



# 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>
01/05/2020 - 01/18/2020	Cal-OSHA/MOU Related Review of 2020 IIPP (Changes)/MOU5	Required 5 Question Quiz	.....
01/19/2020 - 02/01/2020	Accidents/Minor & Serious Injury/Illness Reporting/MOU 5 Emergency Response	Required 5 Question Quiz	.....
02/02/2020 - 02/15/2020	Workers Compensation Executive Directive 18	Required 5 Question Quiz	.....
02/16/2020 - 02/29/2020	Standard Issue PPE – Specialized PPE Job Hazard Assessment – Assigned Tasks	Required 5 Question Quiz	.....
03/01/2020 - 03/14/2020	Heavy feet & Sore backs	Required 5 Question Quiz	.....
03/15/2020 - 03/28/2020	Excavation Safety Training	Required 5 Question Quiz	.....
03/29/2020 - 04/11/2020	Vehicle/Bicycle Traffic Control [Vision Zero]	Required 5 Question Quiz	.....
04/12/2020 - 04/25/2020	Pedestrian Safety/Traffic Control [Vision Zero]	Required 5 Question Quiz	.....
04/26/2020 - 05/09/2020	Reporting Unsafe Condition HazComm – SDS Shop/Plant inspection Safe Procedures	Required 5 Question Quiz	.....
05/10/2020 - 05/23/2020	Raw Sewage (Personal Hygiene) /Blood Borne Pathogens	Required 5 Question Quiz	.....
05/24/2020 - 06/06/2020	Hot Weather and Sun Protection West Nile Disease	Required 5 Question Quiz	.....
06/07/2020 - 06/20/2020	Injury by a moving or falling objects Working around heavy equipment	Required 5 Question Quiz	.....
06/21/2020 - 07/04/2020	OSHA Fatal 4 Statistics	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>
07/05/2020 - 07/18/2020	Welding – Safe Practice	Required 5 Question Quiz	.....
07/19/2020 - 08/01/2020	Reinforcing Steel Protection	Required 5 Question Quiz	.....
08/02/2020 - 08/15/2020	Scaffold/Ladder Safety	Required 5 Question Quiz	.....
08/16/2020 - 08/29/2020	Electrical Safety – Lock Out/Tag Out procedures / GFI Protection/NFPA 70E training	Required 5 Question Quiz	.....
08/30/2020 - 09/12/2020	Overhead Obstructions and Clearance Limits	Required 5 Question Quiz	.....
09/13/2020 - 09/26/2020	Confined Space Entry Procedures/Gas Detector Operation	Required 5 Question Quiz	.....
09/27/2020 - 10/10/2020	Demolition Safety - Lead Safety - Crystalline Silica & train in asbestos hazards recognition	Required 5 Question Quiz	.....
10/11/2020 - 10/24/2020	Hearing Conservation Program	Required 5 Question Quiz	.....
10/25/2020 - 11/07/2020	First Aid I - Review	Required 5 Question Quiz	.....
11/08/2020 - 11/21/2020	First Aid II - Review	Required 5 Question Quiz	.....
11/22/2020 - 12/05/2020	First Aid III – Review & CPR	Required 5 Question Quiz	.....
12/06/2020 - 12/19/2020	Safe Driving	Required 5 Question Quiz	.....
12/20/2020 - 01/02/2021	Workplace Violence - Disaster Prep	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	Cal-OSHA Related Review of 2020 IIPP (Changes	Required 5 Question Quiz
2 <sup>nd</sup> Quarter	Topics from Office Groups	Required 5 Question Quiz
3 <sup>rd</sup> Quarter	AED-CPR-First Aid Training for office staff (Certificate Class)	Required 5 Question Quiz
4 <sup>th</sup> 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.