

Holding Successful Tailgate Meetings

Tailgate meetings are quick and timely crew talks held to discuss specific workplace hazards, review the steps or measures that will be used to manage risks, and to ensure employees understand their role in implementing those measures.

- ✓ Schedule regularly (e.g. daily, weekly) or hold whenever an issue requires immediate attention
- ✓ Take 5 to 10 minutes
- ✓ Focus on one road safety issue; explain one procedure or practice
- ✓ Often led by a supervisor or lead-hand, but can easily be led by any worker

Here's how:

- Choose a topic - an issue, hazard or situation that's relevant to the driving your employees do
- Know the legal requirements – check [Employers Guide to Road Safety Requirements](#), [Occupational Health and Safety Regulation](#), [Know Your Obligations web page](#)
- Learn about best practices and what others are doing; consult your health and safety association or [Road Safety At Work](#)
- Understand (and explain) why this is important – use company first aid reports, incident investigations or inspection reports or use industry [claims data](#)
- Prepare notes about points you want to discuss; diagrams, pictures or a brief video can help make your point
- Use real-life examples – discuss a near miss, or recent incident; ask employees to share their relevant experiences and success stories
- Remind employees what the company expects by reviewing applicable company policies, procedures and practices
- If procedures do not exist, brainstorm to create interim practices, and decide on next steps to develop a procedure
- Encourage crew participation – ask questions, encourage feedback, discuss options and listen for practical solutions; get your employees engaged in making it work
- Answer questions – be ready with answers to questions you expect, get back to the crew on questions not answered in the meeting
- Provide *take-aways* such as one-page handouts with tips or a copy of a procedure; ask employees to apply what they have learned – today
- Keep records of each tailgate meeting – topic covered, who attended, next steps and action items
- Follow-up – ensure follow-up actions are promptly completed; share progress and results with the crew; check that employees are applying what was discussed; invite employees to speak with supervisors anytime