Tailgate or Toolbox safety meetings are 10-15 minute on-the-job meetings held to keep employees alert to work related accidents and illnesses. Tailgate/toolbox safety meetings have proved their worth by alerting employees to workplace hazards, and by preventing accidents, illnesses and on-the-job injuries.

Why Have Them?
In both the tunneling and construction industries, tailgate safety meetings are required by Title 8, Sections 8406 and 1509 of the California Code of Regulations.

While tunneling and construction are the only industries that specifically require tailgate safety meetings, all California employers must have a safety program that includes employee training in safe work practices (3203).

Tailgate/toolbox safety meetings can be used to address actual problems on the job or in the shop. The supervisor leading the meeting can draw on the experience of workers, and use that experience to remind all employees – especially newer ones – of the dangers of working with particular kinds of machinery, tools, equipment and materials.

What to Talk About?
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.

An excellent source for construction related topics is the publication Cal/OSHA Pocket Guide for the Construction Industry. Supervisors can choose individual sections or topics and relate them to their specific site requirements. Use the table in the next page to record the trainings.

Choose a topic you think needs safety review. For example, if you notice that spills aren’t being cleaned up promptly, discuss it. If there has been an accident or a near-accident on the job, talk about it. What happened? Where did it happen? How can it be prevented from happening again? Encourage employees to suggest topics. They often know best - what and where the dangers are.

How to Run a Good Meeting
1. Hold the meeting on the job, preferably where everyone can sit and relax.
2. Hold meetings at the beginning of shift or after a break.
3. Choose the topic carefully. Topics should be about health and safety problems on the job. Research the problem before the meeting. For machinery, consult the manufacturer’s operations manual. For handling toxic substances, get a copy of the Material Safety Data Sheet (MSDS). Your insurance carrier is another good source of information. Cal/OSHA also provides educational materials on worksite safety and health.

4. Don’t choose too broad a topic.
5. Encourage employee participation.
6. Keep your meeting short - usually 10 to 15 minutes.
7. Use the table in the next page as both a field reference and a resource for tailgate subjects. Supervisors should chose topics that directly relate to their projects and site tasks, and remember to:
   • Pick from the subjects listed on this table.
   • Read the material before discussing it.
   • Determine the amount of material to be presented.

Sample Topic for Meetings
Why are guards left off machines?
Guards are placed on machines to prevent workers from contacting the moving parts. They are required by Cal/OSHA regulations.

Many California workers are killed or injured every year because guards are removed and not replaced. Why are guards left off? Ask the group to give reasons. Some common ones are:

- I didn’t have time to replace the guard.
- I wanted to make sure the machine was working okay. I just never got around to replacing the guard.
- I put on a new drive and the old guard didn’t fit.
- I had to remove the guard to adjust the machine.
- I couldn’t work with the guard on. It slowed me down.
- Listen I’ve run these machines for years without guards and I’ve never been hurt.

These excuses have been given countless times. After the accident has happened, the guard is replaced and strict rules are enforced. Of course, it’s too late for the victim. The purpose of meeting on this topic is to make sure rules are enforced before an accident can happen.

Contacting Cal/OSHA Consultation Service
Consultation Programs: http://www.dir.ca.gov/dosh/consultation.html
Toll-free Number: 1-800-963-9424
Publications: http://www.dir.ca.gov/dosh/puborder.asp

Onsite Assistance Program Area Offices:

Central Valley: 559-454-1295  San Diego/Imperial: 619-767-2060
SF/Bay Area: 510-622-2891  San Fernando Valley: 818-901-5754
Santa Fe Springs/LA/Orange: 714-562-5525

Note: The information provided is not meant to be either a substitute for or legal interpretation of the occupational safety and health regulations. Readers are cautioned to refer directly to Title 8 of the California Code of Regulations for detailed information regarding the regulation’s scope, specifications, and exceptions and for other requirements that may be applicable to their operations.
Supervisory employees shall conduct “toolbox” or “tailgate” safety meetings, or equivalent, with their crews at least every 10 working days to emphasize safety.

Tailgate or Toolbox safety meetings are held to keep employees informed of work-related accidents, illnesses and workplace hazards. They allow supervisors to draw on the experience of workers, and use that experience to remind all employees - especially newer ones - on the dangers of particular construction processes, tools, etc.

Additional Resources
- Review findings from safety inspections including corrective actions.
- Discuss accidents/near accidents including what/where it happened, and prevention. Use equipment manuals and MSD Sheets. Cal/OSHA Safety Orders (Title 8) can be reviewed at:
  [http://www.dir.ca.gov/samples/search/query.htm](http://www.dir.ca.gov/samples/search/query.htm)

Use the table below as a guide to help you select subjects and track meeting dates. In addition, complete a separate training record for each meeting that includes worker name, date, subject, and the trainer’s name.

<table>
<thead>
<tr>
<th>Title</th>
<th>Date</th>
<th>Title</th>
<th>Date</th>
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</thead>
<tbody>
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<td>Heat Illness Prevention</td>
<td>Administrative Requirements</td>
<td>Heavy Construction Equipment</td>
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<tr>
<td>Aerial Devices and Elevating Work Platform Equipment</td>
<td>Hot Pipes and Hot Surfaces</td>
<td>Air Compressors</td>
<td>Housekeeping/Site Cleaning</td>
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<tr>
<td>Airborne Contaminants and Dust</td>
<td>Injury and Illness Prevention Program</td>
<td>Asbestos</td>
<td>Ladders</td>
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<tr>
<td>Blasting (Abrasives/Sand)</td>
<td>Laser Equipment</td>
<td>Blasting (Explosives)</td>
<td>Lead</td>
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<td>Carcinogens</td>
<td>Lighting</td>
<td>Code of Safe Practices</td>
<td>Lock-out/Block-out Procedures</td>
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<td>Competent Person</td>
<td>Machine Guarding</td>
<td>Concrete Construction</td>
<td>Multi-employer Work Sites</td>
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<tr>
<td>Confined Spaces</td>
<td>Personal Protective Equipment (PPE)</td>
<td>Corrosive Liquids</td>
<td>Pile Driving</td>
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<tr>
<td>Cranes</td>
<td>Pressurized Worksites</td>
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<td>Dust, Fumes, Mists, Vapors, and Gases</td>
<td>Ramps and Runways</td>
<td>Electrical</td>
<td>Roofing Operations</td>
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<tr>
<td>Elevators, Lifts, and Hoists</td>
<td>Scaffolds</td>
<td>Emergency Medical Services</td>
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<tr>
<td>Engine Exhaust Emission</td>
<td>Stairways</td>
<td>Erection and Construction</td>
<td>Toeboards</td>
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<tr>
<td>Ergonomics in Construction</td>
<td>Toilets/Washing Facilities/Sanitation</td>
<td>Explosion Hazards</td>
<td>Traffic Control</td>
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<tr>
<td>Excavation, Trenches, and Earthwork</td>
<td>Tools and Equipment</td>
<td>Fall Protection</td>
<td>Training</td>
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<tr>
<td>First Aid</td>
<td>Welding, Cutting and Other Hot Work</td>
<td>Fire Protection and Prevention</td>
<td>Tunnels and Tunneling</td>
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<td>Flaggers</td>
<td>Wood Preservative Chemicals</td>
<td>Flammable and Combustible Liquids</td>
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<tr>
<td>Forklifts</td>
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<td>Forms, Falsework, and Vertical Shoring</td>
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<tr>
<td>Guardrails</td>
<td></td>
<td>Hazard Communication Program (Haz-Com)</td>
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