

Section 5 - Tailgate Safety Talks

PURPOSE Tailgate Safety Talks will be used as a communication method to provide specific information on current health and safety related issues to all workplace employees.

SCOPE Tailgate Safety Talks are to be used by site management as a means of providing basic health and safety awareness information to Workers and Subcontractors.

RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- Distribute Tailgate Safety Talk topics as required.
- Receive completed copies of Tailgate Safety Talks form each Superintendent or Foreman.
- Respond to and report any nonconformance or deficiencies observed to Senior Management.
- Respond to any nonconformance or deficiencies observed from the Superintendents.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Distribute and communicate information to the appropriate parties regarding any nonconformance or deficiencies reported.

Senior Management Responsibilities:

- Ensure all company employees receive the appropriate training and workplace specific overviews.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- The measures and procedures prescribed are carried out in the workplace.
- Provide required protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.

Project Managers Responsibilities:

- Ensure equipment, materials and protective devices are provided, maintained and used as required at site and office locations.
- Provide required protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.

Superintendent Responsibilities:

- Conduct or ensure that appropriate Tailgate Safety Talks are completed on a weekly basis.
- Ensure that copies (hard copy or electronic) of completed Tailgate Safety Talks are submitted to the Health and Safety Coordinator on a weekly basis.
- Ensure equipment, materials and protective devices are provided, maintained and used as required at site and office locations.

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- Provide required protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.

Foreman Responsibilities:

- Ensure Tailgate Safety Talk are delivered to all workers on their site as required.
- Record the topics and attendance on the Tailgate Safety Talk form to demonstrate compliance.
- Allow for follow up questions and clarification of topics as needed.
- Ensure, where reasonably possible, that every workplace party complies with all Occupational Health and Safety Act and Regulations.
- Advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which they are aware of.
- Take every precaution reasonable in the circumstances for the protection of a worker.
- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker.

Workers Responsibilities:

- Participate in Tailgate Safety Talk sessions and provide input to topics where required.
- Sign in on the Tailgate Safety Talk form to demonstrate participation and attendance.
- Advise Foreman if experiencing any difficulties with assigned tasks, or if assigned tasks are beyond perceived limitations or medically not capable of performing tasks.
- Report to his or her Foreman any contravention of the Occupational Health and Safety Act and Regulations or the absence/defect in any equipment or protective device.

PROCEDURE

The **Superintendent** or **Foreman** will conduct weekly Tailgate Safety Talks with our workers using the Tailgate Safety Talk Forms (**5-1 - Form**). The Topics will be chosen by the **Health and Safety Coordinator** based on observations from the completed weekly workplace inspections unless a topic specific to a project is provided by the **Superintendent**.

Tailgate Safety Talks must be completed by the **Superintendent** or **Foreman** with all Workers prior to the start of the week's first work day or shift.

Tailgate Safety Talk Forms (**5-1 - Form**) must be completed by the **Superintendent** or **Foreman** or a competent designated person and all in attendance must sign in on the Tailgate Safety Talk Forms.

The completed Tailgate Safety Talk Forms must be kept in the site safety file and provided to the **Health and Safety Coordinator** at the end of the project or as requested through the duration of the project.

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DISTRIBUTION Tailgate Safety Talks conducted by the **Foreman** will be maintained review. The **Superintendent** will submit copies (hard copy or electronic) to the **Health and Safety Coordinator** on a Weekly basis.

RECORDS Tailgate Safety Talks will be retained on file (site specific) for a period of five (5) years after project completion.



GAZZOLA PAVING LIMITED

529 CARLINGVIEW DRIVE, ETOBICOKE, ONTARIO M9W5H2

TEL: 416-675-7007 • FAX: 416-675-4370

TAILGATE SAFETY TALK FORM

Minimum One Meeting per Week

Date: _____ Site Location: _____

Subcontractor: _____ Job #: _____

Workers in attendance: (please print) Signatures of workers:

- | | |
|-----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |
| 6. _____ | _____ |
| 7. _____ | _____ |
| 8. _____ | _____ |
| 9. _____ | _____ |
| 10. _____ | _____ |
| 11. _____ | _____ |
| 12. _____ | _____ |

- Safety topics discussed:
- _____
 - _____
 - _____

- Record questions or suggestions made by workers:
- _____
 - _____
 - _____

- Foreman / Superintendent to ask workers if there are any hazards & to list responses.
- _____
 - _____
 - _____

- Foreman / Superintendent to detail how the workplace hazards listed above were corrected.
- _____
 - _____
 - _____

Foreman / Superintendent Name: (Print) _____ Foreman / Superintendent Signature: _____

