Tailgate Safety Meetings

Caltrans' policy is that all first-line supervisors schedule and conduct safety meetings with their employees to discuss occupational health and safety issues. First-line supervisors in construction must conduct tailgate safety meetings with their *employees at least every 10 working days.* These tailgate safety meetings are mandatory for all employees and are required per the *Cal/OSHA Construction Safety Orders Section 1509*[1].

For Structure Construction (SC) employees, the first-line supervisor responsible for scheduling and presiding over tailgate safety meetings is the Bridge Construction Engineer (BCE). For occasions when SC employees are unable to attend the scheduled tailgate safety meeting, the BCE should briefly review points of immediate interest with those employees.

The BCE has several options for ensuring the attendance of their SC employees:

1. In a large office setting, where the BCE and staff share office space, the BCE can schedule and preside over tailgate safety meetings.
2. In remote areas, the BCE can delegate scheduling and conducting tailgate safety meetings to the Structure Representative.
3. If SC employees are working different shifts, the BCE may elect to schedule separate safety meetings for each work shift.
4. On projects with roadway and structure work, consideration should be given to scheduling tailgate safety meetings with the combined staff to ensure all personnel are aware of the safety issues.

Topics to be discussed at tailgate safety meetings should be pertinent to the type of work being performed in the field. The project specific *Code of Safe Practices* can be used as a guideline for discussion of safety topics. If the *Code of Safe Practices* for a particular project is amended with new field activities, discuss the safety hazards associated with those activities.

All BCEs are encouraged to take every opportunity to exchange ideas on safety and accident prevention with their employees, to inform them of Caltrans policies and procedures with regard to safety, to commend them for their efforts in performing their job safely, and to invite them to submit safety suggestions. The SC employees are encouraged to participate in the discussion during the tailgate safety meetings and are to comply with the direction of their BCE with regard to Caltrans policies and procedures on safety.

Tailgate safety meetings must be documented using form PM-S-0110, *Safety Meeting Report*. For SC employees, the BCE is responsible for documenting tailgate safety meetings. Employees should print their name and sign or initial next to their printed name.

[1] http://www.dir.ca.gov/Title8/1509.html

In the event the BCE does not preside over the tailgate safety meeting, form PM-S-0110 must be sent by the Structure Representative attending or presiding over the tailgate safety meeting to the BCE for review, signature, posting, and distribution. If SC employees attend District tailgate safety meetings, a copy of Form PM-S-0110 must be acquired and sent by the Structure Representative to the BCE for review, signature, posting, and distribution. Distribution of Form PM-S-0110 is specified on the form. As the first-line supervisor, the BCE must also retain a copy of each Safety Meeting Report for three years.

As first-line supervisors, BCEs are also responsible for follow-up and correction of any unsafe conditions or acts noted on the Safety Meeting Report.

For further information on safety meetings, refer to *Caltrans Safety Manual*, Chapter 2*, Safety Meetings*[2].

[2] http://www.dot.ca.gov/hq/opo/safety/safetymanual_toc.htm