

Safety



Tailgate Meetings

By Donald Burr

PLC Safety & Training Coordinator
safety@maineloggers.com

OSHA 1910.266(i)(11) says that the "Employer shall hold safety and health meetings as necessary and at least each month for each employee." These are commonly known as tailgate meetings. In this article I will discuss some guidelines for conducting these types of meetings.

Identify your topic. Pick a topic that can be handled in the time that you have, most tailgate type trainings typically should not last more than 15 minutes.

Pick a location that is conformable for the employee (on their turf).

When presenting make eye contact, be clear, have examples, ask for the employees input and be succinct.

Make sure the topic is relevant to your company today. Stay away from "sometime in future we will do," types of statements in safety meetings.

Keep a record of what you do for topics so you can stay away from being redundant. OSHA has a list of topics that loggers need to train on, use this list to work



from but look for other ways to meet your company's needs.

A written training certification record must be maintained by the employer and contain at least: The name or other identity of the employees trained, the date(s) of the training, the signature of the employer or the person(s) who conducted the training or the employer, and the date the employer determined that the training given prior to hiring the employee was adequate. [29 CFR 1910.266(i)(10)]

If you are seeking a change in the way your company is handling safety be clear on what the expectations are going forward.

a. If you get caught not following the new expectation, own it, don't make excuses, don't make light of it, just own it. Safety is process and we all fail, employees understand failing, what they don't understand or respect is hypocrisy.

b. Look for ways after to praise employees when the new expectations are being met or even exceeded.

DO

- Limit sessions to no more than 15 minutes.
- Choose topics that relate to your operation.
- Use real life experience, draw from your employees for examples.
- Document (If you don't document the training it did not happen in OSHA's eyes).

DON'T

- Conduct training sessions on Monday mornings.
- Speak in a manner workers won't understand.
- Discourage employees from asking questions.
- Have a meeting in a noisy or distracting environment
 - Make fun of your workers.



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