



Safety Tailgate Meeting | Week of November 5th, 2018

Project Name: _____

Job Number: _____

☐ Sheet Metal ☐ Piping ☐ Plumbing ☐ Start-Up

GF/Foremen: _____

Discussion Leader: _____

Date of Meeting: _____

Clothing Caught in Equipment

Injuries from clothing caught in rotating fans, shafts, belts and other moving parts can be extremely serious. Loose clothing, ties, jewelry and even human hair have become caught in machinery and caused horrific, often fatal injuries. According to the Bureau of Labor Statistics, 105 workers in the United States died in 2014 after becoming caught in running equipment or machinery. Below are some tips for those working around equipment and machinery capable of entrapping parts of the body:

- Since we may not know from day-to-day what equipment, machines or tools we will be working with, it's best to dress each day as if there will be an exposure.
- Always wear clothing that is fairly snug against your body.
- Tuck in your shirt before starting work, even if it's just a t-shirt.
- When wearing a sweatshirt with a hooded jacket, choose one with a hood that fits snugly. If you take the hood off while working, don't let it hang back. Tuck it inside the garment.
- Make sure that all safety guards that protect the point of operation on equipment, machines, and tools are in place before turning them on.
- Leave jewelry at home. Rings, bracelets, necklaces, watches, and even hair bands can be caught up in moving parts. If you have long hair, wear it up or tuck it inside your hard hat.
- When job site conditions and work tasks allow, wear clothing that will easily tear away from your body in case you get tangled up in power equipment or tools.
- Good housekeeping is a must. Imagine tripping over something you've left on the floor and rushing headlong into disaster.

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 #: _____

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 Safety glasses Face shield Goggles	Material Handling	Inspected movement path Identified moving equipment Wheels Chocked Floor Plating (pinch / back) Hand protection required Awkward size/shape/CG Hand / body positions to avoid injury Laydown area established Spotter Debris Removal plan	
Gloves: Leather Kevlar / Cut resistant Solvent Acid Arm sleeves Fire resistant		Slips, Trips, Falls	Inspect for trip / slip hazards Area clean / clear of debris Hazards marked Tools & material properly stored Electrical / emergency equipment clear
Boots Steel - toe Toe covers Ear Plugs / Ear muffs Safety Vest Chemical Resistant suit / apron / tyvek suit Respirator Fire Resistant			Hand & Power Tools
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	
3. Task Specific Work Plans Lifting Plan (required for greater than 50 lbs.) Floor / Wall penetrations Lock Out / Tag Out Procedures	Non-Electrical Hot Work		Fire Extinguishers Fire watch Install weld / spark screens Combustible material removed / protected Adequate ventilation
			Crane or other Lifting Equipment
4. Required Work Permits Hot Work (Non-Electrical) Confined Space Excavation Energized Electrical Work (EEW) Critical Lift (Crane) Scaffolds	Barricades	Yellow (Caution) Barricade tape Red (Danger) Barricade tape (label barricade) Rigid barricade required / secured to floor Emergency egress clearly marked Barricade signage Travel paths barricaded / cones to protect foot traffic	
		Weather	Review plans for weather including heat / wind / moisture Liquids available Cool down periods Sun Screen Heat Stress symptoms
Construction Activity (In Sequence)	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