

When Did You Last Tailgate?

A Checklist for Conducting Effective Tailgate Meetings

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DIGGING SAFELY

Before the next job begins, when the crew gathers around the truck tailgate, instead of only talking about the latest football scores, why not make this a great time for conducting a job discussion or tailgate safety and job briefing meeting. **Tailgate meetings** help ensure the safety of the crew and the public. They help with planning and organizing the work and with getting each team member “on the same page”. Tailgates allow all team members to bring up any questions or concerns and helps head-off any problems on-site

Conducting a tailgate effectively is made easier with a tailgate form or checklist as they help remind crew leaders what topics to cover. Checklists should include discussion points on the specifics about the job such as: hazards, expectations, special precautions, energy source controls, alternative plans, personal protective equipment, and details about routine tasks.



discussion is satisfactory if the work involved is routine and if the crew, through training and experience, can reasonably be expected to recognize and avoid the hazards in the job.

Plan and organize the work.

- T**alk about the job.
- A**ssign specific tasks.
- I**dentify hazards.
- L**et the crew know what is expected.
- G**enerate alternative plans.
- A**llow time to complete the job.
- T**hink about the details of routine jobs.
- E**valuate crew member's understanding of their responsibilities.

Less Experienced Team = Detailed Discussion

If the work is complicated or particularly hazardous and if crew members cannot be expected to recognize and avoid all the hazards, conduct a more extensive, in-depth discussion.

Crew Responsibilities

While it is the team leads job to conduct the tailgate meeting, it is the crew's responsibility to pay close attention and get clarification when necessary.

All crew members should:

- ☐ Review the job
- ☐ Review safety issues at the job site
- ☐ Ask questions when and if necessary
- ☐ Adhere to company safety procedures
- ☐ Work within established procedures and job scope.
- ☐ If necessary, stop any work activity if there is any question about potential hazards or safety precautions being used.



Talk about the job.

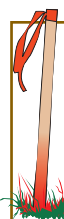
When assigning specific tasks, ask:

- ☐ Who is doing what?
- ☐ Will more help be needed?
- ☐ Do you have the required Personal Protective Equipment (PPE)?

Discussion Depth

Everyone on the job should be involved in the tailgate meeting or job brief.

It is the team leads job to conduct the tailgate meeting before the crew starts each job. A brief



DIGGING UP MORE...

For more information EnergyU.org

provides a full on-line course on conducting effective tailgate meetings.

Go to www.EnergyU.org for more information.