

The Challenge of Conducting an Effective Tailgate Safety Meeting

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In California, Cal-OSHA requires that construction employers conduct bi-weekly tailgate safety meetings for the purposes of providing useful safety information to workers on the job. Construction Safety Order 1509 states:

(e) Supervisory employees shall conduct “tool-box” or “tailgate” safety meetings, or equivalent, with their crews at least every 10 working days to emphasize safety.

The Challenge

Safety professionals and managers operate in a performance-based world, meaning that their efforts must be measurable and effective. Cal-OSHA uses the word effective to cast a very wide net upon employers from a compliance and enforcement perspective. Often, employers develop policies and procedures, place them on the shelf, and fail to implement them in an effective manner. This check-the-box strategy is a recipe for failure.

Employers have an opportunity to provide regular, useful, and effective training through the use of a mandatory tailgate safety meeting. However, most contractors fail miserably at this valuable training and communication opportunity, simply because no one has ever taught the presenter how to effectively communicate. Common mistakes include:



1. Failure to plan a topic or prepare an outline
2. Reading word for word, directly from a script
3. Choosing the wrong person to facilitate the training.
4. Not providing the training in a language that is understood by all workers
5. Not encouraging two-way communication by asking leading questions such as “give the group an example of how you have experienced this...”
6. Providing information that is not pertinent (example: conducting heat illness prevention training when all trades are working inside an air conditioned building doing finish work)
7. Failure to properly document the training by requiring legible printed name, signature, and employer name of all attendees
8. Failure to maintain adequate records of the meetings throughout the duration of the project and beyond (seldom is the documentation needed real time. It’s usually needed down the road)
9. Skipping a meeting because only a handful of workers were on the job (we hear this a lot: “What do you want me to do, have a meeting with myself?”)

The Solution

These failures, and others, can be easily corrected with a little coaching from an experienced and knowledgeable individual that has patience, ingenuity, and communication skills that he or she is willing to share with co-workers. Effective techniques include:

1. Develop a Safety Committee and assign them the task of determining relevant topics.
2. Use a “tag team” approach in that two or more key individuals develop topics and outlines for each meeting and conduct the meeting together or rotate the responsibility from week to week.
3. Create a meeting outline limited to three or four key talking points. For example:

Keys to Heat Illness Prevention

- Availability of water, rest, and shade
- Signs and symptoms of heat illness including heavy sweating, irritability, and rapid heart rate
- Treatment methods including moving the affected worker into the shade or an air conditioned environment, encouraging the consumption of small amounts of water, or calling 911 if the worker is showing life threatening symptoms

The presenter uses these items as key talking points only to engage the workers and embellish as necessary.

4. Practice the meeting multiple times before a group of peers that can provide constructive feedback.
5. Create written handouts in English and other languages as appropriate. The regulations and best practices require that training be conducted in a language that is clearly understood by the target audience.
6. Foster two-way communication by asking safety meeting participants what is important to them. Questions such as: “What do you think is the



most dangerous condition on this job, and what can we do to limit worker exposure to the hazard”. The point is, ask them for the problem and the solution.

7. Have a thorough knowledge of the project scope of work and current status such that relevant topics can be selected for any particular meeting.
8. Have a sign in sheet available that includes: date, topic, presenter name, company name and a place for each participant to print and sign their name and provide their employer’s name.
9. Maintain adequate and useful records by scanning each topic and sign in sheet into an electronic format and archiving according to company recordkeeping policy.

Determining Relevant Topics

Some companies struggle with determining relevant topics and comment that many topics (such as fall protection) seem to be used repeatedly. A good basis of topics is OSHA’s top 10 citations which (for fiscal year 2017) included:

1. Fall Protection
2. Hazard Communication
3. Scaffolding
4. Respiratory Protection
5. Lock Out / Tag Out
6. Ladders
7. Powered Industrial Trucks (forklifts)
8. Machine Guarding
9. Fall Protection Training
10. Electrical Wiring Methods

Other excellent topics are the Focus Four, which are the four leading causes of construction worker injury and death in the United States:

1. Falls
2. Electrical
3. Struck By
4. Caught Between

For company-specific topics, some employers use incident and injury data from the following:

1. Form 300
2. First Aid Log
3. Incident Reports
4. Near Hit Reports
5. Good Catch Report

Return on Investment

All of these efforts can quickly become a moot point if the return on investment is not recognized and communicated to key individuals within the organization. Benefits to the organization include:

1. Compliance with the regulations
2. Demonstrate a proactive, rather than reactive, strategy to promoting worker safety and health
3. Communicate meaningful and useful information to affected workers
4. Provide the opportunity to interact with all workers on the project on a regular basis

Summary

Not only are regular tailgate meetings required by law, but they are a prudent investment of time. The most profitable companies are usually the safest companies, and regular tailgate meetings help support a positive safety culture.

