

# COMPANY

## *Safety Tailgate Meeting*

### **Safety and Substance Abuse Don't Mix**

Date: \_\_\_\_\_

Project: \_\_\_\_\_

Conducted by: \_\_\_\_\_

Drug use and alcohol consumption on the job site is strictly forbidden. Not only is workplace substance abuse illegal, it's a safety hazard. A worker under the influence of drugs or alcohol has impaired judgment, which can affect safety performance. This jeopardizes not only the safety and health of the worker but also that of coworkers. The worker also risks financial loss because a worker's compensation claim can be denied if an injury is due to drug or alcohol use on the job.

While off the job drug use and alcohol consumption may be considered personal issues, they become a workplace concern when they affect safety and worker performance. Those who may have over-consumed alcohol or drugs yesterday and are hung over today may feel out of sorts, still trying to recover, and may not give all their attention to the safety aspects of their job. The likelihood of an accident or injury to themselves or coworkers increases.

Irresponsible consumption of drugs or alcohol can also impact the company and production schedules through high absenteeism and sick pay. If the worker is fired or cannot function on the job, the company loses the services of an experienced worker. Finally, the abusers hurt themselves and their families if they lose their job as a result of their actions.

Think before you drink or take drugs and attempt to work. You may end up hurting more than yourself.

Safety Recommendations: \_\_\_\_\_

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## *Safety Tailgate Meeting*

### **Portable Power Tools**

Date: \_\_\_\_\_

Project: \_\_\_\_\_

Conducted by: \_\_\_\_\_

Failing to properly use and maintain power tools causes thousands of cuts, punctures, pinches, amputations and electrocutions each year. If not properly used or maintained, power tools can seriously injure or kill the user. Workers must understand the potential hazards associated with power tools and basic safety precautions.

- Workers need to maintain concentration when using power tools to avoid costly mistakes resulting in injury or damage to property.
- Do not use a power tool that is not working properly, or if safety devices/guards are not functioning properly.
- Guards must be in place and adjusted before the tool is used.
- Power source must be disconnected before accessories are adjusted/changed.
- Never lift a power tool by the cord.
- Power cords must be in good repair, with no splice, no tape, and with electrical plugs attached in accordance with manufacturers standards.
- Use only acceptable power cords on the job.
- Use the lift-lug on power saws to raise blade guards. Never tie or wedge back the guard.
- Never use tools with cords that are frayed or missing insulation.
- Do not leave cords of portable power tools where vehicles/equipment can run over them.
- Do not store tools in an overhead location where there is a chance that the cord or hose, if pulled, will cause the tool to fall.
- Do not attempt to repair power tools unless qualified to do so.
- PPE must be worn, as appropriate, when using power tools.

Safety Recommendations: \_\_\_\_\_

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# COMPANY

## *Safety Tailgate Meeting*

### **Accidents Investigations – WHO, WHAT, WHEN, WHY, WHERE, and HOW**

Date: \_\_\_\_\_

Project: \_\_\_\_\_

Conducted by: \_\_\_\_\_

An accident is an unplanned event. It may or may not involve property damage or injuries. Studies show that approximately 85% of accidents are caused by an unsafe act, the other 15% by unsafe conditions.

Accident investigation plays an important role in determining the true cause or causes of an injury, property damage, or a near-miss. Once the cause(s) are identified then we can make changes to procedures and correct hazards to prevent future injuries or property damage of a similar nature.

We conduct accident investigations for near-misses, accidents involving injuries and/or property damage at project sites. Some will be more in-depth than others, depending on the situation.

What we need from you is (1) to report all accident or near-misses immediately and (2) cooperate with investigation. Remember, we are not trying to point fingers to find someone to “blame”, we are trying to assess what happened so we can figure out what to do to prevent it from happening again.

A good accident investigation is aimed at determining the hazards that led to the accident and any other related hazards that could lead to accidents in the future. We ask what happened? When did it happen? Where did it happen? Who was involved? How did it happen? Hopefully, the answers will lead to why it happened and how we can keep it from happening again.

