

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**

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