



## Safety Tailgate Meeting | Week of March 26<sup>th</sup>, 2018

Project Name: \_\_\_\_\_

Job Number: \_\_\_\_\_

☐ Sheet Metal ☐ Piping ☐ Plumbing ☐ Start-Up

GF/Foremen: \_\_\_\_\_

Discussion Leader: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_

### Hand Protection

Hand injuries occur every day. Some are severe while others are minor, but they do occur frequently. Workers need injury free hands to do their jobs effectively, so protect your hands from obvious hand hazards.

#### The obvious hand hazards can include the following:

- ✓ Pinch points where hands or fingers get pressed between materials or equipment.
- ✓ Sharp or jagged edges on materials.
- ✓ Getting rings or bracelets caught in tools, materials, or equipment.
- ✓ Unguarded tools and machines.

Stay alert to avoid hand hazards. Think about what you are doing and what could happen next. Wear cut-resistant gloves when performing mechanical construction work. Choose the type of cut-resistant gloves you'll need by the type of exposure you'll encounter at your next work task. When performing general mechanical construction work, use a set of gloves that provide at least a Class 2 cut-resistance protection. When working with sheet metal, use a set of gloves that provides Class 4 cut-resistance protection. When using extremely sharp cutting tools, use a set of gloves that provides Class 5 cut-resistance protection.

#### Also, follow these guidelines when applicable:

- Wear cut resistant gloves or leather gloves when handling objects with sharp or jagged edges.
- Always wear proper welding gloves when welding or when you are exposed to any hot metal or sparks.
- When working with acids, solvents, or other chemicals, use neoprene gloves.
- Use general purpose latex gloves for work with detergents and mastics. Check the label or SDS to make sure you are wearing the right type of glove for handling the substance.

**Safety Comments/Suggestions for this Project:** \_\_\_\_\_

Print Name & Clock #		Print Name & Clock #		Print Name & Clock #	
1	_____	7	_____	13	_____
2	_____	8	_____	14	_____
3	_____	9	_____	15	_____
4	_____	10	_____	16	_____
5	_____	11	_____	17	_____
6	_____	12	_____	18	_____

Foreman's Name & Clock #: \_\_\_\_\_





Audited by:
Date:

## PRE TASK PLAN

Project Name: \_\_\_\_\_

Job Number: \_\_\_\_\_

Sheet Metal    Piping    Plumbing    Service

GF/Foreman: \_\_\_\_\_

Pre-Task Plan Prepared By: \_\_\_\_\_

Date: \_\_\_\_\_

Project Safety Contact: \_\_\_\_\_

Safety Contact Phone Number: \_\_\_\_\_

1. Required PPE	Hazards	Safe Plan of Action (SPA)
Hard hat Face shield Goggles Gloves: Leather Kevlar / Cut resistant Solvent Acid Arm sleeves Fire resistant Boots Steel - toe Toe covers Ear Plugs / Ear muffs Safety Vest Chemical Resistant suit / apron / tyvek suit Respirator Fire Resistant	<b>Material Handling</b> <b>Slips, Trips, Falls</b> <b>Hand &amp; Power Tools</b> <b>Chemical Hazards</b>	Inspected movement path Floor Plating (pinch / back) Awkward size/shape/CG Laydown area established Identified moving equipment Hand protection required Hand / body positions to avoid injury Spotter Debris Removal plan Area clean / clear of debris Hazards marked Electrical / emergency equipment clear Reviewed safety requirements Guarding OK Inspected condition GFCI in use Identified PPE required Inspected electrical cord Routed cord overhead or taped / barricaded Area inspected for potential chemical hazard MSDS Sheet available Identify PPE for highest recognized hazard (see left side) Reviewed Decon / Disposal or storage procedures Reviewed contingency plan and equipment is on hand
2. Fall Protection Ladder inspection completed Retractable Device Required Inspected Fall Protection Equipment Shock Absorbing Lanyard Required Horizontal Lifeline System Required Anchorage Point Identified Fall Clearance Distance Adequate Fall Rescue / Retrieval Plan Set Up	<b>Non-Electrical Hot Work</b> <b>Crane or other Lifting Equipment</b> <b>Barricades</b>	Fire Extinguishers Fire watch Install weld / spark screens Combustible material removed / protected Adequate ventilation Lifting / Rigging equipment inspected Tag lines in use Areas barricaded Overhead utility clearance verified Signalman assigned Yellow (Caution) Barricade tape Red (Danger) Barricade tape (label barricade) Rigid barricade required / secured to floor Emergency egress clearly marked Barricade signage Travel paths barricaded / cones to protect foot traffic
3. Task Specific Work Plans Lifting Plan (required for greater than 50 lbs.) Floor / Wall penetrations Lock Out / Tag Out Procedures	<b>Weather</b> <b>Crew Congestion or Impact to occupants</b>	Review plans for weather including heat / wind / moisture Liquids available Cool down periods Sun Screen Heat Stress symptoms Public Protection, Explain: Inspected areas for potential impacts to other crews / customers Coordinated with adjacent work supervisor / customer Traffic barricades
4. Required Work Permits Hot Work (Non-Electrical) Confined Space Excavation Energized Electrical Work (EEW) Critical Lift (Crane) Scaffolds	<b>Safety Huddle Topics:</b>	<input type="checkbox"/> Monday: _____ <input type="checkbox"/> Tuesday: _____ <input type="checkbox"/> Wednesday: _____ <input type="checkbox"/> Thursday: _____ <input type="checkbox"/> Friday: _____
<b>Construction Activity (In Sequence)</b>	<b>Hazards Identified</b>	<b>Corrective Actions Taken</b>
<b>Crew Sign-in (PLEASE PRINT NAME &amp; Clock Number):</b>		
1.	6.	11.
2.	7.	12.
3.	8.	13.
4.	9.	14.
5.	10.	15.
<b>Daily Initials:</b>		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

IF WORK CONDITIONS CHANGE, PRE-TASK PLAN NEEDS TO BE UPDATED ASAP