

## SOLID WASTE INSURANCE MANAGERS

PRESENTS:

# How To Set Up a “Tool Box” Safety Meeting

Safety meetings are reminders - they are not documented training

Do not forget new employee training & orientation!



The above information is provided to CRRRC of Northern California  
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## Setting Up a Tailgate/Toolbox Safety Meeting

Tailgate or Toolbox safety meetings are 10-15 minute on-the-job meetings held to keep employees alert to work related accidents and illnesses. Tailgate/toolbox safety meetings have proved their worth by alerting employees to workplace hazards, and by preventing accidents, illnesses and on-the-job injuries.

### Why Have Them?

In both the tunneling and construction industries, tailgate safety meetings are required by Title 8, Sections [8406](#) and [1509](#) of the California Code of Regulations.

While tunneling and construction are the only industries that specifically require tailgate safety meetings, all California employers must have a safety program that includes employee training in safe work practices ([3203](#)).

Tailgate/toolbox safety meetings can be used to address actual problems on the job or in the shop. The supervisor leading the meeting can draw on the experience of workers, and use that experience to remind all employees – especially newer ones – of the dangers of working with particular kinds of machinery, tools, equipment and materials.

### What to Talk About?

Talk about work practices, machinery, tools, equipment, materials, attitudes, and anything else that may cause or contribute to a work-related accident or illness. Keep the topic relevant to the job or tasks that workers perform.

An excellent source for construction related topics is the publication [Cal/OSHA Pocket Guide for the Construction Industry](#). Supervisors can choose individual sections or topics and relate them to their specific site requirements. Use the table in the next page to record the trainings.

Choose a topic you think needs safety review. For example, if you notice that spills aren't being cleaned up promptly, discuss it. If there has been an accident or a near-accident on the job, talk about it. What happened? Where did it happen? How can it be prevented from happening again? Encourage employees to suggest topics. They often know best - what and where the dangers are.

### How to Run a Good Meeting

1. Hold the meeting on the job, preferably where everyone can sit and relax.
2. Hold meetings at the beginning of shift or after a break.
3. Choose the topic carefully. Topics should be about health and safety problems on the job. Research the problem before the meeting. For machinery, consult the manufacturer's operations manual. For handling toxic substances, get a copy of the Material Safety

Data Sheet (MSDS). Your insurance carrier is another good source of information. Cal/OSHA also provides educational materials on worksite safety and health.

4. Don't choose too broad a topic.
5. Encourage employee participation.
6. Keep your meeting short - usually 10 to 15 minutes.
7. Use the table in the next page as both a field reference and a resource for tailgate subjects. Supervisors should choose topics that directly relate to their projects and site tasks, and remember to:

- Pick from the subjects listed on this table.
- Read the material before discussing it.
- Determine the amount of material to be presented.

### Sample Topic for Meetings

Why are guards left off machines?

Guards are placed on machines to prevent workers from contacting the moving parts. They are required by Cal/OSHA regulations.

Many California workers are killed or injured every year because guards are removed and not replaced.

Why are guards left off? Ask the group to give reasons.

Some common ones are:

- I didn't have time to replace the guard.
- I wanted to make sure the machine was working okay. I just never got around to replacing the guard.
- I put on a new drive and the old guard didn't fit.
- I had to remove the guard to adjust the machine.
- I couldn't work with the guard on. It slowed me down.
- Listen I've run these machines for years without guards and I've never been hurt.

These excuses have been given countless times. After the accident has happened, the guard is replaced and strict rules are enforced. Of course, it's too late for the victim. The purpose of meeting on this topic is to make sure rules are enforced before an accident can happen.

### Contacting Cal/OSHA Consultation Service

Consultation Programs:

<http://www.dir.ca.gov/dosh/consultation.html>

Toll-free Number: **1-800-963-9424**

Publications: <http://www.dir.ca.gov/dosh/puborder.asp>

Onsite Assistance Program Area Offices:

Central Valley: 559-454-1295    San Diego/Imperial: 619-767-2060  
No. California: 916 263-0704    San Bernardino: 909-383-4567  
SF/Bay Area: 510-622-2891    San Fernando Valley: 818-901-5754  
Santa Fe Springs/LA/Orange: 714-562-5525

**Note:** The information provided is not meant to be either a substitute for or legal interpretation of the occupational safety and health regulations. Readers are cautioned to refer directly to Title 8 of the California Code of Regulations for detailed information regarding the regulation's scope, specifications, and exceptions and for other requirements that may be applicable to their operations.

*Title 8, California Code of Regulation, Construction Safety Orders, Section: 1509(e)*

**Supervisory employees shall conduct "toolbox" or "tailgate" safety meetings, or equivalent, with their crews at least every 10 working days to emphasize safety**

Tailgate or Toolbox safety meetings are held to keep employees informed of work-related accidents, illnesses and workplace hazards. They allow supervisors to draw on the experience of workers, and use that experience to remind all employees - especially newer ones - on the dangers of particular construction processes, tools

**Additional Resources**

- Review findings from safety inspections including corrective actions.
- Discuss accidents/near accidents including what/where it happened, and prevention. Use equipment manuals and MSD Sheets. Cal/OSHA Safety Orders (Title 8) can be reviewed at:

<http://www.dir.ca.gov/samples/search/query.htm>

**Use the table below as a guide to help you select subjects and track meeting dates. In addition, complete a separate training record for each meeting that includes worker name, date, subject, and the trainer's name.**

Title	Date	Title	Date
Access		Heat Illness Prevention	
Administrative Requirements		Heavy Construction Equipment	
Aerial Devices and Elevating Work Platform Equipment		Hot Pipes and Hot Surfaces	
Air Compressors		Housekeeping/Site Cleaning	
Airborne Contaminants and Dust		Injury and Illness Prevention Program	
Asbestos		Ladders	
Blasting (Abrasives/Sand)		Laser Equipment	
Blasting (Explosives)		Lead	
Carcinogens		Lighting	
Code of Safe Practices		Lock-out/Block-out Procedures	
Competent Person		Machine Guarding	
Concrete Construction		Multi-employer Work Sites	
Confined Spaces		Personal Protective Equipment (PPE)	
Corrosive Liquids		Pile Driving	
Cranes		Pressurized Worksites	
Demolition		Qualified Person	
Dust, Fumes, Mists, Vapors, and Gases		Ramps and Runways	
Electrical		Roofing Operations	
Elevators, Lifts, and Hoists		Scaffolds	
Emergency Medical Services		Silica Dust	
Engine Exhaust Emission		Stairways	
Erection and Construction		Toeboards	
Ergonomics in Construction		Toilets/Washing Facilities/Sanitation	
Excavation, Trenches, and Earthwork		Tools and Equipment	
Explosion Hazards		Traffic Control	
Fall Protection		Training	
Fire Protection and Prevention		Tunnels and Tunneling	
First Aid		Welding, Cutting and Other Hot Work	
Flaggers		Wood Preservative Chemicals	
Flammable and Combustible Liquids			
Forklifts			
Forms, Falsework, and Vertical Shoring			
Guardrails			
Hazard Communication Program (Haz-Com)			