

Tailgate Safety Meeting Essentials

- **The Job Supervisors is responsible to perform a Tailgate Safety Talk at the jobsite.**
- **The Job Supervisor must have all participants in the work party in attendance.**
- **Workers are responsible to actively attend, participate, and ask questions.**
- **Review the area, piece of equipment and applicable isolations.**
- **Perform a Pause with the work crew. Have a good look around the area; look for hazards that may be location specific and not necessarily on the Work Permit (WCC). Objects above, below, beside, weather, etc. Document these on the permit.**
- **Review all of the hazards and controls identified on the Work Permit**
- **Clearly identify all of the start and stop points of the task, which parts are we authorized to do?**
- **Identify the lockbox and ensure all workers understand their personal responsibilities to install and remove locks etc.**
- **Provide a means of recording the names of all participants taking part in the permitted work activity.**

The following signatures must be present:

- **Job Supervisor signs with date and time of Tailgate talk**
- **Safety Guard (if required) will sign on the bottom with date and time of Tailgate talk**
- **All workers sign under the work party declaration section**
- **Talk leader signs at the top of the form**