HOW TO CONDUCT A TAILGATE SAFETY TALK

Use Tailgate Safety Talks as a guide to help you conduct 10-15 minute tailgate training sessions for your crew.

Key Points:

- Choose one safety topic per session.
- Be concise. Keep it short.
- Keep the sessions small.
- Meet in a place that’s comfortable for workers.
- Allow time for questions and answers.
- Document the training.

The Concept
Tailgate Safety Talks are a gathering of a small group of workers around the tailgate of a truck, or other spot, for a brief training session on a single safety topic.

Plan Logistics
- Limit sessions to a small number of workers. Six to 10 is a good number.
- Choose a quiet spot that is comfortable for your workers.
- Hold sessions early in the week, but not on Monday mornings.
- Conduct tailgate training sessions an average of once a week. Dedicate a specific time for the training.

Choose Safety Topics
- Review your accident records. Pick topics related to accidents that have occurred.
- Walk around your operation. Look for situations that could result in injuries.
- Ask employees for their ideas.
- Read newsletters and other articles for more information. Use them for additional ideas.
Prepare Your Presentation

- Use a fact sheet or bulletin from a trusted safety resource, or outline your own ideas.
  - Examples include:
    - Fact Sheets and Quick Cards available from OSHA: https://www.osha.gov/pls/publications/publication.html
    - Tailgate Talks and Safety Briefs available from the National LTAP Association (NLTAPA): https://nltapa.org/information-exchange/nltapa-tailgate-talks/
    - Look for visual aids. Examples: warning signs, a flipchart, an illustration on poster board.
    - Photocopy handouts ahead of time.
    - Read through the materials the night before.

Conduct the Session

- Keep your presentation informal.
- Don’t use words your employees won’t understand.
- Use visual aids.
- Involve your workers in discussion of the topic.
- Allow time for questions at the end.
- Have workers sign a sheet showing they were trained and keep it on file.

Tailgate Training Do’s and Don’ts

<table>
<thead>
<tr>
<th>DO:</th>
<th>DON’T:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Limit sessions to no more than 15 minutes.</td>
<td>Conduct training sessions on Monday mornings.</td>
</tr>
<tr>
<td>Choose topics that relate to your operation.</td>
<td>Speak in a manner workers won’t understand.</td>
</tr>
<tr>
<td>Hold sessions an average of once a week.</td>
<td>Discourage employees from asking questions.</td>
</tr>
</tbody>
</table>

Informal

- Sessions held on employees’ turf.
- No “lecturing.”
- Trainer speaks employees’ language.
- Employees are comfortable and more willing to participate.

Brief Sessions

- Sessions run no more than 15 minutes.
- Doesn’t lose employees’ attention.
- Employees more likely to look forward to shorter sessions.

Very Focused

- One safety topic presented at a time.
- Easier for most workers to digest one topic at a time.
- Puts safety information on the “front line” where it’s most effective.

Repetition

- Consistently held sessions reinforce the importance of safety.
- Employees are more likely to remember what they heard.
- Employees are more likely to put concepts into action.
- Constant reinforcement keeps ideas fresh.
Employee Involvement

- Workers raise issues management was unaware of.
- Employees see their ideas put into action.
- Enhances two-way communication between workers and supervisors.
- Improves worker morale. Employees become part of the safety team.

Line Supervisor Involvement

- Gets line supervisors involved in the safety program.
- Supervisors who train are more likely to “buy into” safety.
- Increases line supervisors’ self-confidence.

Basic Training Tips:

- Be enthusiastic about the topic.
- Don’t speak in a monotone voice.
- Don’t “spoon-feed” information to trainees. Get them involved.
- Choose topics employees can relate to.
- Set a good example.
- Reward good ideas and safe practices.
- Show you really care.

DISCLAIMER: This RON Technical Update is provided for purposes of general information only. This is not a primary technical or legal authority, and should not be relied upon as such. Interested persons should refer to the source documents referenced herein. Please note also that information contained in this document could become outdated or obsolete over time.