When it comes to correcting the hazards, our best resource is the people who know the job and the equipment best – you.

Safety Recommendations: \_\_\_\_\_

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## *Safety Tailgate Meeting*

### Electrical Cords

Date: \_\_\_\_\_

Project: \_\_\_\_\_

Conducted by: \_\_\_\_\_

Electrical cords (extension cords and power cords for portable tools) are probably the most abused tool on the project site. They are walked on, driven on, yanked on, and used to pick up and carry tools. Without electrical cords, many of the tools we use to get the job done wouldn't work. We tend to take this important tool for granted and assume that it will always provide safe, shock-free service. If the insulation and/or outer sheath are damaged the chance of injury is high.

- Inspect all cords prior to use for crushing, outer sheath damage, fraying or missing plugs.
- Never use flexible cords as a replacement for fixed wiring.
- Do not run flexible cords through openings (doorways) where they could be crushed. Use pvc pipes/etc to guard against crushing.
- Throw away damaged cords. An injury costs a lot more than a new electrical cord.
- Replace any plugs that do not have the grounding prong.
- Replace broken plugs immediately or take the cord out of service until it can be fixed.
- When using extension cords, always use the correct size conductor for the length and the rated amperage.
- When picking up a power tool, don't pick it up and carry it by the cord.
- Cords should never be used as a rope.
- Store cords appropriately and they'll last longer.
- Even if the cords are provided by the company, take care of them as if they were your own.

Safety Recommendations: \_\_\_\_\_

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## *Safety Tailgate Meeting*

### **Keep Your Hands on Safety**

Date: \_\_\_\_\_

Project: \_\_\_\_\_

Conducted by: \_\_\_\_\_

Like your eyes, your hands are one of the most important parts of your body. They're involved in almost everything you do. Yet with many things you do with your hands are done without thought. Your hands have no fear. They'll go anyplace they're sent and they only act as wisely as you. So before you use your hands, think of their safekeeping.

Some common types of hand injuries and how you can prevent them:

**TRAUMATIC INJURIES** often occur from the careless use of machinery/equipment or tools. Hands and fingers get caught, pinched or crushed in chains, rollers, wheels or gears. They are punctured, torn or cut by spiked or jagged tools and edges that shear or chop. Safety precautions include using shields, guards, gloves or safety locks; handling knives or tools with care; and keeping hands, jewelry and clothing away from moving parts.

**CONTACT INJURIES** are caused by solvents, acids, cleaning solutions, flammable liquids, and other substances that can cause burns or injure hand tissue. Before they're used, read product labels and SDS's, use proper gloves and wash your hands frequently.

**REPETITIVE MOTION INJURIES** occur when jobs require repeated or rapid hand movements for long periods of time. Periodically change your grip, hand position or motion and vary job tasks to give your hands a rest. Use anti-vibration gloves for tamping or demolition operations when using vibrating equipment.

Safety Recommendations: \_\_\_\_\_

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## *Safety Tailgate Meeting*

### Work as a Team

Date: \_\_\_\_\_

Project: \_\_\_\_\_

Conducted by: \_\_\_\_\_

In some lines of work, it's good to be your own person, but in construction working as a team gets the job done safer. A construction crew should be people working together as a team to accomplish a goal not just people working at a project site.

Being part of a team means "one for all and all for one." Team players look out for fellow players in getting the job done. They not only lend a hand but also offer suggestions for doing the job the safest, easiest and most correct way. The opposite of team players are those who keep to themselves with no thought for others on the job. They don't offer advice or help and may resent it when offered.

If you want to know the most efficient and safest way to do a job, ask the person who's done it. It's that worker who understands what's required for the job. They can save time, energy, and injury by sharing what they've learned with other workers. This kind of teamwork is important not only in getting the job done but also in doing it safely.

If someone gets hurt, the job and everyone on it are affected. So, if you see a crewmember carrying a heavy load, lend a hand. If they're using equipment in an unsafe manner, point it out.

We're all valuable members of the same team and with teamwork we'll all end up winners on the job.

Safety Recommendations: \_\_\_\_\_

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