



Setting Up a DOT&PF Tailgate Safety Meeting

Jobsite tailgate safety meetings are a proven method of preventing accidents, illnesses and on-the-job injuries. The safety meetings can be as brief as 5 or 15 minutes in length, and provide the opportunity to implement both your safety program and improve the safety culture at the jobsite. Tailgate safety meetings help employees to recognize and eliminate jobsite hazards.

These safety meeting also provide an opportunity to implement your on-site Stormwater Pollution Prevention Plan (SWPPP) training program. SWPPP training must be documented on SWPPP Training Log (Form 25D-125) no less frequently than once per month Section 641-2.06.

What to Talk About?

Talk about safe work practices, machinery, tools, equipment, SWPPP items, attitudes and anything else that may cause or contribute to a work-related accident or to keep compliant with the permit. Keep the topic relevant to the job or tasks that workers perform. Below are a few safety meeting topics that could help:

- Safety related injuries, and illnesses that require more than first aid treatment.
- Findings from inspections including corrective actions taken.
- Proper installation and maintenance of BMPs.
- What corrective action to take if there is a petroleum spill.

In addition to reviewing your records, look for potential safety hazards by carefully observing your work place and work activities. For example, if you notice that spills are not being cleaned up promptly, hold a tailgate safety meeting to discuss housekeeping policies. If an accident or a near-accident occurred at your jobsite, share the details at a tailgate safety meeting.

How to Run an Effective Meeting

1. Hold the meeting at the jobsite.
2. Hold meetings at the start of a shift or after a break.
3. Choose the topic carefully. Topics should be about health and safety problems on the job. Research the problem before the meeting.
4. Supervisors should chose topics that directly relate to their projects and job tasks, and remember to be prepared:
 - Explain why the topic is timely and important.
 - Familiarize yourself with the topic before discussing it.
 - Make a short list of key points you want to cover.

- Determine if the safety meeting material will be presented or distributed
5. Keep the topic specific. Do not choose an overly broad topic.
 6. Support employee participation by asking questions on work practices and encouraging discussion on the topics.
 7. Talk about personal experiences or have one of the crew tell a story about a near miss, an injury, or a workplace fatality. Personal stories and experiences can dramatically enhance safety messages.
 8. Keep the meeting short - usually 5 to 15 minutes.
 9. After the meeting, take the time to consider the following:
 - Did the topic fit the jobsite?
 - Did the crew participate?
 - Did someone demonstrate safety equipment or safety practices?
 - Did the meeting lead to changes in work practices?
 10. Add the Training to the SWPPP Training Log.