



## SAFETY MANUAL

### 19.0 TAILGATE SAFETY MEETINGS

#### A. GENERAL INFORMATION

There are many duties that BCA employees perform that require specialized knowledge and training to work safely. It is the responsibility of BCA management to properly train full-time, part-time and temporary agency<sup>1</sup> employees per the Injury and Illness Prevention Program. This chapter outlines the TSM types of knowledge and training that will prevent workplace injuries.

#### B. TAILGATE SAFETY MEETINGS

- 1) BCA seeks to achieve 100% attendance of all meetings. BCA Executive Management will implement the following changes, starting January 1, 2017.
  - a: Employees are required to review all TSM topics published by the Bureau Safety Committee each calendar year
    - i - Field Inspectors – Bi-weekly
    - ii - Office Staff - Quarterly
  - b: Bureau's Safety Committee prepares and posts the following information on the BCA Safety Webpage.
    - i - Tailgate Safety meeting Topic list (Appendix A)
    - ii - Topic review information (a refresher of pertinent information)
    - iii - Topic review quiz
    - iv - If a Train-the-Trainer session is required due to the nature of the topic or a new regulatory topic this information will also be posted.
  - c: Supervisor
    - i - On the first TSM of each new calendar year the supervisor shall distribute Appendix A: TSM Topics to each employee.
    - ii - Instruct each employee on access to BCA Safety Webpage.
    - iii - The supervisor will review Chapter 19 with all employees
    - iv - The supervisor (or designate) shall conduct the TSM assigned.
    - v - All attendees will complete a written review quiz and sign their name.
    - vi - Forward Sign-In Sheet and review quiz to the Bureau Safety Committee.



## INJURY & ILLNESS PREVENTION PROGRAM

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- d: Employee
  - i - Each employee is responsible to keep track of their attendance to all TSM per Appendix 19.
  - ii - If the employee misses a TSM due to re-assignment or CTO they are responsible to meet with their supervisor and ask for the review information and quiz. Once they have completed the refresher and quiz the supervisor shall forward that material to the BCA Safety Committee.
- e: Returning from Extended Leave
  - i - Employees returning after an extended leave (CTO, Workers Comp, FML) shall meet with their supervisors.
  - ii - The employee shall bring their TSM record and discuss any missed topics with their supervisor. The employee shall complete any missing quizzes and forward them to the Bureau Safety Committee.
  - iii - The supervisor is responsible to ensure that the returning employee has the right safety training to complete their assigned duties.

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<sup>i</sup> Cal-OSHA Fact Sheet: Protecting Temporary Agency Employees (For BCA these are MOU 35 inspectors)