



## Safety Tailgate Meeting | Week of October 8<sup>th</sup>, 2018

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

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

Sheet Metal  Piping  Plumbing  Start-Up

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

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

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

### Fire Prevention Week

On October 8<sup>th</sup>, 1871, Mrs. O’Leary’s cow knocked over a lantern and caused one of the biggest fires in US history, the Great Chicago Fire. Because of the devastation that fire caused, fire departments across the United States educate the public about fire safety and how to use fire extinguishers during the month of October. It’s important to also bring that message into our own homes and workplace. Having the right fire extinguisher is necessary to put out a fire. Remember, **not** all fire extinguishers can put out all types of fire.

**Fires are classified into 4 groups**

Class “A” fires - paper, wood and ordinary combustibles

Class “B” fires - flammable liquids

Class “C” fires - energized electrical equipment

Class “D” fires - metals that can sustain their own combustion

You have to select the right extinguisher to put out the different classes of fires. Look at your extinguisher’s label for letters. In our industry, we commonly use extinguishers labeled with “A,” “B” and “C.” These indicate that the fire extinguisher can be used on Class “A”, “B” and “C” fires.

If a fire breaks out, warn others in the area and make sure that you or someone else calls 911 or the closest fire department for help. If the fire is small AND there is no chance of being overcome by smoke inhalation AND you can maintain a safe escape route while fighting the fire, use a fire extinguisher to put out the fire.

**To use a fire extinguisher, remember the word “PASS.”**

**P** – Pull the pin.

**A** – Aim the extinguisher at the base of the fire.

**S** – Squeeze the handle on the extinguisher.

**S** – Sweep the extinguisher at the base of the fire back and forth.

**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: \_\_\_\_\_  
 Sheet Metal    Piping    Plumbing    Service  
 Pre-Task Plan Prepared By: \_\_\_\_\_  
 Project Safety Contact: \_\_\_\_\_

Job Number: \_\_\_\_\_  
 GF/Foreman: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Safety Contact Phone Number: \_\_\_\_\_

1. Required PPE	Hazards	Safe Plan of Action (SPA)
Hard hat                      Safety glasses Face shield                      Goggles	<b>Material Handling</b>	Inspected movement path    Identified moving equipment    Wheels Chocked Floor Plating (pinch / back)    Hand protection required
Gloves:    Leather    Kevlar / Cut resistant Solvent    Acid Arm sleeves    Fire resistant		Awkward size/shape/CG    Hand / body positions to avoid injury Laydown area established    Spotter    Debris Removal plan
Boots    Steel - toe    Toe covers Ear Plugs / Ear muffs Safety Vest Chemical Resistant suit / apron / tyvek suit Respirator Fire Resistant	<b>Slips, Trips, Falls</b>	Inspect for trip / slip hazards    Area clean / clear of debris    Hazards marked Tools & material properly stored    Electrical / emergency equipment clear
2. <b>Fall Protection</b> 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>Hand &amp; Power Tools</b>	Reviewed safety requirements    Guarding OK    Inspected condition GFCI in use    Identified PPE required    Inspected electrical cord Routed cord overhead or taped / barricaded
	<b>Chemical Hazards</b>	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
	<b>Non-Electrical Hot Work</b>	Fire Extinguishers    Fire watch    Install weld / spark screens Combustible material removed / protected    Adequate ventilation
3. <b>Task Specific Work Plans</b> Lifting Plan (required for greater than 50 lbs.) Floor / Wall penetrations Lock Out / Tag Out Procedures	<b>Crane or other Lifting Equipment</b>	Lifting / Rigging equipment inspected    Tag lines in use    Areas barricaded Overhead utility clearance verified    Signalman assigned
	<b>Barricades</b>	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
4. <b>Required Work Permits</b> Hot Work (Non-Electrical) Confined Space Excavation Energized Electrical Work (EEW) Critical Lift (Crane) Scaffolds	<b>Weather</b>	Review plans for weather including heat / wind / moisture    Liquids available Cool down periods    Sun Screen    Heat Stress symptoms
	<b>Crew Congestion or Impact to occupants</b>	Public Protection, Explain: _____ Inspected areas for potential impacts to other crews / customers Coordinated with adjacent work supervisor / customer    Traffic barricades
5. <b>Safety Huddle Topics:</b>	<input type="checkbox"/> <b>Monday:</b> _____ <input type="checkbox"/> <b>Tuesday:</b> _____ <input type="checkbox"/> <b>Wednesday:</b> _____ <input type="checkbox"/> <b>Thursday:</b> _____ <input type="checkbox"/> <b>Friday:</b> _____	

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*