



APPENDIX A: Tailgate Safety Meeting Topics

FIELD STAFF (All info is on BCA Safety Webpage)

<u>DATE</u>	<u>TOPIC</u>	<u>REFERENCE</u>	<u>ASSIGNED</u>
01/06/2019 - 01/19/2019	Cal-OSHA Related Review of 2019 IIPP (Changes)	Required 5 Question Quiz
01/20/2019 - 02/02/2019	Accidents/Minor & Serious Injury/Illness Reporting	Required 5 Question Quiz
02/03/2019 - 02/16/2019	Workers Compensation Executive Directive 18	Required 5 Question Quiz
02/17/2019 - 03/02/2019	Standard Issue PPE – Specialized PPE	Required 5 Question Quiz
03/03/2019 - 03/16/2019	Heavy feet & Sore backs	Required 5 Question Quiz
03/17/2019 - 03/30/2019	Excavation Safety Training	Required 5 Question Quiz
03/31/2019 - 04/13/2019	Vehicle/Bicycle Traffic Control [Vision Zero]	Required 5 Question Quiz
04/14/2019 - 04/27/2019	Pedestrian Safety/Traffic Control [Vision Zero]	Required 5 Question Quiz
04/28/2019 - 05/11/2019	Reporting Unsafe Condition HazComm – SDS Shop/Plant inspection Safe Procedures	Required 5 Question Quiz
05/12/2019 - 05/25/2019	Raw Sewage (Personal Hygiene) /Blood Borne Pathogens	Required 5 Question Quiz
05/26/2019 - 06/08/2019	Hot Weather and Sun Protection West Nile Disease	Required 5 Question Quiz
06/09/2019 - 06/22/2019	Injury by a moving or falling objects Working around heavy equipment	Required 5 Question Quiz
06/23/2019 - 07/06/2019	Construction Industry Lessons Learned	Required 5 Question Quiz



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FIELD STAFF (cont'd)

<u>DATE</u>	<u>TOPIC</u>	<u>REFERENCE</u>	<u>ASSIGNED</u>
07/07/2019 - 07/20/2019	Welding – Safe Practice	Required 5 Question Quiz
07/21/2019 - 08/03/2019	Reinforcing Steel Protection	Required 5 Question Quiz
08/04/2019 - 08/17/2019	Scaffold/Ladder Safety	Required 5 Question Quiz
08/18/2019 - 08/31/2019	Electrical Safety – Lock Out/Tag Out procedures / GFI Protection	Required 5 Question Quiz
09/01/2019 - 09/14/2019	Overhead Obstructions and Clearance Limits	Required 5 Question Quiz
09/15/2019 - 09/28/2019	Confined Space Entry Procedures/Gas Detector Operation	Required 5 Question Quiz
09/29/2019 - 10/12/2019	Demolition Safety - Lead Safety Occup Exposure to Respirable Crystalline Silica	Required 5 Question Quiz
10/13/2019 - 10/26/2019	Hearing Conservation Program	Required 5 Question Quiz
10/27/2019 - 11/09/2019	First Aid I - Review	Required 5 Question Quiz
11/10/2019 - 11/23/2019	First Aid II - Review	Required 5 Question Quiz
11/24/2019 - 12/07/2019	First Aid II – Review & CPR	Required 5 Question Quiz
12/08/2019 - 12/21/2019	Vehicle Maintenance/Cell Phone Safety/Driving	Required 5 Question Quiz
12/22/2019 - 01/04/2020	Workplace Violence / Emergency Preparedness	Required 5 Question Quiz



APPENDIX A: Tailgate Safety Meeting Topics

OFFICE STAFF

<u>DATE</u>	<u>TOPIC</u>	<u>REFERENCE</u>
1 st Quarter	Cal-OSHA Related / Review 2018 IIPP Site/Business Establishment Visits	Required 5 Question Quiz
2 nd Quarter	Healthy Cubicles 101 Office food to avoid	Required 5 Question Quiz
3 rd Quarter	AED-CPR-First Aid Training for office staff (Certificate Class)	Required 5 Question Quiz
4 th Quarter	Workplace Violence / Emergency Preparedness	Required 5 Question Quiz

Notes:

1. Supervisors of inspection groups are required to cover all mandatory topics in bi-weekly tailgate meetings.
2. Each tailgate meeting is required to be recorded on a standardized Tailgate Safety Meeting Minutes sign-in sheet.
3. Each supervisor may combine bi-weekly topics depending on the applicability of their assigned tasks.
4. The safety coordinator will provide a brief aid that will set the minimum amount of information that Bureau management would expect to be covered.