



Weekly Tailgate Safety Meeting

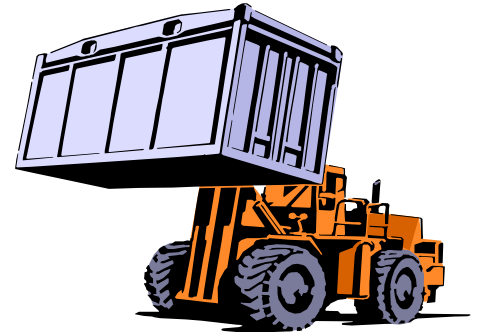
Date: _____

Supervisor/Foreman _____

Job# _____

Forklift Operations - General Safety

1. Only properly trained and certified employees are permitted to operate forklifts. Operators must have with them at all times proof of training and certification.
2. Be knowledgeable of the operating procedures in the owner's manual and operator's guide furnished with the forklift. Drive carefully, observe traffic rules, and be in full control of the forklift at all times.
3. Seatbelts must be worn at all times.
4. Hardhats must be worn at all times.
5. Stunt driving and horseplay will not be permitted.
6. Forklift operators are required to perform daily inspections, before beginning shift. All defects and unsafe conditions must be reported to the supervisor immediately and the equipment tagged to prevent use until necessary repairs are completed
7. Arms and legs must be kept inside the Operator's compartment at all times.
8. If the forklift is tipping over, DO NOT ATTEMPT TO JUMP OUT! Brace yourself inside the compartment to prevent yourself from falling out and sustaining severe/fatal injuries.
9. Operators will sound horn and use extreme caution when operating in areas where pedestrians are present.
10. Operators must slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load being carried obstructs forward view, the driver shall be required to travel with the load trailing.
11. Forklifts cannot be driven up to anyone standing in front of a bench or other fixed object.
12. No person will be allowed to stand or pass under the elevated portion of any forklift, whether loaded or empty.
13. Passengers cannot ride on any portion of a forklift. "NO PASSENGERS" decals will be clearly displayed on all forklifts.
14. The lift capacity will be marked on all forklifts. The operator is responsible for making sure the load does not exceed rated weight limits.
15. When unattended, forklifts must be turned off, forks lowered to the ground and parking brake applied.
16. All forklifts (with exception of pallet jacks) will be equipped with a multi-purpose dry chemical fire extinguisher. (Minimum rating; 2A:10B:C)
17. Operators are instructed to report all accidents, regardless of fault and severity, to Management. Management will conduct an accident investigation.
18. A safe distance shall be maintained from the edge of ramps or platforms while on any elevated dock, or platform or freight car. Forklifts must not be used for opening or closing freight doors.
19. Forklifts must not be parked in areas that block fire aisles, access to stairways, or fire equipment.
20. Under all travel conditions, the forklift must be operated at a speed that will permit it to be brought to a stop in a safe manner.
21. Running over loose objects on the roadway surface must be avoided.
22. Never attempt to fill a fuel tank while the engine is running.
23. Avoid bumps, holes, slick spots, and loose materials that may cause the truck to swerve or tip.



Safety meetings are mandatory every Monday! Completed topics must be turned in to the Shop Office Tuesday Morning!

Forklift Operations - General Safety - (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

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

Safety Recommendations & Employee Comments:

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.

Safety Prize Winner: _____

Supervisor (Print Name): _____ Date: _____