

Holding GREAT Tailboard Meetings

HAZARDS

- Each day our workers insert themselves into a worksite filled with hazards
 - The task we're doing can be hazardous
 - The tools and equipment we use introduce hazards
 - The environment has hazards
 - Ourselves and other workers can present a hazard
- PLANNING is the key to a safe job and an efficient job
- Your Tailboard meeting is the last piece of job planning before starting work – and the most important!

What is a Tailboard Meeting?

- **Definition**

- *A short, documented pre-job meeting conducted at the job site by the workers to discuss:*

- *the work to be done*
 - *the hazards present*
 - *the safety measures that will be put in place to control risk*

Tailboard Basics

- **Why is it held?**
 - Identify all job steps and tools
 - Identify all hazards
 - Put suitable controls in place
 - Coordinate all members of the work group to work safely

Tailboard Basics

- **Who attends?**
 - All workers involved in the job
 - The Plant Operator/Superintendent
 - Other workers/groups affected by your job
 - Led by ANY worker (rotate this duty)
 - ALL attendees must participate – a group effort

Tailboard Basics

- **What are we looking for?**
 - To understand the work
 - To identify the hazards
 - To control the hazards

Tailboard Basics

- **Where is it held?**
 - At the job site
 - You need to view the hazards in real time
 - Not held in the office beforehand

Tailboard Basics

- **When is it held?**

- Daily (at a minimum)
- For every job (even if only one worker)
- Before work starts

- **When things CHANGE**

- Hold another Tailboard meeting any time:
 - Job scope changes (additional duties)
 - Work conditions change (e.g., a change in weather)
 - Personnel change (a worker leaves or arrives)

Tailboard Basics

- **How is it documented?**
 - *Form 2.3: Tailboard Meeting*
 - Remember to review, discuss, and reference these on the Tailboard:
 - Safe Work Practices
 - Safe Job Procedures
 - Job Safety Analyses
 - Good documentation is due diligence
 - Completed forms: keep a copy, file a copy at the plant, and file it in the project file (if a project)

Tailboard Tips

- Go for 5 steps AT LEAST
- Consider the entire work zone
 - Is the work inside? Outside? Look at the whole work zone.
- Change can be very dangerous
 - Re-hold Tailboard when change introduced
 - New members don't just sign on, the whole crew meets
- Send your manager your BEST Tailboard from the week
- Our managers need to review and coach

