

Great Western Painting Safety Meeting Check List

How to Hold a Tailgate Meeting Held Date _____ By _____

- Hold the meeting at the beginning of the shift prior to getting started for the day.
- Ensure everyone is paying attention and focused.
- Meet in small groups if necessary.
- Have everyone stand to keep focus and keep the meeting short (Circling around the present is a good approach).
- Hold the meeting on-time each and everyday. Ensure it is part of the routine.
- Choose a topic that is applicable to those working. Current issues work well.
- Encourage employee participation. Don't just talk . . . ask.
- Keep it short, direct and personal.

1 - Steel toe Boots Yes _____ No _____

2 - Vests Yes _____ No _____

3 - Full leangth Pants Yes _____ No _____

4 - Long sleeve Shirts Yes _____ No _____

5 - Gloves Yes _____ No _____

6 - Safety Goggles / Glasses Yes _____ No _____

7 - Hard Hats Yes _____ No _____

8 - Ear Plugs Yes _____ No _____

9 - **First Aid Kit** Yes _____ No _____

10 - **Talk about and X** - Traffic Safety ____ Respirator Equipment ____
Latter Safety ____ Alcohol Use ____ Smoking ____ Fall Protection ____
Fire Extinguishers ____ Safety Flares & Lights ____ Signs, Labels, Decals ____
Eyewash Stations ____ Auto & Travel Safety ____ Emergency Preparedness ____

Report ALL Accidents - Who was Preasent

_____	/	_____
_____	/	_____
_____	/	_____
_____	/	_____