



Safety Tailgate Meeting | Week of May 28th, 2018

Project Name: _____

Job Number: _____

☐ Sheet Metal ☐ Piping ☐ Plumbing ☐ Start-Up

GF/Foremen: _____

Discussion Leader: _____

Date of Meeting: _____

Hot Weather Reminders

Working in direct sunlight or on building rooftops in the summer months can be very dangerous. It can lead to heat illness, such as heat cramps, heat exhaustion, or even heat stroke.

Why is it important to prevent heat illness?

Heat illness can be a matter of life and death. Workers die from heat stroke every summer and every death is preventable. When heat stroke doesn't kill immediately, it can shut down major body organs causing acute heart, liver, kidney, and muscle damage. Workers suffering from heat exhaustion are also at greater risk for accidents, since they are less alert and can be confused. Below are some guidelines to follow to help prevent heat illness. Refer to the IIPP for our full heat illness prevention plan.

- Remember to pay attention to the weather forecasts for heat and humidity. When extremely hot and/or humid weather is anticipated, plan ahead to protect yourself from overexposure to the heat and/or humidity.
- Start hydrating way ahead of time. Several days ahead is ideal if it's practical. Stay thoroughly hydrated throughout any workday involving exposure to extreme heat by drinking at least a full cup of cold water every 15 to 20 minutes.
- Avoid drinking alcohol and other dehydrating beverages even days ahead of potential heat exposure.
- Plan work that is physically demanding first thing in the morning, or in the late afternoon or early evening.
- Wear light-weight, light-colored, loose-fitting clothing made of breathable fabrics that are also designed to filter out harmful UV rays. Use commercial cooling products, such as hardhat cooling pads and cooling sweat bands, cooling vests, cooling towels, neck shades, etc.
- Stay in the shade as much as possible. Shade your work area with a tarp, free standing cover, or something similar whenever it's practical to do so.

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



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	Material Handling Slips, Trips, Falls Hand & Power Tools Chemical Hazards	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	Non-Electrical Hot Work Crane or other Lifting Equipment Barricades	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	Weather Crew Congestion or Impact to occupants	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	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