

# Tailgate Meeting Checklist

Awahi the crew where they could strengthen the meeting following the Tailgate Meeting Checklist:

- ▶ **All crew to attend, along with anyone onsite including truck drivers?**
- ▶ **Running the meeting:**
  - Remind people why we do tailgates – so everyone knows the plan and can speak up.
  - Could include a Karakia, if relevant to crew.
  - Rotate who runs the meeting.

## Questions to ask

### ▶ **Checking in on workers:**

- How is everyone?
- Mondays make it more in depth, after the weekend.

### ▶ **Review yesterday and lessons learnt:**

- What went well?
- What didn't go to plan?
- Discuss any incidents / learnings and write them up.

### ▶ **Today's work plan:**

- Do we have enough crew to do today's work safely?
- Who is doing what tasks for the day?
- Anyone under training?
- Any known visitors? Who is meeting, inducting and supervising them?
- Communication – what channels?
- If the plan for the day changes, let the rest of the crew know.**

### ▶ **Identify hazards, and controls put in place to eliminate or minimise them:**

- Known hazards – what are the risks today compared to yesterday?
- New hazards – what are the risks / controls?

### ▶ **Other discussion points:**

- What machine servicing / maintenance is needed or happening?
- What resources are needed?
- If there are questions only the Forest Manager can answer, how is this raised and by whom?