



## 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.

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