

NTPC Health & Safety Alert

Thorough Tailboard Meetings



Background

Tailboard Meetings are our primary workplace hazard assessment tool. They are needed to clearly identify, document, and communicate the hazards present and the controls that need to be in place to protect workers. Tailboard Meetings are held a minimum of daily, as well as whenever personnel, scope, or conditions of the work change.

Practical Guidance

An example of a poor hazard assessment:

Job Steps & Tools	Hazards (examples on page 2)	Controls (hierarchy on page 2)
G3 10K service	General	5
	Kinetic	1,3,4,5
	Obstacles	4,5

In this example hazards have not been clearly identified and controls are not listed. This tailboard does not meet our due diligence obligations required by legislation and does not communicate to workers the hazards present and controls needed.

A better hazard assessment for the same job:

Job Steps & Tools	Hazards (examples on page 2)	Controls (hierarchy on page 2)
G3 Detroit 10K Service - Take apart engine Remove and Replace Parts such as Turbo, generator bearing, etc. Put together Engine	Plant noise causes hearing loss	Earplugs
	Overhead hazards – head injury	Hard hat
	Flying objects – eye injury	Eye protection
	Heavy objects – Foot injury	Steel-toe boots
	Lifting strain – back injury	SWP 1.07: Manual Lifting
	Oil/grease – skin absorption	Grease monkey gloves
	Trip hazards	SWP 1.03 Housekeeping

Take your time to hold a thorough Tailboard Meeting. Identify all the hazards, assign effective controls, and make sure everyone understands. Don't take safety lightly!