



TAILGATE SAFETY

SETTING UP TAILGATE SAFETY MEETINGS

Tailgate or Toolbox safety meetings are 10-15 minute on-the-job meetings held to keep employees alert to work-related injuries and illnesses.

Why Have Them?

In the construction industry, tailgate safety meetings are required every 10 working days by Cal/OSHA Regulations in Title 8, section 1509 of the Construction Safety Orders.

Tailgate/toolbox safety meetings can be used to address actual problems on the job or in the shop. The supervisor leading the meeting can draw on the experience of workers and use that experience to remind all employees – especially newer ones – of the dangers of working with particular kinds of machinery, tools, equipment and materials.

What to Talk About?

The topics are almost endless. Talk about work practices, machinery, tools, equipment, materials, attitudes, injuries that occurred and anything else that may cause or contribute to work-related injuries or illnesses.

Keep the topic relevant. If you are working at heights above the trigger height for fall protection, discuss fall protection. If you don't have forklifts onsite, don't cover forklift safety. Make it specific to the jobsite hazards.

Choose a topic you think needs safety review. If you notice guards are being tied back, cover guarding and company policies for guarding. If there has been an accident or a "near-miss" discuss it. Talk about what happened, where it happened, how it can be prevented from happening again, etc. Encourage employees to suggest topics or even better ask for volunteers (or assign) to give the tailgate meeting.

How to Run a Good Meeting

1. Hold the meeting on the job, preferably where people can sit and relax.
2. Hold the meeting at the beginning of the shift, right after lunch, or after a break.
3. Choose the topic carefully. Topics should be about safety and health hazards that really exist on the job.
4. Any meeting runs better if you are prepared, so prepare ahead of time.
5. Don't choose a broad topic that you can't cover in 10-15 minutes. For example, rather than covering "Hand Tool Safety" try narrowing it down to "Defective Hand Tools".
6. Encourage employee participation up to and including having employees pick the topic and run the meeting.
7. Use props (if covering ladder safety, have a ladder nearby to use to emphasize your points).
8. If you have Spanish speaking workers, be prepared to provide the materials and have the talk translated into Spanish.
9. Always have employees that attended sign an "attendance log". This is your record that you actually held the meeting. Keep these records for three years.



North Coast Builders Exchange ~Tailgate Topics
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