



Safety Tailgate Meeting | Week of October 8th, 2018

Project Name: _____

Job Number: _____

☐ Sheet Metal ☐ Piping ☐ Plumbing ☐ Start-Up

GF/Foremen: _____

Discussion Leader: _____

Date of Meeting: _____

Fire Prevention Week

On October 8th, 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 #: _____		

W = Correct Within One Week

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