

Tailgate Briefing Checklist

Conduct a tailgate briefing (also called a job briefing or tailboard briefing) before each job operation or shift to cover all associated hazards, work procedures, safety precautions, and more. OSHA requires all job sites to conduct adequate assessments of the personal protective equipment (PPE), different types of hazards, personnel authorization, etc., to increase hazard awareness and reduce workplace accidents. Find the digital version of this form and more at <https://www.fulcrumapp.com/apps/tailboard-briefing-checklist>.

General

Location

Use for emergency 911 response

Street Address _____

City, State, Zip _____

Worksite Safety Coordinator

Job Scope

Faulty Duty

First Line Supervisor

Job Number

Briefing

Choose one.

1st

2nd

3rd

▶ **General Job Details (Mark all items that are applicable and discuss with crew)** Choose all that apply.

- Tailboard Expectations(Employees Engaged/Use HP Tools)
- Historical incidents associated with task (Personal Stories)
- Tailboard with other crews onsite (Outside Dept./Contractors)
- Valid Mark & Locate performed (811, USA/Pre job Audit)
- Emergency Action Plan (Identify Roles/Review and Post)
- Personnel Qualified and trained for planned activity
- Safety Equip. (First Aid Kit/AED/Fire Ext./Eye Wash)
- Proper Tools/Equipment & Material (Pre-use inspections)
- Log In and notify operations of planned activity
- Wiring Tailboard Check List (Review and Post/Asbestos Tracking)
- Station Gate Locked (Public Safety/NERC security/Deliveries)
- Review previous days site coordinators findings
- Yard Safety Issues (Copper Theft/Fence Secured)
- Warm It Up/Stretch & Flex (Strain & Sprains)
- Job Scope (Sequence of tasks identified & assigned)
- Error Pre-Cursors (Time/Pressure)
- Review procedures, bulletins, manuals, station prints Employee Self-Assessment (Fit for duty/Medical Issues)
- Identify clearance points/Job walk-down
- Re-Tailboard (Scope or Conditions change/New crew member)
- Other (specify): _____

▶ **PPE Required (Mark all items that are applicable and discuss with crew)**

Choose all that apply.

- Head, Face, Eyes, Ears, Hands, Feet
- Respiratory Protection
- Approved Fall Protection
- Ladder Safety
- Other (specify): _____

▶ **Electrical Hazards (Mark all items that are applicable and discuss with crew)**

Choose all that apply.

- Arc Flash Boundaries (SLFR,DLFR)
- Grounding Tailboard Form (Review and Post)
- High Voltage Detectors/Hot Stick available
- Adjacent Energized Equip. (Black & Yellow tape)
- Minimum working distance (CSP 809)
- Observer/Spotter (QEW requirements identified CSP 813,817)
- Other (specify): _____

▶ **Physical Hazards (Mark all items that are applicable and discuss with crew)**

Choose all that apply.

- Hot work permit required (Was a high fire potential identified?)
- JHA (Critical Steps /Hazard Mitigations / Review and Post)
- PRCS/OCS (Approved tester and sample bottle available)
- Substation Speed Limits (10 MPH on pavement, 5 MPH all other)
- Driving on Public Roadways (SMITH 5 Keys)
- Excavated soil storage identified (Cover/Contain)
- Slips, Trips and Falls (Open trenches/Uneven surfaces)
- Housekeeping (Walkways & Stairways clear/Garbage contained)
- Other (specify): _____

▶ **Equipment Hazards (Mark all items that are applicable and discuss with crew)** Choose all that apply.

- Backing Vehicles/Operating Equipment (Spotter required)
- Equipment Pre-Use Inspection
- Proper Equipment for task (Wire Pulling)
- Proper Rigging (Slings and Ropes Inspections)
- Certification current (Forklift/Crane/Misc. Equipment)
- Chocks/Cones (CSP 313)
- Other (specify): _____

▶ **Work Area Protection (Mark all items that are applicable and discuss with crew)** Choose all that apply.

- Traffic Control Plan (Flaggers Trained, DOT Vest)
- Excavation Checklist (Review and Post)
- Overhead work signs (3-way Communication)
- Unusual Conditions/Special Requirements (Red & White Tape)
- Other (specify): _____

▶ **Environmental/Wildlife Hazards (Mark all items that are applicable and discuss with crew)** Choose all that apply.

- Environmental hazards (SWPP/PCBs/Asbestos/Lead) Local Jurisdiction Permits (Air Quality Board)
- Wildlife (Snakes/Lizards, Bees/Wasp, Ticks, Spiders, Birds, VELB) Weather (Raingear needed?, Water/Shade available)
- Other (specify): _____

Certification

Passed? Pass Fail

Person in charge

Please print

Signature

Date

____ / ____ / ____

Time

____ : ____ AM / PM



Fulcrum is a mobile app creation platform that lets you digitize checklists like this easily — and automate related workflows! — without writing any code.

Check us out at fulcrumapp.com/checklists