

COMPANY

Tailgate Safety Meeting

Subcontractors/ Multi - Employer Worksites

Date: _____

Project: _____

Conducted by: _____

COMPANY is dedicated to the safety of all workers on project sites. With respect to subcontractors, our company mandates that all subcontractors comply with Cal-OSHA, Title 8, Construction Safety Orders when working along side other subcontractors and our employees. Under Cal-OSHA guidelines, a multi-employer work site is a location where more than one employer and his/her employees work, usually, but not necessarily at the same time. Most construction sites are multi-employer works sites, and therefore more than one employee is responsible for safety at these worksites. Each employer is required to notify the other employers of hazards and to guard against exposing their own employees as well as all other employees on the site. To further ensure the safety of all employees on the job site, our company. conducts and mandates that all subcontractors conduct a Job Safety Analysis prior to beginning work and job site inspections while on site.

The four categories of employers who may be cited by Cal-OSHA for employee exposures to hazardous conditions are:

1. An **exposing employer** is an employer whose employees were exposed to a hazardous condition at the work site regardless of whether that employer created the hazardous condition.
2. A **creating employer** is an employer who actually created the hazardous condition.
3. A **controlling employer** is an employer who is responsible, by contract or through actual practice, for safety and health conditions at the work site and who has the authority to correct the violation.
4. A **correcting employer** is an employer who has the responsibility to correct the hazardous condition.

If you observe a subcontractor working in an unsafe manner or have questions, contact your supervisor.

Safety Recommendations: _____

Print (Clearly)

Signature

COMPANY

Tailgate Safety Meeting

Emergency Procedures/Equipment

Date: _____

Project: _____

Conducted by: _____

Emergencies can come unexpectedly and may involve you. No matter where you may be working at a COMPANY project site, you need to know what to do in the event of an emergency. Know the "Rally Point" or emergency meeting location in the event of an evacuation due to fire, earthquake, spill or other incident. Periodically ask your co-workers or subcontractors if they remember the location.

Some COMPANY employees have current certifications for CPR and First Aid. Ask who they are and where they will be working. If you are qualified to give emergency care, know the location of your personal protective equipment kit (gloves/goggles) and first aid kits. In the event of an injury to a co-worker or subcontractor, contact your supervisor immediately. If qualified, check the victim's airway, breathing and pulse and begin CPR if the victim is not breathing. Apply direct pressure to a wound if the victim is bleeding.

At project sites know the location of fire extinguishers and first aid kits.

If outside emergency services are summoned (911), station workers at the project entrance and other locations to give directions to emergency responders.

Foreman are to review Emergency Response Procedures and respond accordingly. Emergency Procedures are located in the Field Safety Manual.

Safety Recommendations: _____

Print (Clearly)

Signature

COMPANY

Tailgate Safety Meeting

Housekeeping

Date: _____

Project: _____

Conducted by: _____

Housekeeping is a Priority!

Housekeeping is the number one problem on construction sites. Many accidents and near misses occur as a result of poor housekeeping. Efficiency and morale at the project site can be greatly improved with a positive attitude and commitment toward a safe, clean work environment. This includes company vehicles, storage facilities and the conduct of subcontractors.

Cal-OSHA Construction Safety Orders are very specific with respect to Housekeeping/Site Cleaning. The Cal-OSHA Pocket Guide for the Construction Industry (Section 1513) states the following:

Housekeeping is a term used to describe the cleaning of the work site and surrounding areas of construction-related debris. The term also refers to the managing and storing of materials that are used on the project.

- A. Work surfaces, passageways, and stairs must be kept reasonably clear of scrap lumber and debris.
- B. Ground areas within 6 feet of buildings under construction must be kept reasonably clear of irregularities.
- C. Storage areas and walkways on construction sites must be kept reasonably free of dangerous depressions, obstructions and debris.
- D. Piled or stacked material must be placed in stable stacks to prevent it from falling, slipping or collapsing.

