent away from the event in a reasonable manner (ie, Local event - students sent home, Competition - hotel/stands) and their parent/guardian informed.
3. If the behaviour continues after a student has been asked to leave an event, the student will again be sent from the event and informed they will be told when they can return to team activities. At the next mentors meeting a discussion will be held and a decision made regarding the path forward for the youth. The mentors have the discretion to remove youth

from the team, at which time the parents/guardian of the youth will be notified.

## 4. Reporting Injuries

**Minor Injuries** - In the event of a minor injury, the shop supervisor or mentor shall ensure that the injured party is given the appropriate material from the teams first aid kit. The mentor or youth shall also record on the first aid kit the material they used, the date, and reason. This allows the directors to be informed of any injuries as required by law and to ensure the first aid kit is stocked.

**Medically Treated Injuries** (requiring medical attention) - If a team member requires a visit to a hospital or a doctor's appointment due to an injury, the first responsibility of the shop supervisor or mentor is to ensure the injured party receives the needed attention. Once the injured party is being attended to the mentor must call the lead mentor and the President of the board to inform them of the injury, and the context in which it occurred. The lead mentor will then call the parent/guardian to inform them of the incident. The area in which it occurred must also be quarantined if possible to aid in any investigation into the cause.

**Critical Injuries** (an injury of a serious nature that,

- (a) places life in jeopardy,
- (b) produces unconsciousness,
- (c) results in substantial loss of blood,
- (d) involves the fracture of a leg or arm but not a finger or toe,
- (e) involves the amputation of a leg, arm, hand or foot but not a finger or toe,
- (f) consists of burns to a major portion of the body, or
- (g) causes the loss of sight in an eye)

In the event that a team member has a critical injury, the shop supervisor must call 911 to ensure adequate medical care is provided, and the proper authorities informed. The mentors and shop supervisor will place the youth away from the accident scene until such time as they can be released. The mentors and shop supervisor present will cooperate fully with any investigation. The shop supervisor will call the lead mentor and president in a timely but appropriate manner. The lead mentor will then call and inform the parent/guardian. The shop supervisor will advise the students and other mentors not to speak to the media unless instructed, to ensure only the facts are conveyed, and to ensure a single point of contact between our organization and the media.

## 5. Becoming Involved

All adults are encouraged and welcome to become involved in the team. To ensure a clear understanding of what is involved and in order to decide how best to volunteer, the following process is to be followed.

Identify interest to the lead mentor, outline the scope of involvement (see chart below)

A person in the role of;	<b>is able to,</b>	<b>and requires,</b>
<b>Adult Volunteer</b>	participate in team activities with a mentor present	registration with the lead mentor
<b>Chaperone</b>	go on out of town trips with youth	above plus be familiar with the Youth Protection Policy and adhere to the Code of Conduct. complete a vulnerable sector police check every 3 years.
<b>Mentor</b>	work with youth throughout the season including meetings, shop activities. provide overall safety supervision (people are not doing things they are not qualified to do)	as above plus complete the sexual harassment waiver. sign up in TIMS may undergo Youth Protection Clearance through FIRST
<b>Shop Supervisor</b>	unlock equipment in the shop, provide direct and indirect supervision of, and training on hand and power tools	as above plus complete the online OHSA for supervisors training course knowledge of generic shop safety rules and specific knowledge of at least hand and power tools.
<b>Machine Trainer</b>	unlock machine tools provide direct supervision and training on machine tools.	a relevant trade certification or is deemed qualified by someone with a relevant trade certification

## Screening

Mentors need to be familiar with the Youth Protection Policy and adhere to the Code of Conduct contained within. This means reading the policy and watching the associated Youtube videos. This is a requirement of the FIRST robotics program.

- Mentors are required to complete a vulnerable sector police check every 3 years.
- Mentors are required by our insurance to complete the sexual harassment waiver.
- Mentors are required to sign up in TIMS
- Mentors are not required, but may undergo Youth Protection Clearance through FIRST

## Becoming a Shop Supervisor

Any mentor who wishes to be a shop supervisor must complete the OSHA training course available online for supervisors. OSHA is not applicable to our environment, however as we are supervising youth using tools aspects of the content of the training may apply.

Any mentor can be a shop supervisor of hand or power tools provided they are comfortable with the hand and power tools being used by the youth in the shop and know the risks and how to mitigate them. A mentor can provide direct supervision to youth on a machine tool (mill or lathe) provided they have a relevant trade certificate, or can demonstrate their competency at the tasks being performed by the youth to a shop supervisor with a trade certificate as well as the safety rules for operating the equipment. An adult volunteer who has a relevant trade qualification can directly supervise Youth if they hold a relevant trade qualification and another mentor is present to ensure the terms of the YPP and Code of Conduct are met.