
Appendix 12.2.1G Tailgate Safety Meeting Report

Tailgate – Safety Meeting Report

Check One:

Initial Kickoff Safety Meeting Regular/Daily Tailgate Safety Meeting Unscheduled Safety Tailgate Meeting

Project Name/#: _____ Date & Time: _____

Site or Location: _____

Core Task/Activity: _____

In Attendance: *(signing below indicates you have taken part in this meeting)*

Participant Name	Company	Signature

**Hazard Risk Assessment or JSA completed? (If Yes – Attach) Yes No
(If No – Complete JSA Form)**

Today's Intended Job/Tasks

What is different today from yesterday? (e.g., job-task, weather, traffic routes)

Hazard IDs/Near Misses/Job Observations/Incidents from previous day or shift

Supervisor *

Signature: _____ Date: _____

*I confirm that all crew members participated in this meeting and the HRA/JSA. All noted items on this form were discussed and confirmed prior to starting today's work.

Submit to Occupational Health & Safety Committee Delegate

OHSC Delegate Acknowledgment:

Date:

Rev.BETA

Tailgate – Safety Meeting Report (cont't)

Workers' Input

Daily Pre-job Checklist: (✓ Applicable Boxes) – Ensure that as applicable the following topics have been discussed and associated procedures are in place prior to work.

All field personnel have been oriented.		PPE appropriate for work (see below)	
Training records are up to date.		Log In/Log Out Procedures	
Communications equipment checked.		Stop & Think (LMRA) reminder	
Vehicle equipment inspections complete.		Ground disturbance	
JSA completed.		Review applicable Near Miss and Hazard IDs	
Safe Work Permit/Agreement in place (from Client/Prime contractor on site)		Review applicable SJP/SWPs and Critical Procedures (see attached).	
Emergency Response Plan/Evacuation Procedures		Crew has adequate food and water.	
Weather forecast checked		Other:	
		Other:	

Personal Protective Equipment (PPE): (✓ Applicable Boxes)

Communications equipment	Fire retardant clothing	Barricades/caution signs/tape	Weather appropriate clothing
Safety boots	Nitrile/leather gloves	Reflective vests	Hearing protection
Hard hats	Fall protection	Wildlife deterrents	GPS/Compass
Safety eyewear	Other:	Other:	Other:
PPE required for this project has been checked and in a condition to perform its intended use.			

Meeting Discussion