

# RISK SIMPLIFIED

## RESOURCES

[Setting Up a Tailgate/Toolbox Safety Meeting](#)  
[Cal/OSHA Research and Education Publications](#)  
[Title 8 CCR 3203 Injury and Illness Prevention Program](#)  
[Title 8 CCR 1509 Injury and Illness Prevention Program](#)  
[Title 8 CCR 8406 Injury and Illness Prevention Program](#)  
[Cal/OSHA Pocket Guide for the Construction Industry](#)  
[Safety Talks: A Tailgate/Toolbox Resource](#)

## QUESTIONS

[Email PRISM Risk Control](#)  
or call 916.850.7300

## Best Practices for Tailgate and Toolbox Safety Meetings

by Scarlett Sadler

Tailgate and toolbox safety meetings are important factors in keeping safety on every employee's mind during the workday. Supervisors can apply their knowledge and the experience of others to improve the job-site safety culture and inform employees of specific hazards associated with a task. This, in turn, contributes to many positive effects, including accident prevention, reduced job-site risk, and having employees make it home safely, every single day of the week!

The goal of holding safety meetings is to inform employees of specific hazards associated with a task and the safe way to do a job. These safety meetings also serve as a reminder to employees of what they already know while establishing the supervisor's or lead employee's credibility and conscientiousness about their responsibilities for safety.

There are two Cal/OSHA regulations that address the requirements for safety meetings ([Title 8 CCR 1509](#) and [Title 8 CCR 8406](#)). In addition, all public agencies must comply with [Title 8 CCR 3203](#) and have an Injury and Illness Prevention Program (IIPP) that includes employee training in safe work practices. Conducting safety meetings can help agencies meet this training requirement.

### How often should agencies have toolbox or tailgate safety meetings?

[Title 8 CCR 1509](#): Injury and Illness Prevention Program - Construction Safety Orders (CSO) covers the construction industry; the scope of "construction" includes, but is not limited to: alteration, painting, repairing, construction maintenance and renovation. Based on CCR 1509, supervisory employees shall conduct "toolbox" or "tailgate" safety meetings, or equivalent, with their crews **at least every 10 working days to emphasize safety.**



# RISK SIMPLIFIED

**Title 8 CCR 8406:** Injury and Illness Prevention Program - Tunnel Safety Orders (TSO) covers the tunneling industry. Based on CCR 8406, supervisory personnel shall conduct “toolbox” or “tailgate” safety meetings with their crews **at least weekly** on the job to emphasize safety. Records of all meetings shall be kept, stating the meeting date, time, personnel present, subjects discussed, and corrective actions taken if any, and maintained for inspection by the Division.

## What should be discussed during toolbox or tailgate safety meetings?

Agencies should choose the topic carefully and ensure the chosen topic is related to health and safety concerns, or specific job hazards present on the current job site. Employees in charge of safety meetings should take adequate time to research all topics or existing problem(s). Weekly meetings should be very in-depth and cover the job site and employees’ functions entirely. An equipment operator’s manual or a Safety Data Sheet (SDS) can provide additional talking points if more information is needed.



### A few more tips:

- Provide constant training on the dangers of the specific processes, tools, equipment, and current or upcoming job site in the weekly safety meetings.
- Have employees review findings from safety inspections, including corrective actions.
- Have employees discuss accidents and near misses, including what/where it happened and how to prevent such incidents.
- Safety meetings should cover the job site safety information for that day, for example, special hazards, changes in the job site, daily tasks, and rules.

## How should toolbox or tailgate safety meetings be documented?

Agencies should keep records on all safety meetings. This can be done by using a sign-in sheet stating the meeting date, time, employees present, subjects discussed, and the trainer’s name. A separate sign-in sheet should be used for each time a safety meeting is conducted and for each topic that is discussed.

## How long should agencies keep the training records on file?

PRISM (through consultation with Cal/OSHA) recommends maintaining all documentation for at least 3 years or longer. This ensures that an agency has the required documentation to present to Cal/OSHA if a request for documentation is made.



Depending on the working conditions and the safety culture on the job site, safety meetings may need to be held more frequently. PRISM also recommends that agencies ensure compliance with the applicable regulations and also conduct a daily 5 to 10 minute safety briefing with employees at the start of each shift. This way, safety is constantly discussed and therefore on employees’ minds. Safety briefings are a simple, easy to use tool that employees can use to share information about potential safety problems and concerns daily.

For additional assistance or questions regarding safety meetings, please contact [PRISM’s Risk Control Department](#).