



# 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.

Louisiana's Tailgate Talk Series

# TIMELY SAFETY BRIEFINGS

## 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.



# TIPS TO PREVENT COLD WEATHER SLIPS, FALLS AND CRASHES

*It's officially wintertime!*

*This cold weather brings many risks and hazards at the workplace and on roadways. So, it's really important for you to be extra careful to avoid any slips, trips, falls or crashes. Share these tips with your colleagues and members of the community.*

## WINTERIZE YOUR VEHICLE (IF SNOWING)

Check tires (consider snow tires), check your antifreeze, windshield wipers, fluids, batteries, etc. Be sure to completely clean off your vehicle of snow before driving it—Don't forget your head, tail, and warning lights.

## EXTRA CAUTION ON WET SURFACES

Look for signs indicating a wet floor. If you notice wet floors, keep them dry and make sure pathways are clear as much as possible. Wear appropriate footwear. You can change your shoes later.

## PAY ATTENTION TO ACCESS POINTS

Pay close attention to stairs and entryways as well as getting in and out of your vehicle or between parked vehicles.

## CARRY LESS.

If you need to transport items from one spot to another, always have at least one hand free. If you need to make an extra trip, please do.

## OFFER ASSISTANCE.

Watch out for your colleagues or anyone around you. Offer assistance to someone who may need help.

## Additional resources may be found on:

T2 Center [www.t2center.uconn.edu](http://www.t2center.uconn.edu)

Louisiana LTAP [www.louisianaltap.org](http://www.louisianaltap.org)



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