

## Tailgate Meeting Check List

The purpose of this meeting is a reminder of safety and the scope of the work to be completed. This should be held at the beginning of each work outing.

- Discuss the project details: general to the type of work as well as specific to the work project
- Go over specific details for use of, and safety concerns with the tools that will be used during the project, refer to the FLTC Safety Handbook for proper use of the tools your work party will be using.
- Make sure everyone in work party has signed a waiver and are appropriate age or with their guardian.
- Have a copy of the FLTC Safety Handbook available for anyone that wants to read it.
- Have hard hats for everyone in the work party and try to have them wear them while work is being done. Recommend that everyone wear gloves and safety glass especial those operating power equipment.
- Give the volunteers specific tasks and adjust accordingly once the work has started. If you see someone not able or improperly doing a task redirect them to something within their skill level or teach them the proper technique.
- Go over the need for hydrating and eating while doing strenuous work. Accidents happen when people are tired.