



## Weekly Tailgate Safety Meeting

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

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

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

# Lifting and Material Handling

Many painful injuries happen to construction workers because they forget the basics of safe lifting. If you are not conscious of how easy it is to hurt your back, and fail to develop habits to protect it from excessive strain, you could end up suffering with a serious back problem. A high percentage of construction workers that develop problems with their disks wind up having to leave the construction trade.

Some tips to avoid back strains and conditions caused by gradual wear-and-tear are:

- ▶ Before you proceed to lift and move an object, make sure your path of travel is free of debris and obstacles that could cause you to trip and fall
- ▶ When you prepare to lift an object—**NEVER bend at the waist!**
  - Get close to the load
  - Bend your knees and squat down
  - Tighten your stomach muscles (don't hold your breath)
  - Keep your back aligned as much as possible
  - Make sure you have a secure grip and solid footing
  - Lift with your leg muscles—**NOT your back!**
  - Lift smoothly—**DO NOT jerk your body when lifting!**  
*(Hint: If you have to jerk your body to lift something, chances are it is too heavy and you should have asked for help!)*
- ▶ Keep the load close to your body to minimize the strain
- ▶ When carrying or setting down an object - pivot with your feet, NOT your back!
- ▶ Use hand trucks and other mechanical aids when possible
- ▶ When the load is too heavy or awkward - ASK FOR HELP!
- ▶ If you use a back-brace, don't take it for granted - Always use safe lifting procedures



**Always be conscious of what you are doing!  
If you don't protect your back the consequences can**

# Lifting and Material Handling - (Continued from front)

## 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.
- De acuerdo con los requerimientos de la Prop. 65, se me ha notificado que yo pudiera estar trabajando en áreas o con productos que contienen químicos conocidos por el Estado de California como causantes de Cáncer, Defectos de Nacimiento u otro Daño Reproductivo.

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

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

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