



## Safety Tailgate Meeting | Week of August 20<sup>th</sup>, 2018

Project Name: \_\_\_\_\_

Job Number: \_\_\_\_\_

☐ Sheet Metal ☐ Piping ☐ Plumbing ☐ Start-Up

GF/Foremen: \_\_\_\_\_

Discussion Leader: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_

### Tool Inspections for Safety

It is important to check all handheld power tools before each and every use. Perform a visual inspection of all power tools, hand tools, and any extension cords that will be used. Look for signs of wear like frayed, broken, or cracked parts.

- Inspect each tool carefully before you use it. If there are cracks, cuts, or abrasion on the cord, take the tool out of service until it can be repaired by a person properly qualified to do so. Don't fix it yourself!
- In the case that the tool is broken or cracked anywhere, red tag it and send it back to the tool room.
- Inspect the tools to make sure all guards are in place and they are in good working order. Never bypass guards. They can save you from a serious injury!
- Ground all tools – If the tool is equipped with a three prong plug, it should be plugged into a three-hole receptacle. If an adapter is used to accommodate a two-prong receptacle, the adapter wire must be attached to a known ground.
- When not in use, tools should be stored in a secure, dry place. Tools laying around become trip hazards.
- Don't try to force small tools or attachments to do the jobs of heavy tools. Use the right tool for every job.
- Never carry a tool by its cord and never yank the cord to remove it from a receptacle.
- Maintain tools with care by keeping them sharp and clean. This insures the best and safest performance.

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	<b>Material Handling</b>	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 Ear Plugs / Ear muffs Safety Vest Chemical Resistant suit / apron / tyvek suit Respirator Fire Resistant	<b>Slips, Trips, Falls</b>	Inspect for trip / slip hazards Tools & material properly stored Area clean / clear of debris Electrical / emergency equipment clear Hazards marked
<b>2. Fall Protection</b> 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	<b>Hand &amp; Power Tools</b>	Reviewed safety requirements GFCI in use Identified PPE required Routed cord overhead or taped / barricaded Guarding OK Inspected condition Inspected electrical cord
	<b>Chemical Hazards</b>	Area inspected for potential chemical hazard Identify PPE for highest recognized hazard (see left side) Reviewed Decon / Disposal or storage procedures Reviewed contingency plan and equipment is on hand MSDS Sheet available
	<b>Non-Electrical Hot Work</b>	Fire Extinguishers Fire watch Install weld / spark screens Combustible material removed / protected Adequate ventilation
	<b>Crane or other Lifting Equipment</b>	Lifting / Rigging equipment inspected Overhead utility clearance verified Tag lines in use Signalman assigned Areas barricaded
<b>3. Task Specific Work Plans</b> Lifting Plan (required for greater than 50 lbs.) Floor / Wall penetrations Lock Out / Tag Out Procedures	<b>Barricades</b>	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
	<b>Weather</b>	Review plans for weather including heat / wind / moisture Cool down periods Sun Screen Heat Stress symptoms Liquids available
<b>4. Required Work Permits</b> Hot Work (Non-Electrical) Confined Space Excavation Energized Electrical Work (EEW) Critical Lift (Crane) Scaffolds	<b>Crew Congestion or Impact to occupants</b>	Public Protection, Explain: Inspected areas for potential impacts to other crews / customers Coordinated with adjacent work supervisor / customer Traffic barricades
	<b>Safety Huddle Topics:</b>	<input type="checkbox"/> <b>Monday:</b> _____ <input type="checkbox"/> <b>Tuesday:</b> _____ <input type="checkbox"/> <b>Wednesday:</b> _____ <input type="checkbox"/> <b>Thursday:</b> _____ <input type="checkbox"/> <b>Friday:</b> _____
<b>Construction Activity (In Sequence)</b>	<b>Hazards Identified</b>	<b>Corrective Actions Taken</b>
<b>Crew Sign-in (PLEASE PRINT NAME &amp; Clock Number):</b>		
1.	6.	11.
2.	7.	12.
3.	8.	13.
4.	9.	14.
5.	10.	15.
<b>Daily Initials:</b>		
Monday	_____	
Tuesday	_____	
Wednesday	_____	
Thursday	_____	
Friday	_____	

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