



## 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>
01/08/2017 - 01/21/2017	Cal-OSHA Required Job Postings Cal-OSHA Inspector Arrives New Policy on Tailgate Safety meetings	Required 5 Question Quiz	.....
01/22/2017 - 02/04/2017	Reporting Accidents/Workers Compensation	Required 5 Question Quiz	.....
02/05/2017 - 02/18/2017	Serious Injury/Illness Reporting	Required 5 Question Quiz	.....
02/19/2017 - 03/04/2017	Standard Issue PPE - Personal PPE Specialty PPE	Required 5 Question Quiz	.....
03/05/2017 - 03/18/2017	Lifting/Carrying/MH Lifting/Walking	Required 5 Question Quiz	.....
03/19/2017 - 04/01/2017	Excavation Safety Training	Required 5 Question Quiz	.....
04/02/2017 - 04/15/2017	Vehicle/Bicycle Traffic Control	Required 5 Question Quiz	.....
04/16/2017 - 04/29/2017	Pedestrian Safety/Traffic Control	Required 5 Question Quiz	.....
04/30/2017 - 05/13/2017	Raw Sewage (Personal Hygiene) /Blood Borne Pathogens	Required 5 Question Quiz	.....
05/14/2017 - 05/27/2017	Working Around Heavy Equipment	Required 5 Question Quiz	.....
05/28/2017 - 06/10/2017	Reporting Unsafe Condition HazComm - MSDS	Required 5 Question Quiz	.....
06/11/2017 - 06/24/2017	Reinforcing Steel Protection	Required 5 Question Quiz	.....
06/25/2017 - 07/08/2017	Welding – Safe Practice	Required 5 Question Quiz	.....



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## **FIELD STAFF** (cont'd)

<b><u>DATE</u></b>	<b><u>TOPIC</u></b>	<b><u>REFERENCE</u></b>	<b><u>ASSIGNED</u></b>
07/09/2017 - 07/22/2017	Hot Weather and Sun Protection West Nile Disease	Required 5 Question Quiz	.....
07/23/2017 - 08/05/2017	Ladder Safety	Required 5 Question Quiz	.....
08/06/2017 - 08/19/2017	Scaffold Safety	Required 5 Question Quiz	.....
08/20/2017 - 09/02/2017	Electrical Safety – Lock Out/Tag Out procedures / GFI Protection	Required 5 Question Quiz	.....
09/03/2017 - 09/16/2017	Overhead Obstructions and Clearance Limits	Required 5 Question Quiz	.....
09/17/2017 - 09/30/2017	Confined Space Entry Procedures/Gas Detector Operation	Required 5 Question Quiz	.....
10/01/2017 - 10/14/2017	Demolition Safety	Required 5 Question Quiz	.....
10/15/2017 - 10/28/2017	Hearing Conservation Program	Required 5 Question Quiz	.....
10/29/2017 - 11/11/2017	First Aid I - Review	Required 5 Question Quiz	.....
11/12/2017 - 11/25/2017	First Aid II - Review	Required 5 Question Quiz	.....
11/26/2017 - 12/09/2017	First Aid II – Review & CPR	Required 5 Question Quiz	.....
12/10/2017 - 12/23/2017	Vehicle Maintenance/Cell Phone Safety/Driving	Required 5 Question Quiz	.....
12/24/2017 - 01/06/2018	Workplace Violence / Jobsite Conflict Resolution	Required 5 Question Quiz	.....

## APPENDIX A: Tailgate Safety Meeting Topics

### OFFICE STAFF

<u>DATE</u>	<u>TOPIC</u>	<u>REFERENCE</u>
1 <sup>st</sup> Quarter	IIPP Review & Accident Reporting Chapter 19 – Tailgate Safety Topics	Required 10 Question Quiz
2 <sup>nd</sup> Quarter	Lifting/Carrying/Walking/Ergonomics	Required 10 Question Quiz
3 <sup>rd</sup> Quarter	AED-CPR-First Aid Training for office staff (Certificate Class)	Required 10 Question Quiz
4 <sup>th</sup> Quarter	Workplace Violence Cal-OSHA inspector arrives	Required 10 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.