



# **CITY OF REDLANDS**

## **Tailgate Safety Meeting Program**

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## **I. PURPOSE**

The purpose of the Tailgate Safety Meeting Program is to provide a forum for employees to discuss safety issues, concerns, and best practices related to their work. This program provides an opportunity to conduct regular meetings to review safety procedures, reinforce safe work habits, and promote a culture of safety in the workplace that allows a collaborative and interactive approach to safety that involves all employees in the process. Employees that are engaged and invested in their own safety and of their co-workers can help reduce workplace accidents and injuries, improve productivity, and create a safe and positive work environment.

## **II. SCOPE**

This program applies to all field employees, including supervisors and/or managers, who work inside and/or outside of the office and may travel to different locations for work. Topics include, but are not limited to, work practices, machinery, tools, equipment, materials, training, work related accidents or illnesses, and corrective actions.

## **III. RESPONSIBILITY**

### RISK MANAGEMENT

- Provide notice to supervisors of updates to Cal/OSHA regulations and or incidents that affect field employees.
- Provide a response to inquiries submitted by supervisors that require additional advisement or information.

### DIRECTORS, MANAGERS, AND SUPERVISORS

- Ensure that meetings are held at least every 10 days, or more frequently depending on the working conditions and or potential safety hazards of the job site.
- Provide a short agenda and a sign- in sheet to track attendance.
- Present topics that directly relate to employee projects and job tasks.
- Draft a post-meeting report on the topics discussed and, if applicable, actions taken.
- Address any questions and concerns that field staff have during the meeting and contact Risk Management when additional advisement or information is needed.

### AFFECTED EMPLOYEES

Actively participate in meetings and notify supervisor of any questions or concerns related to the meeting or program

## **IV. PROGRAM**

### **MEETING REQUIREMENTS**

- A. Meetings shall be held at least every 10 days, or more frequently depending on the working conditions and or potential safety hazards of the job
- B. Employees shall complete a sign-in sheet to track attendance
- C. Meetings shall be held at the start of a shift or after a break in an area where employees are able to sit and relax to maintain focus on the topics discussed
- D. Topics shall be specific and directly related to employee job tasks
  - a. It is strongly recommended that topic and presentation be rotated among the team
- E. A short agenda shall be presented at the beginning of the meeting
- F. Incidents since the last meeting shall be discussed, along with the City's response and relevant policies and procedures
- G. Meetings shall last no longer than 15 minutes, unless necessary to address employee concerns
- H. A post-meeting report shall be drafted on the topics discussed
- I. Sign -in sheets and post- meeting reports shall be emailed or delivered to Risk Management within (3) days of the meeting

## **V. RECORDKEEPING**

All records in association with the Tailgate Safety Meeting Program will be maintained by Risk Management

## **VI. ADDITIONAL REFERENCES**

<http://www.dir.ca.gov/dosh/etools/09-002/tailgate.htm>