



# SETTING UP A TAILGATE/TOOLBOX SAFETY MEETING

January 2020

Job site tailgate and toolbox safety meetings are brief meetings, proven to prevent accidents, illnesses, and on-the-job injuries by improving the safety culture at your job site. Refer to the referenced Title 8, California Code of Regulations (T8CCR) sections for details on the requirements for these safety meetings.

## Why Have Tailgate/Toolbox Safety Meetings?

They are required for the construction (T8CCR Section 1509) and tunneling (T8CCR Section 8406) industries.

In addition, all California employers must have an Injury and Illness Prevention Program that includes employee training in safe work practices (T8CCR Section 3203). Tailgate/Toolbox meetings can help reinforce that training.

## 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 particular 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.

The Cal/OSHA Pocket Guide for the Construction Industry is an excellent source for construction-related topics. You can choose individual sections or topics from this guide and tailor the information to the specific needs of your job sites. You can also use the Tailgate Safety Meeting Topics worksheet for selecting, tracking, and recording the tailgate meeting topics.

## How to Run an Effective 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 or safety data sheets (SDS) for toxic substances. Your insurance carrier and Cal/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:
  - Explain why the topic is timely and important.
  - Familiarize yourself with the topic before discussing it.
  - Know your company procedures/Code of Safe Practices.
  - Make a short list of key points to cover.
  - Include relevant Cal/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.

(Continued on next page)

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.

## How Often Should You Have Toolbox/Tailgate Meetings?

Section 1509 (construction) requires them at least every 10 working days, and Section 8406 (tunneling) at least weekly. However, depending on the work conditions and safety culture of the job site, they should be held more frequently – even daily if necessary.

### Additional Tailgate Meetings Resources

[Title 8 California Code of Regulations \(T8CCR\)](http://www.dir.ca.gov/samples/search/query.htm) (www.dir.ca.gov/samples/search/query.htm)

- [1509](#) - IIPP Construction Safety Orders
- [3203](#) - IIPP General Industry Safety Orders
- [8406](#) - IIPP Tunnel Safety Orders

[California FACE Program](http://www.cdph.ca.gov/Programs/CCDPHP/DEODC/OHB/FACE/Pages/Tailgate.aspx) - Fall Prevention Tailgate Training Materials (www.cdph.ca.gov/Programs/CCDPHP/DEODC/OHB/FACE/Pages/Tailgate.aspx)

[Electronic Library of Construction Occupational Safety and Health \(eLCOSH\)](http://www.elcosh.org/index.php) (www.elcosh.org/index.php)

[Cal/OSHA Publications](http://www.dir.ca.gov/dosh/puborder.asp) (www.dir.ca.gov/dosh/puborder.asp)

- [CAL/OSHA Pocket Guide for the Construction Industry](#)
- Tailgate Safety Meeting Topics

[Cal/OSHA Consultation Branch](http://www.dir.ca.gov/dosh/consultation.html) (www.dir.ca.gov/dosh/consultation.html)

- InfoCons@dir.ca.gov
- Toll-free Number: 1-800-963-9424