

Toolbox Talks

Tailgate Safety Meeting

JOB NUMBER:

DATE:

CREW MEMBERS ATTENDING :(Please have crew member mark his/her name legibly)

CREW MEMBERS ABSENT:

ITEMS DISCUSSED: (these items must be discussed at every tailgate meeting)

- Seatbelts, on equipment supplied with seatbelts, **MUST** be worn
- Hearing protection **MUST** be worn when working close to operating machinery
- Hi-viz vests or shirts **MUST** be worn at all times on any jobsite
- Hard hats **MUST** be worn on construction sites and in areas that have potential hazards to the head
- Pre-trip inspections **MUST** be performed, documented on BCTF forms and handed in daily
- Site safety questions **MUST** be answered before the start of each job
- Review emergency stop procedures on your piece of equipment
- Immediately report any near misses or incidents/injuries that have occurred
- Personal cellular phone use should not be permitted on your company's workzones. This includes **TEXTING**
- Respect the environment, use products responsibly, be familiar with emergency spill response procedures & reporting requirements

NEW TOPICS FOR DISCUSSION: (general discussion/your safety concerns)

Assured Grounding Program

Please bring in your electric tools and extension cords before the end of this month for continuity testing. The color tag for the next three months should be **RED**

Remember to perform a daily visual inspection before using any electrical cord. Damage to cords can happen at any time so ensure they are in good condition before using. Damaged extension cords and power cords of tools must not be spliced. They can be brought into the shop for proper repair.

Meeting held by _____

Please return to the office by _____

