



## Weekly Tailgate Safety Meeting

Supervisor/Foreman \_\_\_\_\_

Date: \_\_\_\_\_

Job# \_\_\_\_\_

### Safe Driving Tips

As a driver, it is your responsibility to continuously evaluate and recognize accident causing situations. Safe driving practices is essential to preventing or minimizing accidents. Here are some safe driving tips to use when operating your personal or company vehicle:

- ⇒ Know your route of travel ahead of time. If you are not sure where you are going, get directions.
- ⇒ When determining your arrival time, always consider weather conditions, potential traffic jams, and roadway conditions and adjust your travel time accordingly.
- ⇒ Always wear your seat belt.
- ⇒ Obey all traffic laws and don't exceed the speed limit. Your performance as an employee counts behind the wheel too! Evaluate the traffic conditions all around you and be prepared to adjust your speed before it is too late.
- ⇒ Keep your eyes on the roadway and stay attentive. Watch for possible roadway hazards, slowing or stopping vehicles, or pedestrians who may run or step into the traffic lanes.
- ⇒ Use two-way radios and cellular telephones minimally. If a lengthy or detailed conversation begins, pull over to the side of the road and stop the vehicle, or offer to return the call once you get to your destination. Remember that driving safely is the priority...not talking on the phone!
- ⇒ Adjust mirrors before your trip and use them often to monitor the traffic around you. Know your vehicles blind spots, and take them into consideration when making lane changes.
- ⇒ **Do Not Tailgate.** Allow adequate stopping distance. Make sure you are able to react safely to the unexpected.
- ⇒ Always be considerate to the vehicles around you. Signal your turning or braking intentions early.
- ⇒ Use extra caution when driving vehicles within and around construction zones.

**Make it your choice to operate a vehicle safely.**

**Practice safe driving everyday and make every trip an uneventful one!**

**If you are involved in an accident:** Obtain medical assistance, if necessary; obtain police assistance, if necessary or if liability is questionable; take pictures, and complete the GCC Incident Report Form. Your supervisor must be notified *and remember*—**immediate post-accident drug testing is mandatory!**

# Safe Driving Tips - (Continued from front)

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## Foreman's Check List:

- Posting Notices Accessible - Identify Location
- GCC Code of Safe Practices Accessible
- USA Notified/Lines Marked (800) 227-2600
- PG&E Notified/10' Rule (800) 743-5000
- Required Cal/OSHA Permit(s) obtained
- Emergency Exit Routes/Meeting Location Identified
- Special Hazards Identified
- Fire Extinguishers Charged & Accessible
- First Aid Kit Stocked and Accessible
- Trenching operations & requirements reviewed
- Flagging Operations Reviewed
- Housekeeping/Storage & Handling Requirements Reviewed
- Personal Protective Equipment Reviewed
- Equipment Inspected (faulty/damaged equipment must be tagged and returned to the Santa Rosa Yard)
- MSDS are available for all substances present at the jobsite
- Hazard inspections and corrections are documented

## Reminders:

- Work-related injuries MUST be reported immediately
- GCC uses designated medical providers for treatment of work-related injuries
- All accidents and near-miss incidents must be reported
- No employee can enter a trench exceeding 5' deep unless advised that it is safe by the competent person
- MSDS sheets are available for review - do not work with any product that you are not familiar with
- Do not enter areas where substances are being used by other contractors, unless trained on the proper safety precautions
- Horseplay is not permitted
- Daily jobsite walkthroughs must be performed
- No employee is permitted to perform any task that they have not been trained to perform
- All potential and/or identified hazards must be reported to allow for immediate correction and communication of exposure to other workers
- Discuss parking arrangements for the project

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## Special Topics for Project (address specific exposures, MSDS reviewed, etc.):

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## Safety Recommendations & Employee Comments:

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## Tailgate Meeting Attended By (employees are required to sign/print name):

### Signature includes confirmation of the following:

- In the last week I have not suffered any work-related injury or illness that has not been reported to my Supervisor
- In the last week I have not been denied my authorized 10-minute breaks
- In accordance with Prop 65 requirements, I have been notified that at I may be working in areas, or with products, which contains chemicals known to the State of California to cause Cancer and Birth Defects or Other Reproductive Harm

### Su firma incluye la confirmación de lo siguiente:

- En la semana pasada no he sufrido ninguna lesión o enfermedad relacionada con el trabajo que no haya sido reportada a mi Supervisor.
- En la semana pasada no he sido prevenido de tomar mis descansos autorizados de 10 minutos.

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**Safety Prize Winner:** \_\_\_\_\_

**Supervisor (Print Name):** \_\_\_\_\_

**Date:** \_\_\_\_\_