

# What a tailgate meeting is for

- To discuss what happened yesterday
- To plan the day's work
- To discuss the risks and agree controls



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Holding a tailgate meeting before work each morning is the best way to set a crew up for a successful day's work. This is why we hold tailgate meetings:

## **To discuss what happened yesterday**

- Talk about what went right – share what worked well with the crew.
- Talk about what might have gone wrong yesterday and what should be done differently today.

## **To plan the day's work**

- To make sure there are enough crew on site to do what needs to be done and do it safely.
- Talk about what visitors are expected that day, what risks they might bring, and who's going to meet, induct and supervise them.
- Agree what communications will be used, on what channels.
- If anything changes let the rest of the crew know.

## **To know the risks and agree controls**

- Discuss the danger zones and agree the safe retreat positions for the day.
- Remind everyone about the two tree length rule.

**EVERYONE MUST COME TO THE TAILGATE MEETING – It's the only way to be sure the whole crew knows what's happening that day.**