

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)

Environment:

- Please do an inventory on your Zorbie spill kits, which are in yellow plastic bags.
- On the front of the kit is a content list. If your kit has been open, used and is missing items, notify _____ for replacement.
- Use them, even if you think "it's only a couple of drops", in this weather a couple of drops of diesel can look like gallons have been spilled.
- Bring used spill product (sealed in the plastic disposal bag) to the shop for proper disposal.
- Make sure your vehicles have the MSDS binder (red). If you carry any containers on your truck that hold a regulated product,
 - ensure it is secured (not rolling around the deck)
 - lids are on, valves are closed (so product doesn't spill) and
 - it has a workplace label on it
 - Review the MSDS on those products with your crew

Meeting held by _____

Please return to the office by _____