Following these suggestions will lead your company in its Best in Class efforts to promote and ensure a safe work environment for all of your workers. ■

2019 Risk Management Seminar Series



Sexual Harassment Prevention Training

Wednesday, April 24th - Downtown
7:30am Registration
8:00am - 10:00am Program

Conducting Workplace Investigations

Wednesday, May 29th - Downtown
7:30am Registration
8:00am - 10:00am Program

Sexual Harassment Prevention Training

Wednesday, June 26th - Carlsbad
7:30am Registration
8:00am - 10:00am Program

This year we are offering certain seminars in our North County office (5857 Owens Ave., Suite 300, Carlsbad, 92008.

To register, click on the 'register now' button in the announcement email, or contact Bethany Mongold at Mongold@cavignac.com or call 619-234-6848.

Spotlight On



Cavnac & Associates is proud to support local and non-profit civic organizations, including Words Alive



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April 2019

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Don't Let Tax Filing Season Get the Best of You

The April 15 deadline to file your 2018 tax returns will be here before you know it. If you're like many Americans, hearing the phrase "tax season" can induce stress—and for good reason. Filing your taxes can be confusing, but, with the help of a tax professional, it doesn't have to be. In addition to contacting a certified tax professional, review the following information.

How to File

Many people elect to file their tax returns electronically. This can be done in a variety of ways, including using tax-preparation software, consulting a tax return professional or using the IRS' [Free File](#) software, if you qualify.

Forms to Include

If you are filing with a paper form, there are certain documents you must be sure to include. Required

forms include the following:

- A copy of your W-2 for each of your employers over the last calendar year
- A copy of Form W-2C (a corrected W-2 form), if received from your employer
- A copy of Forms W-2G and 1099-R, if federal income tax was withheld

Next Steps

Remember, tax filing doesn't have to be stressful. Don't wait until the last minute to start preparing. For more information on how to file, what forms to include, credits you qualify for or any other filing-related questions, please visit the IRS' [Interactive Tax Assistant](#) tool.

Source: IRS

Pasta Primavera Salad

12 ounces whole-grain pasta
1 package frozen mixed vegetables
1 package dry vegetable soup mix
1 cup low-fat salad dressing (unsalted)
½ cup reduced-fat cheese (shredded)
3 hard-boiled eggs (sliced)

PREPARATIONS

1. Cook pasta according to package directions. Rinse in cold water to stop cooking and prevent sticking. Drain.
2. Cook vegetables until just tender. Drain and cool.
3. Combine cold pasta, vegetables, envelope of soup mix and salad dressing.
4. Top with sliced eggs and cheese.
5. Refrigerate until time to serve.

Makes: 6 servings

Nutritional Information (per serving)

Total Calories	365
Total Fat	6 g
Protein	16 g
Carbohydrates	61 g
Dietary Fiber	5 g
Saturated Fat	2 g
Sodium	558 mg
Total Sugars	8 g

Source: USDA

Air Pollution Affects More than Your Overall Health

According to a study conducted by the International Food Policy Research Institute, breathing polluted air is attributed to “significantly reduced” verbal and math scores, and cognitive impairment that can lead to an increased risk of developing Alzheimer’s disease or other forms of dementia.

What can you do?

Although the United States experiences lower air pollution than other major countries, it’s important to be aware of how your daily activities can contribute to air pollution. Here are some things to consider:

- Research the household products that you use to determine if they’re harmful to the environment.
- Monitor home and working environments to make sure that there are adequate airflow and proper exhaust systems installed.
- Refrain from smoking, especially indoors, to make sure that this specific type of smoke doesn’t pollute the air you’re breathing.

Don’t Forget About Indoor Air Pollution

Americans spend 90% of their lives indoors, where the air is 2-5x more polluted than outdoor air.

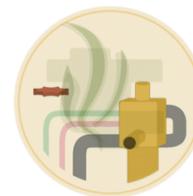
The most common pollutants are:



Airborne particles



Indoor formaldehyde



Household gases



Ozone

3 Reasons Why Your Stomach Always Hurts

If you’re having chronic stomach problems, you should contact your doctor, but also evaluate if these three things may be to blame:

1. **Your diet is one-note**—adding variety to your diet will introduce more good bacteria to your stomach, helping get rid of the bad, discomfort-causing bacteria.
2. **You’re eating too many nuts or raw veggies**—these fibrous foods can cause serious discomfort since they’re harder to digest.
3. **You’re overly stressed**—when you’re feeling the pressure, your stomach is likely to be upset in one way or another.