Housekeeping starts at the beginning of the shift and needs to continue throughout the entire workday. Making your personal contribution to housekeeping is one of the best things you can do at the job site.

Safety Recommendations: _____

Print (Clearly)

Signature

COMPANY

Tailgate Safety Meeting

Back Safety

Date: _____

Project: _____

Conducted by: _____

Keeping your good health is the key to enjoyment of life. With a healthy, safety attitude on the job, you will avoid minor and major injuries. Back injuries that occur while handling materials or lifting on the job are very common. Don't become a statistic – follow the basic safety steps that will prevent injuries and keep you on the job.

Eliminate Sprains and Strains:

- Most back injuries are sprains and strains. Don't over-exert yourself. Get help when lifting forms, equipment, tools and equipment.
- Before lifting, do a brief hazard assessment. Consider the weight, size, shape of the load, and the number of times and manner in which it will be moved. Get "all hands on deck" if you can't handle the task yourself. Don't test yourself beyond your strength.
- Use the proper methods, equipment and work procedures. Injuries that occur when lifting are caused by pushing or pulling too hard and slipping, tripping, stretching or twisting.
- Where possible, eliminate the manual task – move items by some other method.
- Break or divide the material into smaller loads.
- Use dollies, hoists, forklifts, pallets or other tools to do the job more efficiently.
- Minimize the distance needed to carry equipment or materials – plan your storage and movements properly.
- Transfer the weight of the load to stronger parts of your body using hand grips, straps or slings.
- Reduce twisting your body; keep loads in front of you; turn by moving your feet, not your body.
- Don't swing and throw heavy loads.
- Minimize bending to lift or shift a load – don't bend to the side when carrying equipment or material.
- The best way to lift and reduce the strain on your back is to use the squat technique. Bending at the knees with your back straight and your head up allows you to transfer more weight to your legs.

Safety Recommendations: _____

Print (Clearly)

Signature

COMPANY

Tailgate Safety Meeting

Personal Protective Equipment (PPE)

Date: _____

Project: _____

Conducted by: _____

Personal protective equipment is selected based on the nature of hazards and the extent of exposure. Why should you wear PPE? If you don't – you run the risk of loss of sight or hearing, burns and abrasions, crushed limbs, dismemberment, chronic diseases, lifelong disabilities, permanent brain damage or death.

Personal protective equipment should be inspected and maintained in accordance with manufacturer's instructions. At a minimum, equipment must be inspected before each use.

Basic Protection:

- **Hard Hats** – Inspect your hard hat before use. Check the cradle assembly to be sure all tabs are secured into the slots. Always wear your hard hat with the bill forward.
- **Safety Glasses** – Wear only the safety glasses that are provided for you. Keep the lenses clean. In certain situations, equipment operators are not required to wear safety glasses while in the cab. Ask your supervisor for an explanation.
- **Ear Protection** – Wear ear plugs when operating equipment like roto-hammers or 'thumpers.' Keep ear plugs clean and replace them periodically.
- **Hand Protection** – Wear gloves to protect your hands. Use anti-vibration gloves when operating "thumpers" or concrete vibrators. Also wear gloves when performing demolition work with roto-hammers, saws, etc.
- **Dust Masks** – Use a dust mask when operating grinders, chop saws or in dusty work areas. Always break the bands on a dust mask when you are through with it.

Safety Recommendations: _____

Print (Clearly)

Signature

COMPANY

Tailgate Safety Meeting

Equipment Guards

Date: _____

Project: _____

Conducted by: _____

Equipment guards are a key part of construction safety efforts. Guards help to prevent many types of accidents and injuries. The purpose of machine guarding is to keep your clothes or body from contacting any dangerous moving parts of the machine. In addition, the purpose of the guard is to limit access to the danger zone to ensure your safety. Sometimes this is accomplished automatically and, in some instances, you have to manually put the guard in place.

