

NBSIA Member Services Safety Bulletin

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SETTING UP A TAILGATE/TOOLBOX SAFETY MEETING



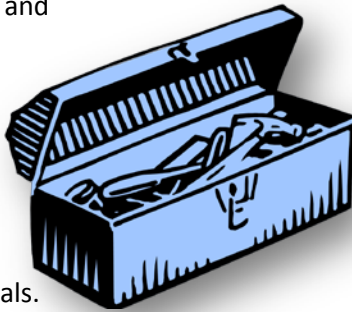
The NBSIA Member Services Department's plan for 2012 is to help you improve workplace safety and get ready for legislation changes. To help you keep safety a top priority, please read

this bulletin about tailgate/toolbox safety meetings and encourage your employees to implement them soon.

Tailgate or toolbox safety meetings are 10-15 minute on-the-job meetings held to keep employees alert to work related accidents and illnesses.

Why Have them?

All California employers must have a safety program that includes employee training in safe work practices. Tailgate or toolbox safety meetings can be used to address actual problems on the job. 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.

Choose a topic you think needs safety review. For example, if you notice 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

- Hold on-the-job meetings where people can sit.
- Hold meetings at the beginning or end of a shift.
- **Choose the topic carefully.**
 - ✓ Topics should address on-the-job health and safety problems.
 - ✓ Research the problem before the meeting.
 - ✓ For toxic substances get a copy of your MSDS sheets.
 - ✓ For machinery, use the manufacturer's operations manual.
 - ✓ Cal/OSHA provides educational materials on worksite safety and health.
 - ✓ NBSIA is another good source of information.
- Don't choose too broad a topic.
- Encourage employee participation.
- Keep your meeting short—about 10 to 15 minutes.
- Supervisors should choose topics that directly relate to projects and site tasks. Remember to:
 - ✓ **Read the material before discussing it.**
 - ✓ **Limit the amount of material to be presented.**

Topics for Meetings

Contact NBSIA Member Services for your monthly injury/accident reports and look for trends. Discuss your current injuries and explore solutions. Contact NBSIA for training or for safety related information about your topic. **The purpose of meeting on this topic is to make sure rules are enforced before an accident can happen.**

Example topics: airborne contaminants and dust, fall protections, fire protection and prevention, flammable and combustible liquids, forklifts, hazard communication program (HazCom), heat illness prevention, housekeeping/site cleaning, ladder safety, or lock-out/block-out procedures.

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