



Safety Tailgate Meeting | Week of November 12th, 2018

Project Name: _____

Job Number: _____

☐ Sheet Metal ☐ Piping ☐ Plumbing ☐ Start-Up

GF/Foremen: _____

Discussion Leader: _____

Date of Meeting: _____

Asbestos

Asbestos is a widely used, mineral-based material that is resistant to heat and chemical corrosion. Prior to 1980, it was used in the production of building materials such as pipe wrap, boiler wrap, ceiling tiles, insulation, and wall board.

Asbestos can be harmful to workers if inhaled or swallowed.

- Asbestos fibers are lightweight and become airborne with the slightest movement of the air around them. The fibers are harmful while airborne because they are too small to see and are easily inhaled and swallowed.
- Mechanical workers may be exposed to airborne asbestos fibers when working in older buildings where the pipe wrap, boiler wrap, and other materials become friable. This means that the materials are so worn that they easily crumble which sends the lightweight fibers into the air.
- Workers who are exposed to asbestos can suffer adverse health side-effects such as the lung disease called asbestosis or cancer of the lungs, esophagus, stomach, colon, and rectum. It may take 15 to 20 years following the exposure before symptoms appear.
- While performing work in existing buildings, beware of construction materials that may contain asbestos. If there are friable materials in your work area, and you believe that they could contain asbestos, stop working in the area until a qualified person can determine whether there is any threat of exposure to asbestos. If there is no threat of exposure, it is safe to resume work as usual.
- If there is exposure to asbestos in your work area you may need to wait and get it abated, or you may have to wear a respirator. If so ACCO will provide the proper training and equipment to do your job safely.

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	
3. Task Specific Work Plans Lifting Plan (required for greater than 50 lbs.) Floor / Wall penetrations Lock Out / Tag Out Procedures	Non-Electrical Hot Work		Fire Extinguishers Fire watch Install weld / spark screens Combustible material removed / protected Adequate ventilation
			Crane or other Lifting Equipment
4. Required Work Permits Hot Work (Non-Electrical) Confined Space Excavation Energized Electrical Work (EEW) Critical Lift (Crane) Scaffolds	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	
		Weather	Review plans for weather including heat / wind / moisture Liquids available Cool down periods Sun Screen Heat Stress symptoms
Construction Activity (In Sequence)	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