Guarding For Safety:

- Do not remove guards from machines or equipment. They are there to protect you.
- Inspect all guards before operating equipment. Heavy equipment like backhoes, excavators, cranes, dozers and skid steers have guards to protect you from rotating parts, belts and other components. Power hand tools like grinders, chop saws and roto-hammers have guards in place.
- If the guard is broken or not secured properly, tag the equipment out of service and contact your supervisor.
- Be sure that guards have proper signage (labels) to warn you what the hazards are and where they are located.
- Rotating machinery – take care near in-running nip points. Body limbs or objects can be drawn into the nip point.
- Power Transmission Equipment – various guards are used for power transmission equipment such as pulleys, bevel tightener guards, elevated conveyor belts and gear guards.
- Machines with Reciprocating, Transverse or Rotating Motions – watch out for collars, couplings, cams, clutches, spindles, lead screws and shaft ends.
- Guards will protect you from pinch points, electrical current, thrown or flying objects/parts/materials and fast-moving parts of machinery.

Safety devices need to be repaired or replaced frequently. Add to your sense of security by keeping up with safety and maintenance.

Safety Recommendations: _____

Print (Clearly)

Signature

COMPANY

Tailgate Safety Meeting

Heat Stress

Date: _____

Project: _____

Conducted by: _____

It is not uncommon for temperatures at project sites to hit triple digits during the summer season. Employees need to be aware of these conditions and prepare accordingly. COMPANY has prepared a Heat Illness Program and Heat Exposure Checklist to help ensure employee safety on hot days.

Heat Stroke causes the body to break down under stress and stop sweating. A heat stroke victim's skin is hot, dry and usually red or spotted. Body temperature can be 105 degrees. The accepted first aid is to remove them to a cooler area and soak their clothing with cool water. Get medical help, immediately.

Heat Exhaustion is caused by the loss of fluid in sweating, sometimes by the loss of salt, or both. The worker with heat exhaustion still sweats, but also experiences extreme fatigue, nausea or headache. Treatment is simple, have the victim rest in a cool place and give plenty of liquids.

How to Prevent Heat Illness:

- Drink water every 15 minutes – your employer must provide 2 gallons per day/per employee.
- Rotate jobs to minimize heat stress. Work mornings - in the cool part of the day
- Take frequent rest breaks in a shaded area and notify your supervisor if you feel symptoms of heat stress.
- When working in the sun, use sunscreen with at least a 15 (SPF) sun protection factor.
- Use hard hat liners and other heat – reducing equipment provided by the company.
- Use the buddy system – recognize signs of heat illness in each other (including; weakness, unsteady walk, irritability, disorientation and changes in skin color).

Safety Recommendations: _____

Print (Clearly)

Signature

COMPANY

Tailgate Safety Meeting

First Day on the Job

Date: _____

Project: _____

Conducted by: _____

Whether you have been in the construction industry for many years or you're a new employee, there's always a "First Day on the Job" – a new project for you old timers, which may or may not be different from your last job, and for some of you, a brand new job. As a new – or seasoned – employee there are many safety topics you need to think about.

- First Aid and Emergency – Where are the emergency stations located? Where are additional first aid supplies? Who is certified to provide first aid? Where are emergency numbers and procedures posted?
- Housekeeping and Sanitation – Where are the restroom/washing facilities? Where is drinking water located? Where are the dumpsters and what can be put in them? Are there any materials on the job site that must be disposed of in a special manner? What are the daily clean-up procedures?
- Personal Protective Equipment (PPE) – Are hard hats and safety glasses required at all times? What other personal protective equipment is available and where is it located?
- Hand/Power Tools and Heavy Equipment – Are you qualified to use the tools you will be using on the job? What about heavy equipment like skid steers, Gradall, backhoe or excavator?
- Hazard Communication – What chemicals are you going to have to work with at the job site? Where are Safety Data Sheets located?

As the new guy on the block there is a lot of information you need to comprehend. If you have a question – ask. In addition, to relieve those first day jitters – remember the following;

- You will not be the "New Guy" forever !

Safety Recommendations: _____

Print (Clearly)

Signature
