**Why Do We Have Tailgate/Toolbox Safety Meetings?**

1. **To avoid complacency**

A lot of the tasks done daily are repetitive and it’s easy to forget how dangerous these tasks can be.

1. **To prevent accidents**

These short safety meetings are supplemental to the safety training you should have already received and are frequent reminders of what you’ve learned.

1. **To share and discuss information about prior accidents / injuries and planning.**

If there is an accident on the job, everybody hears about it. This a chance to discuss it and what can be done to prevent it from happening again. Also, this is an opportunity to plan around any risks that are present at the job and discuss these with the team before work begins.

**What to Talk About?**

**Work practices, machinery, tools, equipment, materials, attitudes, and anything else that may cause or contribute to a work-related accident or illness.**

**Keep the topic relevant to the job or tasks that workers perform.**

**Address existing job site problems by drawing on workers’ real-life experiences.**

**Review and discuss:**

• OSHA Log 300 records.

• Findings from safety inspections and accident and near miss investigations, including corrective

actions taken.

**Supervisors or foremen should remind all employees – especially newer ones – of the dangers of working with specific kinds of machinery, tools, equipment, and materials.**

**You should also carefully observe your workplace and employees’ work activities for potential safety hazards.**

**For example, if you notice that spills are not being cleaned up promptly, discuss housekeeping policies. If an accident or near-accident occurred at your job site, share the details and corrective actions.**

**Try to answer the following questions at the meeting:**

• What happened?

• Where did it happen?

• How can it be prevented from happening again

**Encourage employees’ input. They often know where the hazards are and can suggest corrective actions.**

**Tips on How to Run an Effective Tailgate/Toolbox Safety Meeting**

**1. Hold the meeting at the job site, preferably where everyone can sit and relax.**

**2. Hold meetings at the start of a shift or after a break.**

**3. Before the meeting, research the topic using materials such as:**

* the manufacturer’s operations manual for machinery
* safety data sheets (SDS) for toxic substances.
* your insurance carrier and OSHA Tailgate/Toolbox Topics are other valuable sources of information.

**4. Choose topics that directly relate to employees’ projects and job tasks and be prepared to:**

* Explain why the topic is timely and important.
* Familiarize yourself with the topic before discussing it.
* Know your company procedures
* Make a short list of key points to cover.
* Include relevant OSHA regulations and best practices.
* Have enough copies if written material will be distributed.

**5. Keep the topic specific.**

**6. Make it practical. Demonstrate:**

* Safe work practices.
* Proper use of tools and equipment.

**7. Ask questions about work practices to encourage discussion and input.**

**8. Talk about personal experiences or have a worker tell a story about a near miss or injury.**

**9. Keep the meeting short – usually 10 to 15 minutes**

**10. After the meeting, consider the following:**

* Did the topic fit the job site?
* Did the crew participate?
* Did someone demonstrate safety equipment or safety practices?

**11. Afterwards, evaluate the impact of the tailgate meeting. Are employees now able to recognize and correct hazards? Ask questions, walk the job site, and observe.**

**12. Document/record the meeting topic, date, attendees, and any actions taken.**

*\*Information for these documents were collected from the California Department of Industrial Relations Division of Occupational Safety and Health Publications Unit*