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TAILGATE/TOOLBOX SAFETY TRAINING
Safety Services Company-Safety Meeting Division,
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Job Name: _____ Job Site Location: _____

Date: _____ Start Time: _____ Finish Time: _____ Foreman/Supervisor: _____

Topic 113: Beginning and Ending with Safety

Introduction: The goal of safety is to begin the day, and end the day safely; so our consideration of safety must transition from the beginning to the end of a job. Our ideas of safety on the job must encompass every aspect of preparation for the day's work, through and extending beyond completion of the job. Safety must be your first thought as you drive to work to begin the day's work, and it needs to be on your mind as you leave and drive home at the end of the day.

To think safety first, last, and in-between ask yourself:

- **What is my best**, safest route to work or the job-site? Is my vehicle properly maintained and safe to drive? 
- **Do I have** all the equipment I will need to do the job safely?
- **What methods** will be used at the job-site today to complete the work? What will be required to do the job safely?
- **What personal protective equipment** or clothing will be necessary to accomplish the work safely?
Be sure to inspect all personal protective equipment and clothing for defects prior to use. 
- **What tools** are necessary to complete the day's task? Are the personnel who will be using the tools or equipment properly trained to do the work safely?
- **Do these tools** or equipment require special training or certification? Who has received that special training or certification?
- **Be sure to** inspect all tools and equipment prior to use. If defects are found have them repaired or replaced prior to use.
- **Inspect the** job-site or work area prior to beginning work. Look for any changes or hazards which you may be unaware of.
- **Make sure all** personnel understand what the days work will encompass. If there are any hazards related the job to be done; what needs to be done to minimize or eliminate those hazards? 
- **Practice good housekeeping** throughout the day. Eliminate any possible hazards as they arise.
- **Stay alert** throughout the day. Be aware at all times of what is happening around you, and around your co-workers.
- **Upon completion** of the day's work be sure to properly clean and store all tools and equipment in a dry, secure place for future use.
- **Make sure all** barricades or guards required are in place before leaving the job-site.
- **Ensure that** all equipment is properly parked and secured for the night.
- **Will I need** any special tools or equipment to accomplish the work safely tomorrow?
- **What is my best**, safest route home? Would it be wiser to get a cup of coffee and wait a short time for traffic to diminish before heading home? 

Conclusion: Think safety first, last, and every moment in-between. Planning and attention to details pay off in a safer, more efficient job. Accidents are usually a result of lack of attention or lack of planning, and are preventable almost 90% of the time.

Work Site Review

Work-Site Hazards and Safety Suggestions: _____

Personnel Safety Violations: _____

Material Safety Data Sheets Reviewed: _____ (Name of Chemical)

Employee Signatures: _____
(My signature attests and verifies my understanding of and agreement to comply with, all company safety policies and regulations, and that I have not suffered, experienced, or sustained any recent job-related injury or illness.)

These guidelines do not supercede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.