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)

Please review this Safe Work Procedure with your crew.

Fire Hydrant Use – Opening		
Task/Activity	**Potential Hazard**	**Recommended Procedures**
1. Pre - opening of a hydrant	▪ If you stand in front of the hydrant and the cap is not secure, it will come off with significant pressure behind it. This could cause serious injury/death. ▪ If these procedures	1. Secure proper permits & documentation 2. Visually & physically inspect hydrant for damage/defects 3. If damage is noted, notify your supervisor informing him of location & hydrant I.D.# He will make

	are not done in the proper order, water will be propelled with such a great force that could violently project items/people.	the call to the city 4. Stand behind hydrant 5. Ensure that hydrant valve is shut off 6. Ensure all caps are secure 7. Install back flow preventer and hydrant hook up 8. Slightly open back flow valves before opening service valve. This allows the valve to seat properly
2. Slowly open valve on hydrant noting number of turns required to fully open	▪ Prevents water hammer & damage to the mains. The counting is used as a double check system to ensure when closing the hydrant you have made the correct amount of turns.	
3. Purge valve	▪ This reduces potential contamination to water tank on machine	
4. Close service valve before connecting to machine	▪ Avoids potential trapping water pressure in plastic service hose	
5. Re-open service valve after connection to machine is made		

Fire Hydrant Use – Shut Down		
Task/Activity	**Potential Hazard**	**Recommended Procedures**

1. Close hydrant hook up valves approximately 9/10th	▪ Must be done slow to prevent water hammer & damage to the mains	
2. Slowly shut down hydrant	▪ If the numbers don't match, the hydrant isn't fully closed	▪ Listen for a sucking noise
3. Ensure same number of turns are used to close as when opening	▪ This ensures the stem of the hydrant will be void of water, preventing freeze up and damage to the hydrant	
4. Fully open all valves on hydrant hook up		
5. Allow a drain down time of 15 minutes		

Meeting held by _____
Please return to the office by _____