

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
- 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**

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

CREW PARKING AND ENTERING ACTIVE WORKZONES

1. **Parking:**Crew members are parking their personal vehicles in areas designated as a staging area for truck and trailer units. Depending on location of sites and the traffic management plan, the space in these areas is limited and can only accommodate the movement of our haul trucks. These areas are not set up for your parking, **NO PARKING!**
 - You will have to find parking elsewhere on the street or in a nearby parking lot and walk to the site.
2. **How to Enter an Active Work Zone:**The active work zone is the area which is marked off by delineation to prevent the public from entering. If vehicles follow us into the work zone, all workers are put at risk. To end confusion & frustration for the travelling public, as well as our traffic control personnel, these procedures are to be followed if you must enter the active work zone;
 - Slow down,
 - Activate your 4 ways and
 - Hold up your hard hat or safety vest as a way to signal you are part of the crew
 - Wait for the traffic control person to acknowledge that you belong to the crew, then proceed when directed to onto the work site.

Meeting held by _____
Please return to the office by _____