



Safety Tailgate Meeting | Week of April 9th, 2018

Project Name: _____

Job Number: _____

☐ Sheet Metal ☐ Piping ☐ Plumbing ☐ Start-Up

GF/Foremen: _____

Discussion Leader: _____

Date of Meeting: _____

Working In/Around Vehicles and Mechanized Equipment

Every day, our employees work with and around vehicles and mechanized equipment such as dump trucks, cranes, bull dozers, excavators, skid steers, graders, aerial lifts, scissor lifts, forklifts, etc. The use of such equipment is essential on the majority of all of our projects, but 75% of construction related “struck by” and “run over” fatalities involve heavy equipment. The highest risk to workers is when they distract away from, or omit, critical safety requirements while preparing and verifying vehicles or mechanized equipment for safe operation, or when they get distracted while operating them. Operators also run the risk of striking against the inside of the vehicle upon collision when they fail to use safety belts and other safety features, while people outside of the vehicle may be struck by the machine itself.

SAFE WORK PRACTICES FOR OPERATING VEHICLES AND MECHANIZED EQUIPMENT: Inspect everything before you use it. If you find anything wrong with the vehicle or mechanized equipment, don’t use it. Immediately take defective machines out of service and notify your supervisor. If your view becomes obstructed any time you’re operating the equipment, stop what you’re doing. Render it safe and find a spotter outside the vehicle with an unobstructed view to help you move it safely with signals. Be sure to set the parking brake any time you are stopped or parked for any period of time. Set the parking brake and chock the wheels any time the vehicle or mechanized equipment is stopped on an incline, even if it is only a slight incline. Always fasten your safety belt before the vehicle is moved, and make sure that any others in the vehicle have done so as well.

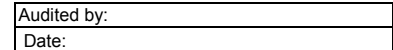
SAFE WORK PRACTICES FOR WORKING AROUND VEHICLES AND MECHANIZED EQUIPMENT: Always stay alert when working around these machines. Many times workers think they can be seen by the operators of heavy equipment, when they can’t be. You may be in a blind spot or the operator has been driving in a designated travel path for a period of time and the only thing that has changed is you! Make eye contact with operators so you know that they have seen you and wear high visibility clothing and personal protective equipment. Workers should keep a safe distance from all sides of the heavy equipment while it is in use. Be aware of the swing radius on certain equipment and, if possible, cordon off the area with barriers or caution tape. Never work under a suspended or overhead load.

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 #: _____

W = Correct Within One Week



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			Material Handling	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	
Boots Steel - toe Toe covers			Slips, Trips, Falls	Laydown area established	Spotter	Debris Removal plan
Ear Plugs / Ear muffs				Inspect for trip / slip hazards	Area clean / clear of debris	Hazards marked
Safety Vest			Hand & Power Tools	Tools & material properly stored	Electrical / emergency equipment clear	
Chemical Resistant suit / apron / tyvek suit				Reviewed safety requirements	Guarding OK	Inspected condition
Respirator				GFCI in use Identified PPE required	Inspected electrical cord	
Fire Resistant			Chemical Hazards	Routed cord overhead or taped / barricaded		
2. Fall Protection				Area inspected for potential chemical hazard MSDS Sheet available		
Ladder inspection completed				Identify PPE for highest recognized hazard (see left side)		
Retractable Device Required			Non-Electrical Hot Work	Reviewed Decon / Disposal or storage procedures		
Inspected Fall Protection Equipment				Reviewed contingency plan and equipment is on hand		
Shock Absorbing Lanyard Required				Fire Extinguishers Fire watch Install weld / spark screens		
Horizontal Lifeline System Required			Crane or other Lifting Equipment	Combustible material removed / protected Adequate ventilation		
Anchorage Point Identified				Lifting / Rigging equipment inspected Tag lines in use Areas barricaded		
Fall Clearance Distance Adequate				Overhead utility clearance verified Signalman assigned		
Fall Rescue / Retrieval Plan Set Up			Barricades	Yellow (Caution) Barricade tape Red (Danger) Barricade tape (label barricade)		
3. Task Specific Work Plans				Rigid barricade required / secured to floor Emergency egress clearly marked		
Lifting Plan (required for greater than 50 lbs.)				Barricade signage Travel paths barricaded / cones to protect foot traffic		
Floor / Wall penetrations			Weather	Review plans for weather including heat / wind / moisture Liquids available		
Lock Out / Tag Out Procedures				Cool down periods Sun Screen Heat Stress symptoms		
4. Required Work Permits				Public Protection, Explain:		
Hot Work (Non-Electrical)			Crew Congestion or Impact to occupants	Inspected areas for potential impacts to other crews / customers		
Confined Space				Coordinated with adjacent work supervisor / customer Traffic barricades		
Excavation				□ Monday: _____		
Energized Electrical Work (EEW)				□ Tuesday: _____		
Critical Lift (Crane)				□ Wednesday: _____		
Scaffolds				□ Thursday: _____		
			□ 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