



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 201 01/02/2022 - 01/15/2022	Cal-OSHA/MOU Related Review of 2022 IIPP	
TSM 202 01/16/2022 - 01/29/2022	Accidents/Minor & Serious Injury/Illness Reporting	
TSM 203 01/30/2022 - 02/12/2022	Workers Compensation Executive Directive 18	
TSM 204 02/13/2022 - 02/26/2022	Standard Issue PPE – Specialized PPE Job Hazard Assessment – Assigned Tasks	
TSM 205 02/27/2022 - 03/12/2022	Heavy feet & Sore backs	
TSM 206 03/13/2022 - 03/26/2022	Excavation Safety Training	
TSM 207 03/27/2022 - 04/09/2022	Vehicle/Bicycle Traffic Control	
TSM 208 04/10/2022 - 04/23/2022	Pedestrian Safety/Traffic Control	
TSM 209 04/24/2022 - 05/07/2022	Reporting Unsafe Condition HazComm – SDS Shop/Plant inspection Safe Procedures	
TSM 210 05/08/2022 - 05/21/2022	Raw Sewage (Personal Hygiene) /Blood Borne Pathogens / Communicable Diseases	
TSM 211 05/22/2022 - 06/04/2022	Hot Weather and Sun Protection West Nile Disease	
TSM 212 06/05/2022 - 06/18/2022	Injury by a moving or falling objects Working around heavy equipment	
TSM 213 06/19/2022 - 07/02/2022	OSHA Fatal 4 Statistics	
TSM 214 07/03/2022 - 07/16/2022	Welding – Safe Practice	
TSM 215 07/17/2022 - 07/30/2022	Reinforcing Steel Protection	
TSM 216 07/31/2022 - 08/13/2022	Scaffold/Ladder Safety	
TSM 217 08/14/2022 - 08/27/2022	Electrical Safety – Lock Out/Tag Out procedures / GFI Protection/NFPA 70E training	
TSM 218 08/28/2022 - 09/10/2022	Overhead Obstructions and Clearance Limits	
TSM 219 09/11/2022 - 09/24/2022	Confined Space Entry Procedures/Gas Detector Operation	
TSM 220 09/25/2022 - 10/08/2022	Demolition Safety - Lead Safety - Crystalline Silica & train in asbestos hazards recognition	



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TSM 221 10/09/2022 - 10/22/2022	Hearing Conservation Program	
TSM 222 10/23/2022 - 11/05/2022	First Aid I - Review	
TSM 223 11/06/2022 - 11/19/2022	First Aid II - Review	
TSM 224 11/20/2022 - 12/03/2022	First Aid III – Review & CPR	
TSM 225 12/04/2022 - 12/17/2022	Safe Driving	
TSM 226 12/18/2022 - 12/31/2022	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.