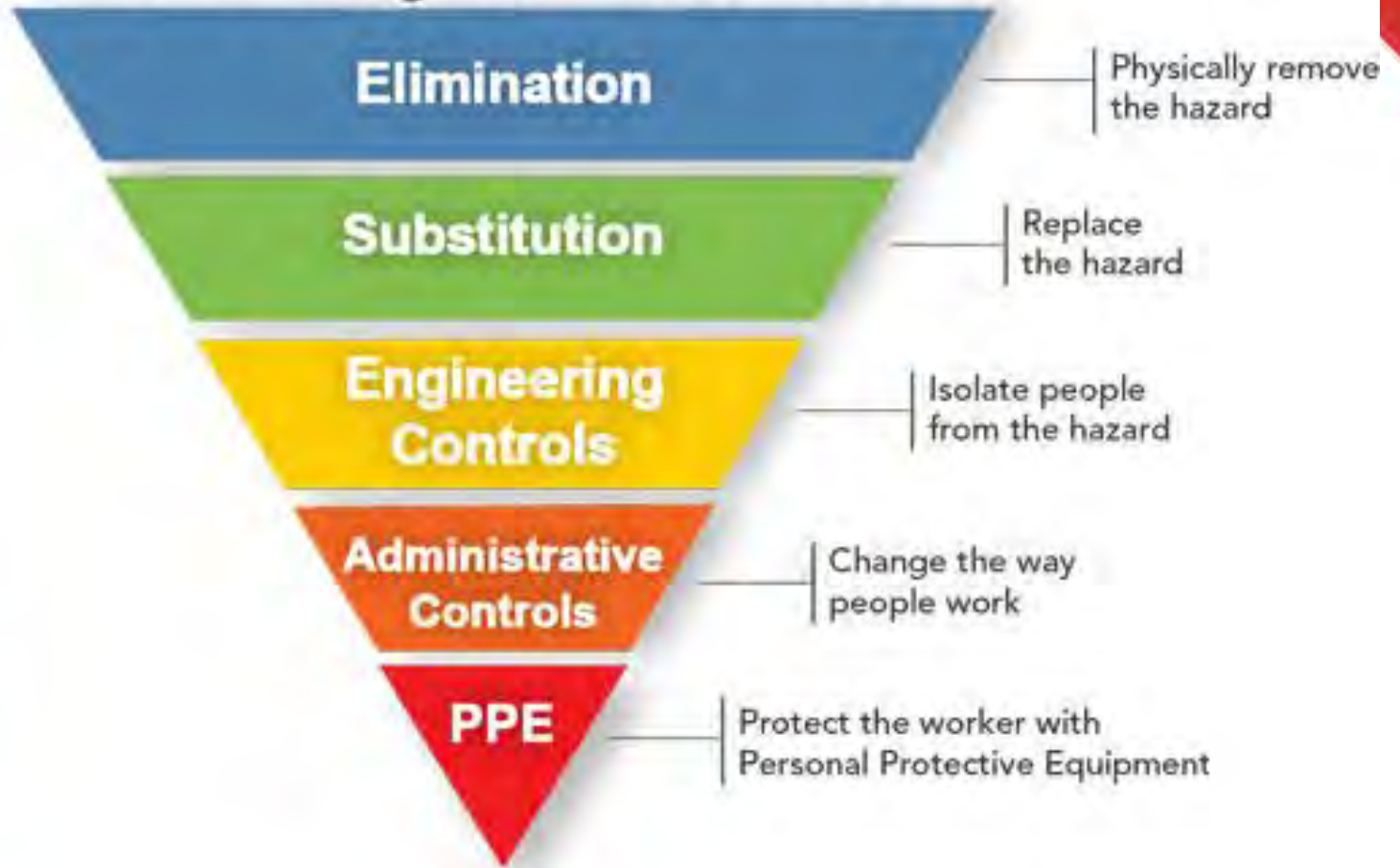


Hierarchy of Controls

Most effective




Least effective



A system used to minimize exposure to hazards

Sample

- Review the applicable SWPs with all workers during the Tailboard Meeting
- Reference the SWP on the form
- Good practice to list key controls on form, even if found in SWP

 NORTHWEST TERRITORIES POWER CORPORATION <i>Empowering Communities</i>	Health & Safety Management System Form: Handout 01 – Tailboard Meeting	Page 1 of 2
	Monitor: Director, Health, Safety & Environment	Form #: 2.3

Job: Moving fridge from truck to coffee room	Date & time: Sept. 01, 2020	8:45 am
Location: Jackfish Coffee Room	Worker in charge: R. Pendragon	
Emergency Response		
System Control: (867) 669-3370	Fire: 873-2222	Police: 873-1111
Medical/ambulance: 873-2222	Other:	First Aider:
Muster point: Outside of main gate	AED location: in coffee room	
Estimated emergency response time: 15 minutes	CPR: 30 compressions, 2 breaths	
Rescue plan (e.g., heights, confined space, remote areas): call ambulance if rescue required		
Job Steps & Tools		
	Hazards (examples on page 2)	Controls (hierarchy on page 2)
Open tailgate, place ramp up to tailgate	Lifting, twisting, over-exertion	Proper lifting techniques (bend at knees, straight back, load close to body). Review and follow SWP 1.07: Manual Lifting and Handling.
	Rough edges, pinch points	Wear gloves
Load fridge on dolly - Push to lean fridge back - Place rim of dolly under fridge	Lifting, twisting, awkward positioning, over-exertion	Proper lifting (SWP 1.07)
	Pinch points	Gloves
Wheel dolly down ramp and into building - Lean dolly back - Control descent	Lifting, awkward positioning, over-exertion	Proper lifting (SWP 1.07)
	Falling off ramp	Stay in center of ramp
	Self-closing doors	2 nd person to hold open doors
Position fridge in coffee room - Remove dolly by leaning fridge - Push into position, plug in	Lifting, twisting, awkward positioning, over-exertion	Proper lifting (SWP 1.07), place fridge on floor sliders
	Pinch points	Gloves
	Electrical hazard	Ensure cord and outlet in good condition.
Work Protection in place (type, number, holder, apparatus): N/A		

If personnel, scope, or conditions of the work change, hold another Tailboard Meeting.

Hazard Examples

- Gravity (rigging & lifting, elevated work, falling objects, ladders, scaffolds, open excavations)
- Electrical (live apparatus, contact, arc flash, step potential, backfeed, induction, static charge, lightning)
- Mechanical (craning, rigging, equipment failure, flying objects, tension loads, moving parts, sharp objects)
- Kinetic (vehicles, traffic conditions, driving conditions, moving loads, rotating equipment)
- Chemical (hazardous atmosphere, hazardous waste, WHMIS products, acidic or caustic, flammable)
- Body Mechanics (slips or trips, lifting/twisting strains, repetitive strains, awkward positioning, over-exertion)
- Thermal (cold/warm/wet weather, sparks, flammable materials, explosives, welding flash)
- Obstacles (overhead lines, unprotected openings, underground utilities, congested worksites)
- General (compressed gasses/liquids, noise, wildlife, fire, slippery/uneven surfaces, poor lighting, confined space, working on/near water)

Hierarchy of Controls

- | | | | | |
|----------------|-----------------|----------------|-------------------|--------|
| 1. Elimination | 2. Substitution | 3. Engineering | 4. Administrative | 5. PPE |
|----------------|-----------------|----------------|-------------------|--------|

By signing below you indicate that you understand and accept the Tailboard discussion and will comply with all NTPC requirements. Any medical conditions or allergies that may affect your ability to conduct this work shall be discussed, prior to commencing work activities, with your supervisor, who may refer you to the appropriate medical personnel to determine your fitness for work.

