**Everyday Safety**

***Tailgate Talks***

**How To Hold A Tailgate Talk**

Tailgate (or Toolbox) talks are short informational meetings held with employees to discuss a worksite related safety topic. The term tailgate meetings comes from the practice of meeting around the tailgate of a pickup truck on the job site. The goal of hosting tailgate talks is to inform employees of specific hazards associated with a task and discussing the safe way to do a job. Tailgate talks also serve as a reminder to employees of what they already know while establishing the supervisor’s credibility and conscientiousness about his or her responsibilities for safety.

Here are some tips for running a successful tailgate talk:

* Keep them brief. 10 to 15 minutes is an ideal amount of time for a tailgate talk.
* Keep them specific. Tailgate meetings must address specific hazards, or safe workplace practices that relate to the job and/or work the employees are actually performing.
* The meetings should draw on the experience of employees and utilize that experience to remind them of the dangers of particular construction processes, tools, equipment, and materials.
* Always give workers an opportunity to ask questions at the end of the toolbox talk. Don’t make snide remarks to employees who do ask a question, as this will discouraging others from asking questions later.
* The meetings should be informal and periodic on an as-needed basis.
* Keep a short record of what topic was discussed, when, and which employees were present so you can avoid repetition and maximize the impact of the talks.
* Practice what you preach. Nothing makes a trainer lose credibility faster than to have a worker see them doing something that violates the safety precautions that were covered in a previous toolbox talk. Always set a good example.
* Remember to always just KISS (Keep it Simple for Safety)



*Everyday Safety Tailgate Talks are published by the Cornell Local Roads Program in cooperation with the National Local Technical Assistance Association and participating partner organizations.*

***Resources and References:***

For a list of sample tailgate talks provided by NYSDOT visit [*www.dot.ny.gov/main/business-center/contractors/construction-division/safety-health-*](http://www.dot.ny.gov/main/business-center/contractors/construction-division/safety-health-information/tail)[*information/tailgate-safety-talks*](http://www.dot.ny.gov/main/business-center/contractors/construction-division/safety-health-information/tail)

OSHA Toolbox Talks URL

[*http://www.oshatraining.com/Toolbox-Talks.php*](http://www.oshatraining.com/Toolbox-Talks.php)

A sample sign in sheet is available on page 3 of this document.

# Date: / /

**Sign In Sheet:**

**Name: Signature:**