Meeting Checklist

Choose a safety topic
- Choose a topic relevant to the work the drivers are doing.
- Identify a real-life example (case study) related to the topic.

Be prepared
- Read over the material you plan to cover.
- Make sure you are familiar with any regulations, guidelines and company rules related to the topic.
- Inspect the workplace for hazards related to your topic.
- Review reports of recent incidents, including near misses.

Get the drivers actively involved in the meeting
- Present the topic and talk about the real-life example.
- Invite the drivers to ask questions and make suggestions related to the topic.
- Respond to questions that you can answer, and offer to find answers you don’t know.
- Allow time for questions and suggestions on any safety issue.

- Ask the drivers for feedback about the meeting.
- Involve the drivers in preparing for and/or leading future tailgate talks or monthly safety meetings.

Follow up
- Promptly look into concerns or suggestions that the drivers brought up.
- Report back to the drivers to let them know what will be done.
- Keep good records of each tailgate meeting – topic, who attended, actions from the meeting.

Show that you take safety seriously
It takes more than a good tailgate meeting to create a safe work environment:
- Encourage safe work practices.
- Set an excellent safety example to others.
- Invite drivers to come to you at any time with safety problems and suggestions.

ShiftIntoWinter.ca
DriveBC.ca

Disclaimer: This tailgate meeting guide does not take the place of professional occupational health and safety advice and is not guaranteed to meet the requirements of applicable laws, regulations, and rules, including workplace health and safety laws and motor vehicle and traffic laws. The members of the Winter Driving Safety Alliance and their respective employees, officers, directors or agents (collectively the “WDSA”) assume no liability for or responsibility for any loss or damage suffered or incurred by any person arising from or in any way connected with the use of or reliance upon the information contained in this tailgate meeting guide including, without limitation, any liability for loss or damage arising from the negligence or negligent misrepresentation of any of the WDSA in any way connected with the information contained in this tailgate meeting guide. The information provided in this tailgate meeting guide is provided on an “as is” basis. WDSA does not guarantee, warrant, or make any representation as to the quality, accuracy, completeness, timeliness, appropriateness, or suitability of any of the information provided, and disclaims all statutory or other warranties, terms, or obligations of any kind arising from the use of or reliance upon the information provided, and assumes no obligation to update the information provided or advise on future developments concerning the topics mentioned. (12-2014)