



Safety Tailgate Meeting | Week of January 22nd, 2018

Project Name: _____

Job Number: _____

☐ Sheet Metal ☐ Piping ☐ Plumbing ☐ Start-Up

GF/Foremen: _____

Discussion Leader: _____

Date of Meeting: _____

Extension Cords

Most of us probably wouldn't give extension cords a high priority on the list of tools needed to perform our work, but our job would often become extremely difficult without them.

- Because you're frequently in a hurry when you pick up an extension cord, you may not always take the time to think about common concerns with electrical cords. Did you take the time to look for wear and tear on the outer insulation of the cord? Did you check the plug end, and make sure it had three prongs? Did you check to see if the electrical receptacle was protected with a GFCI? Were you careful not to place the cord in water, mud, a doorway or an aisle where it could become a hazard? Did you check the strain relief on both the male and female ends of the cord?
- Perhaps you need to go back and take a really good look at that extension cord and the way you use it. Cuts, worn spots, or other damage to the insulation can cause a short and/or an electrical shock. A damaged cord should be tagged and taken out of service, immediately. Don't wait for an accident to happen!
- Another problem associated with extension cords is the tripping hazard they create. Avoid stretching an extension cord through high traffic areas. Try to avoid running the cord across doorways and aisles, or across and down stairs. Don't run an extension cord across a roadway or driveway. Take the time to place the extension cord properly and safely.
- Extension cords are important pieces of equipment, so take good care of them!

Safety Comments/Suggestions for this Project: _____

Print Name & Clock #	Print Name & Clock #	Print Name & Clock #
1 _____	7 _____	13 _____
2 _____	8 _____	14 _____
3 _____	9 _____	15 _____
4 _____	10 _____	16 _____
5 _____	11 _____	17 _____
6 _____	12 _____	18 _____
Foreman's Name & Clock #: _____		



Audited by:
Date:

PRE TASK PLAN

Project Name: _____

Job Number: _____

Sheet Metal Piping Plumbing Service

GF/Foreman: _____

Pre-Task Plan Prepared By: _____

Date: _____

Project Safety Contact: _____

Safety Contact Phone Number: _____

1. Required PPE	Hazards	Safe Plan of Action (SPA)
Hard hat Face shield Goggles Safety glasses Goggles	Material Handling	Inspected movement path Floor Plating (pinch / back) Awkward size/shape/CG Laydown area established Identified moving equipment Hand protection required Hand / body positions to avoid injury Spotter Debris Removal plan Wheels Chocked
Gloves: Leather Kevlar / Cut resistant Solvent Acid Arm sleeves Fire resistant		
Boots Steel - toe Toe covers	Slips, Trips, Falls	Inspect for trip / slip hazards Tools & material properly stored Area clean / clear of debris Electrical / emergency equipment clear Hazards marked
Ear Plugs / Ear muffs Safety Vest Chemical Resistant suit / apron / tyvek suit Respirator Fire Resistant	Hand & Power Tools	Reviewed safety requirements GFCI in use Routed cord overhead or taped / barricaded Guarding OK Identified PPE required Inspected electrical cord Inspected condition
2. Fall Protection Ladder inspection completed Retractable Device Required Inspected Fall Protection Equipment Shock Absorbing Lanyard Required Horizontal Lifeline System Required Anchorage Point Identified Fall Clearance Distance Adequate Fall Rescue / Retrieval Plan Set Up	Chemical Hazards	Area inspected for potential chemical hazard Identify PPE for highest recognized hazard (see left side) MSDS Sheet available Reviewed Decon / Disposal or storage procedures Reviewed contingency plan and equipment is on hand
	Non-Electrical Hot Work	Fire Extinguishers Combustible material removed / protected Fire watch Adequate ventilation Install weld / spark screens
	Crane or other Lifting Equipment	Lifting / Rigging equipment inspected Overhead utility clearance verified Tag lines in use Signalman assigned Areas barricaded
3. Task Specific Work Plans Lifting Plan (required for greater than 50 lbs.) Floor / Wall penetrations Lock Out / Tag Out Procedures	Barricades	Yellow (Caution) Barricade tape Rigid barricade required / secured to floor Barricade signage Travel paths barricaded / cones to protect foot traffic Red (Danger) Barricade tape (label barricade) Emergency egress clearly marked
	Weather	Review plans for weather including heat / wind / moisture Cool down periods Sun Screen Heat Stress symptoms Liquids available
4. Required Work Permits Hot Work (Non-Electrical) Confined Space Excavation Energized Electrical Work (EEW) Critical Lift (Crane) Scaffolds	Crew Congestion or Impact to occupants	Public Protection, Explain: Inspected areas for potential impacts to other crews / customers Coordinated with adjacent work supervisor / customer Traffic barricades
	Safety Huddle Topics:	<input type="checkbox"/> Monday: _____ <input type="checkbox"/> Tuesday: _____ <input type="checkbox"/> Wednesday: _____ <input type="checkbox"/> Thursday: _____ <input type="checkbox"/> Friday: _____
Construction Activity (In Sequence)	Hazards Identified	Corrective Actions Taken
Crew Sign-in (PLEASE PRINT NAME & Clock Number):		
1. _____	6. _____	11. _____
2. _____	7. _____	12. _____
3. _____	8. _____	13. _____
4. _____	9. _____	14. _____
5. _____	10. _____	15. _____
Daily Initials:		
Monday	_____	
Tuesday	_____	
Wednesday	_____	
Thursday	_____	
Friday	_____	

IF WORK CONDITIONS CHANGE, PRE-TASK PLAN NEEDS TO BE UPDATED ASAP