



# HOW TO CONDUCT A TAILGATE TALK

*Tailgate Talk is a gathering of small group of workers around the tailgate of a truck or other spot for a brief training session on a single safety topic. Consider using the "Tailgate Talk" concept to help you conduct 10-15 minutes of training sessions with your crew.*

## KEY POINTS:

- Choose one safety topic per session.
  - Be concise. Keep it short.
  - Keep the sessions small.
- Meet in a comfortable & safe spot.
- Allow time for questions & answers.
  - Document the training.

## CHOOSE SAFETY TOPICS

- Pick topics related to recent events.
- Ask employees for their ideas.
- Read newsletters and local news for more information. Use them for additional ideas.

## PLAN LOGISTICS

- Limit sessions to a small number of workers. Six to 10 is a good number.
- Hold sessions early in the week, but not on Monday mornings.
- Conduct tailgate training sessions an average of once a week. Dedicate specific time for the training.
- Limit sessions to only 15 minutes.
- Be on the lookout for weather forecasts or any emergencies.

## PREPARE YOUR PRESENTATION

- Use a one-page fact sheet provided on [www.t2center.uconn.edu](http://www.t2center.uconn.edu)
- You may use materials provided by Louisiana LTAP [www.louisianaltap.org](http://www.louisianaltap.org)
- Look for visual aids and/or props.
- Photocopy handouts ahead of time.
- Familiarize materials a night before.

## CONDUCT THE SESSION.

- Keep your presentation informal.
- Don't use words your employees won't understand.
- Involve your workers in discussion of the topic.
- Allow time for questions at the end.
- Have workers sign a sheet showing they were trained and keep it on file.

Louisiana's Tailgate Talk Series

# TIMELY SAFETY BRIEFINGS