Name	Company	Signature
R. Pendragon	NTPC	Rupert Pendragon
B. Jones	NTPC	Bobby Jones

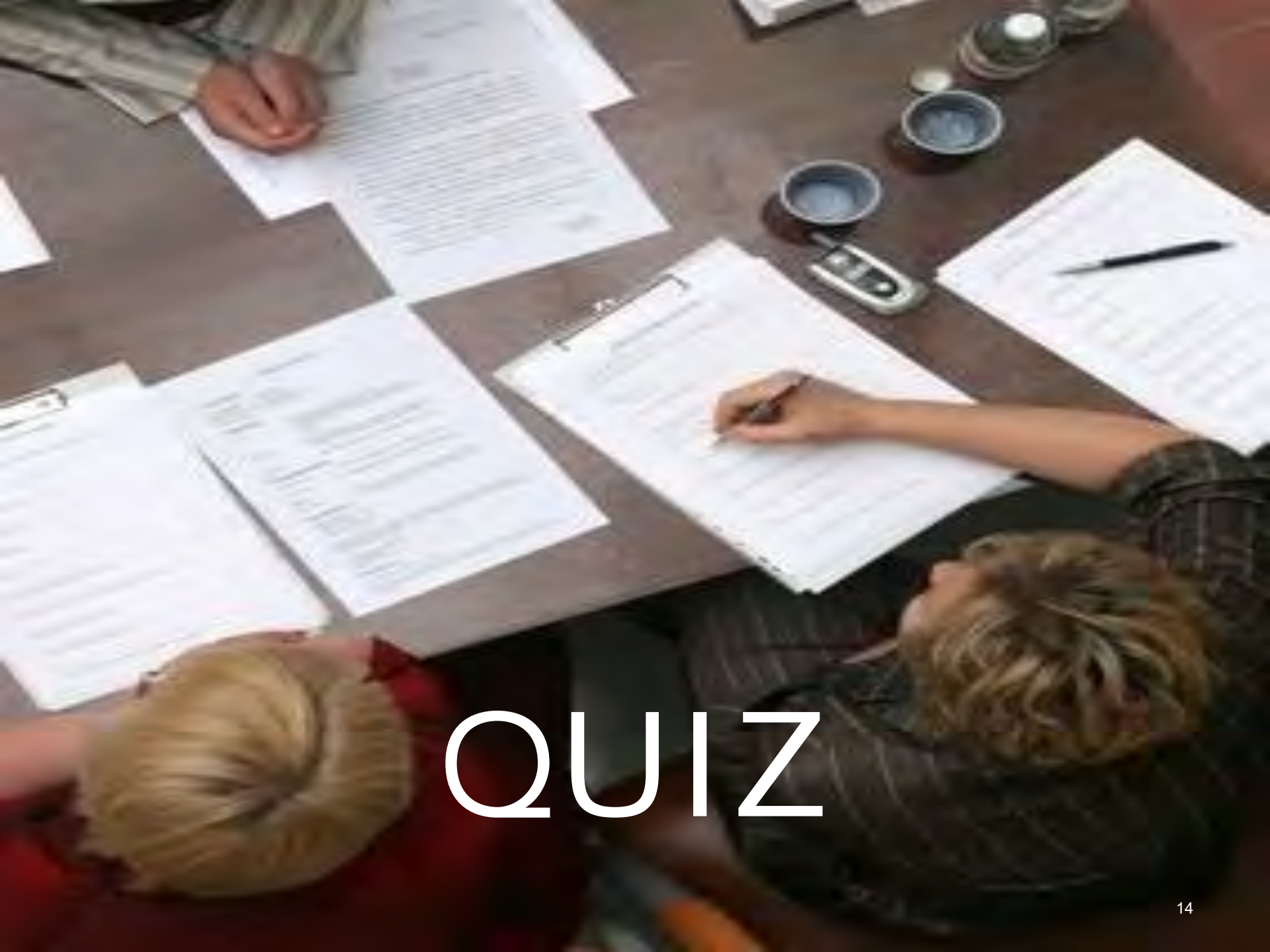
Meeting conducted by: **R. Pendragon** Signed: *Rupert Pendragon*

Post job debrief (lessons learned): what could we have done better on this job?

Add a job step for reversing the truck up to the door, reference SWP 1.15: *Vehicle Reversing*.

Sample

- **Remember:**
 - If personnel, scope, or conditions of the work change, **hold another Tailboard Meeting!**
 - Examples:
 - You decide to move the old fridge out
 - It starts to rain heavily
 - A third worker arrives to help out



QUIZ

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