

Memorandum

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To: DEPUTY DISTRICT DIRECTORS, Construction
DEPUTY DIVISION CHIEF, Structure Construction
CONSTRUCTION MANAGERS
SENIOR CONSTRUCTION ENGINEERS
RESIDENT ENGINEERS

Date: October 19, 2022

File: Division of Construction
CPD 22-11



From: RAMON HOPKINS, Chief
Division of Construction

Subject: SAFETY MEETING REPORT APPLICATION

District Construction staff must begin using the electronic application Form PM-S-0110, "Safety Meeting Report," to document tailgate safety meetings instead of the paper form currently on the Caltrans Electronic Forms System. Starting January 16, 2023, all safety meeting reports must be prepared using this new application and filed in FalconDMS (Falcon Document Management System). Before implementation, Headquarters Construction will provide "train-the-trainer" training on the application to the designated district coordinators (district construction safety coordinators and other district field staff). The designated district coordinators will be responsible for providing training to district staff. Online training resources such as user guides, videos, and presentations, will also be posted to make sure affected district staff are trained.

This directive is in accordance with Cal/OSHA and California Code of Regulations, Title 8, Section 1509 (8 CCR 1509), "Injury and Illness Prevention Program." The requirements are referenced in Section 2-106B, "Tailgate Safety Meetings," of the *Construction Manual*. The requirements state that all employees who are regularly assigned to construction must attend a mandatory tailgate safety meeting at least once every 10 working days.

This new safety meeting report application streamlines the existing documentation and project filing process. Users can prepare a report by selecting prepopulated districts, projects, and construction engineers from the drop-down lists. The report can also be used to capture the following information: meeting attendees, document safety topics discussed, suggestions and comments; supervisor comments, and meeting documents. Reports can be routed using Adobe Sign for supervisor approval and electronic signature and generated as a PDF for the electronic project records. Completed reports that are electronically signed using Adobe Sign will be automatically filed in FalconDMS every hour. A report can be prepared and filed for multiple projects by selecting them

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from the drop-down list. The completed report will be filed in FalconDMS in each individual project folder that is associated with the report, if the project folder exists in FalconDMS.

The statewide use of this application will allow the Headquarters Division of Construction to monitor the overall Construction safety program at the statewide and district level to verify compliance with policy.

The Safety Meeting Report, Form PM-S-0110, application can be accessed from the dashboard for all Division of Construction applications at:

<http://svgccrm01.dot.ca.gov:3030/UserBase/build/dashboard>

If you have questions about this directive, please contact Phillip Phan, Division of Construction, at Phillip.Phan@dot.ca.gov or (916) 594-4849.