# A screen shot of a computer  Description automatically generatedtailboard meetings and their benefits

A tailboard meeting can benefit companies large and small when it comes to site safety. They are meetings held at the job site for new and current employees covering site hazards. They are informal and held before the start of work each day. The goal of these meetings is to raise awareness with all employees and prevent incidents on the job site. They also initiate beneficial conversations addressing any safety questions or concerns from employees.

*Potential areas covered during the meeting:*

* Procedures and work processes
* Energy sources present onsite
* Tools and equipment
* Other work environment hazards
* Personal protective equipment
* Materials and chemicals being used

*It helps address specific areas that require additional steps or clearance:*

* Assesses if lockout tagout is required on any equipment or energy sources before starting work.
* Requires the employees to think through any special permits that may be required such as:
	+ Confined space
	+ Hot work etc.
* Determines if a more detailed risk assessment is required for any individual tasks.
* Helps determine if special equipment is needed such as:
	+ Trench box
	+ Monitoring equipment
	+ Additional personal protective equipment etc.

Once areas are identified that need further action or equipment, an individual is assigned to follow through with taking care of the step.

These meetings also address emergency planning information specific to that site as well as contact information.

A sample form is provided on the next page.

TAILBOARD MEETING

|  |  |
| --- | --- |
| Meeting Date: | Supervisor: |
| Jobsite Location: |
| Hazards Present:* Hazardous Material
* Environmental Hazard
* Confined Space
* Energy Source
* Ergonomic
* Excavation
* Flammable or Explosive Material
* Fall Hazard
* Material Handling
* Tools and Equipment
* Noise
* Working Overhead
* Working near Roadway
* Other Hazards Present
 | Description of Hazards Present:  |
| Personal Protective Equipment (PPE) Needed:* Protective Clothing
* Safety Footwear
* Hand Protection
* Head Protection
* Eye Protection
* Hearing Protection
* Respiratory
* Fall Protection
* Other Required PPE
 | Specific Notes on PPE Needs: |
| Is lockout tagout required (LOTO) on any equipment or energy sources? Yes or No | If Yes, Describe: |
| Are permits required for any part of the work being done? Yes or No | If Yes, Describe: |
| Is special equipment required for any part of the job? Yes or No | If Yes, Describe: |
| Details of Site Emergency Action Plan Including Emergency Contacts: |
| Special Precautions or Instructions on any Items Checkmarked or Marked Yes on the Form (Including any Additional Areas Discussed): |
| **Sign-In Sheet for Attendees** |
| Print Name | Sign Name | Date |
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