



Safety Tailgate Meeting | Week of November 26th, 2018

Project Name: _____

Job Number: _____

☐ Sheet Metal ☐ Piping ☐ Plumbing ☐ Start-Up

GF/Foremen: _____

Discussion Leader: _____

Date of Meeting: _____

Uncontrolled Sources of Energy (Lockout/Tagout)

Dozens of construction workers are killed every year because they did not turn off equipment or lock it out before working on it. Most were electrocuted, but some workers were crushed or lost limbs. Unprotected sources of stored energy can be very hazardous to mechanical service workers if they don't lockout and tag out the equipment they are servicing. The person working on the equipment disconnects it and locks it off until they are done. No one else has access to the lock. That way, no one else can turn it on and accidentally injure someone.

Examples of stored energy that may be encountered on a job site include:

- ✓ Electrical (such as panel boxes)
- ✓ Mechanical (such as fans)
- ✓ Hydraulic (such as an aerial lift)
- ✓ Pneumatic (such as an air compressor)
- ✓ Thermal (such as steam lines)
- ✓ Chemical (such as gas lines)

- Workers can be protected from these hazards when the sources of energy are locked and tagged out. Lockout means that the source of energy cannot be turned on because a locking device has been placed on the switch, lever, valve, etc. Tagout means there is a warning tag attached to the energy source controls to stop others from turning them on.
- If a worker has to perform maintenance or repairs on any machinery, equipment, or process with stored energy, it should be locked out and tagged out, too. Only engage in Lockout/Tagout operations when qualified.
- Electricity should be locked out and tagged out at the panel box. Steam, hydraulic, and air-line systems should be shut off and bled out. There is still hazardous energy stored in the pipes even when the valves are in the off position. The valve should be locked out and tagged out. *Remember*, the person who locked out the energy source should be the ONLY person to remove the Lockout/Tagout system!

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 #: _____		

W = Correct Within One Week



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 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	Material Handling Slips, Trips, Falls Hand & Power Tools Chemical Hazards	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 Area clean / clear of debris Hazards marked Electrical / emergency equipment clear Reviewed safety requirements Guarding OK Inspected condition GFCI in use Identified PPE required Inspected electrical cord Routed cord overhead or taped / barricaded Area inspected for potential chemical hazard MSDS Sheet available Identify PPE for highest recognized hazard (see left side) Reviewed Decon / Disposal or storage procedures Reviewed contingency plan and equipment is on hand
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	Non-Electrical Hot Work Crane or other Lifting Equipment Barricades	Fire Extinguishers Fire watch Install weld / spark screens Combustible material removed / protected Adequate ventilation Lifting / Rigging equipment inspected Tag lines in use Areas barricaded Overhead utility clearance verified Signalman assigned 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
3. Task Specific Work Plans Lifting Plan (required for greater than 50 lbs.) Floor / Wall penetrations Lock Out / Tag Out Procedures	Weather Crew Congestion or Impact to occupants	Review plans for weather including heat / wind / moisture Liquids available Cool down periods Sun Screen Heat Stress symptoms Public Protection, Explain: Inspected areas for potential impacts to other crews / customers Coordinated with adjacent work supervisor / customer Traffic barricades
4. Required Work Permits Hot Work (Non-Electrical) Confined Space Excavation Energized Electrical Work (EEW) Critical Lift (Crane) Scaffolds	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