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## SAFE OPERATING PROCEDURES

### Tail Gate Safety Meetings

**SOP 10-23**

1. Tail gate safety meetings shall be held at the beginning of each work period (normally in the morning before leaving the yard or work staging area) and as conditions change from job site to job site.
2. The crew leader or the senior person for the crew shall conduct these meetings.
3. Utilize ORM (Operational Risk Management) program components and record meeting using the ORM Daily Tailgate Safety Meeting binders for your Unit.
  - i. Identify the task or work to be performed
  - ii. Assess the potential hazards for each employee’s job task
  - iii. Implement controls to control the potential hazards identified
  - iv. Perform the work with controls
  - v. Re-assess when conditions change at job site
4. Describe and/or show the planned work zone traffic control set-up that will be used to perform this work.
5. Review with the crew, each person's responsibility regarding the traffic control set-up (e.g., sign installation, lane closure setup, etc.).
6. Review the traffic control devices you plan to take to the site and make sure you have what you need to install the traffic control set-up properly.
7. Document what traffic control setup was used (including the sign types and sign locations ) and how it was installed. (This is especially important if an accident occurs).
8. For major traffic control set-ups, you may need to plan several days in advance to make sure you have traffic control devices such as truck mounted attenuators, flashing arrow panels, changeable message signs and portable concrete or water filled barriers.
9. You may need to consult with your County Maintenance Engineer and others with more work zone traffic experience when installing major traffic control set-ups.

## ORM Five Core Functions



- Identify your task
- Assess the hazards
- Control or mitigate hazards
- Perform with controls
- Re-assess when conditions change