



Safety Tailgate Meeting | Week of December 17th, 2018

Project Name: _____

Job Number: _____

☐ Sheet Metal ☐ Piping ☐ Plumbing ☐ Start-Up

GF/Foremen: _____

Discussion Leader: _____

Date of Meeting: _____

Aerial Work Platforms

In recent years, aerial work platforms have become a common piece of equipment for workers. Aerial lifts are vehicle-mounted devices that allow workers to perform work above the ground. Construction workers involved in aerial lift accidents could face falls, broken bones and death. Many workers learn to operate them by trial and error. If this is how you learn, or are attempting to learn, you are in violation of federal and state laws. When operating an aerial work platform, you're not only putting your own life at risk, but also the lives of those co-workers under and around you. Minimize these risks by complying with the following requirements:

- Be sure to get proper training. This includes seat time and a written test.
- Prior to its use on each work shift, the aerial work platform shall be inspected per the manufacturer's requirements. Conduct a visual inspection and look out for cracked welds, missing bolts, structural defects, hydraulic leaks, damaged control cables, loose wire connections, tire conditions and pressure, etc. Also include a functional test of all operating controls to ensure ideal performance.
- Be sure to check the lift for debris, mud, snow, and tripping hazards. To eliminate some risk, clean equipment when needed.
- When operating or moving the lift, watch for overhead obstructions, like electrical wires, and debris on the floor that can interfere with the safe operation of the lift.
- Always close lift platform chains or doors. Be sure to keep your feet flat on the platform. Do not climb on or lean over the guardrails.
- Make sure the manufacturer's operating instructions and specifications are readily available and always be sure to note the capacity of the lift.

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 #: _____

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 Safety glasses Face shield Goggles	Material Handling	Inspected movement path Identified moving equipment Wheels Chocked Floor Plating (pinch / back) Hand protection required Awkward size/shape/CG Hand / body positions to avoid injury Laydown area established Spotter Debris Removal plan	
Gloves: Leather Kevlar / Cut resistant Solvent Acid Arm sleeves Fire resistant		Slips, Trips, Falls	Inspect for trip / slip hazards Area clean / clear of debris Hazards marked Tools & material properly stored Electrical / emergency equipment clear
Boots Steel - toe Toe covers Ear Plugs / Ear muffs Safety Vest Chemical Resistant suit / apron / tyvek suit Respirator Fire Resistant			Hand & Power Tools
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		Chemical Hazards	
	Non-Electrical Hot Work	Fire Extinguishers Fire watch Install weld / spark screens Combustible material removed / protected Adequate ventilation	
	Crane or other Lifting Equipment	Lifting / Rigging equipment inspected Tag lines in use Areas barricaded Overhead utility clearance verified Signalman assigned	
	Barricades	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	Weather	Review plans for weather including heat / wind / moisture Liquids available Cool down periods Sun Screen Heat Stress symptoms	
4. Required Work Permits Hot Work (Non-Electrical) Confined Space Excavation Energized Electrical Work (EEW) Critical Lift (Crane) Scaffolds	Crew Congestion or Impact to occupants	Public Protection, Explain: _____ Inspected areas for potential impacts to other crews / customers Coordinated with adjacent work supervisor / customer Traffic barricades	
	Safety Huddle Topics:	<input type="checkbox"/> Monday: _____ <input type="checkbox"/> Tuesday: _____ <input type="checkbox"/> Wednesday: _____ <input type="checkbox"/> Thursday: _____ <input type="checkbox"/> Friday: _____	

Construction Activity (In Sequence)	Hazards Identified	Corrective Actions Taken

Crew Sign-in (PLEASE PRINT NAME & Clock Number):

1.	6.	11.
2.	7.	12.
3.	8.	13.
4.	9.	14.
5.	10.	15.

Daily Initials:

Monday	_____
Tuesday	_____
Wednesday	_____
Thursday	_____
Friday	_____

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