



APPENDIX A: Tailgate Safety Meeting Topics

FIELD STAFF (All info is on BCA Safety Webpage)

<u>DATE</u>	<u>TOPIC</u>	<u>ASSIGNED</u>
TSM 101 01/03/2021 - 01/16/2021	Cal-OSHA/MOU Related Review of 2021 IIPP (Changes)/MOU5	
TSM 102 01/17/2021 - 01/30/2021	Accidents/Minor & Serious Injury/Illness Reporting/MOU 5 Emergency Response	
TSM 103 01/31/2021 - 02/13/2021	Workers Compensation Executive Directive 18	
TSM 104 02/14/2021 - 02/27/2021	Standard Issue PPE – Specialized PPE Job Hazard Assessment – Assigned Tasks	
TSM 105 02/28/2021 - 03/13/2021	Heavy feet & Sore backs	
TSM 106 03/14/2021 - 03/27/2021	Excavation Safety Training	
TSM 107 03/28/2021 - 04/10/2021	Vehicle/Bicycle Traffic Control [Vision Zero]	
TSM 108 04/11/2021 - 04/24/2021	Pedestrian Safety/Traffic Control [Vision Zero]	
TSM 109 04/25/2021 - 05/08/2021	Reporting Unsafe Condition HazComm – SDS Shop/Plant inspection Safe Procedures	
TSM 110 05/09/2021 - 05/22/2021	Raw Sewage (Personal Hygiene) /Blood Borne Pathogens	
TSM 111 05/23/2021 - 06/05/2021	Hot Weather and Sun Protection West Nile Disease	
TSM 112 06/06/2021 - 06/19/2021	Injury by a moving or falling objects Working around heavy equipment	
TSM 113 06/20/2021 - 07/03/2021	OSHA Fatal 4 Statistics	
TSM 114 07/04/2021 - 07/17/2021	Welding – Safe Practice	
TSM 115 07/18/2021 - 07/31/2021	Reinforcing Steel Protection	
TSM 116 08/01/2021 - 08/14/2021	Scaffold/Ladder Safety	
TSM 117 08/15/2021 - 08/28/2021	Electrical Safety – Lock Out/Tag Out procedures / GFI Protection/NFPA 70E training	
TSM 118 08/29/2021 - 09/11/2021	Overhead Obstructions and Clearance Limits	
TSM 119 09/12/2021 - 09/25/2021	Confined Space Entry Procedures/Gas Detector Operation	
TSM 120 09/26/2021 - 10/09/2021	Demolition Safety - Lead Safety - Crystalline Silica & train in asbestos hazards recognition	



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TSM 121 10/10/2021 - 10/23/2021	Hearing Conservation Program	
TSM 122 10/24/2021 - 11/06/2021	First Aid I - Review	
TSM 123 11/07/2021 - 11/20/2021	First Aid II - Review	
TSM 124 11/21/2021 - 12/04/2021	First Aid III – Review & CPR	
TSM 125 12/05/2021 - 12/18/2021	Safe Driving	
TSM 126 12/19/2021 - 01/01/2022	Workplace Violence - Disaster Prep	

OFFICE STAFF

<u>DATE</u>	<u>TOPIC</u>
1 st Quarter	Cal-OSHA Related Review of 2020 IIPP (Changes
2 nd Quarter	Topics from Office Groups
3 rd Quarter	AED-CPR-First Aid Training for office staff (Certificate Class)
4 th Quarter	Workplace Violence / Emergency Preparedness

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.