

# CAL OSHA INFORMATION

## Division of Occupational Safety and Health

### Headquarters

1515 Clay Street, Suite 1901 Oakland 94612

### Regional Offices

Santa Ana (714) 558-4300

### District Offices

#### Call this # if injury

Los Angeles (213) 576-7451

### Consultation Offices

#### Call this # for questions on Compliance

Your call to Consultation will in no way trigger an inspection by Cal/OSHA Enforcement

### AREA CITY PHONE

Los Angeles / Orange Santa Fe Springs (562) 944-9366

San Bernardino San Bernardino (909) 383-4567

## Tailgate/Toolbox Safety Meeting

*Title 8, California Code of Regulation, Construction Safety Orders, Section: 1509(e)*

**Supervisory employees shall conduct "toolbox" or "tailgate" safety meetings, or equivalent, with their crews at least every 10 working days to emphasize safety.**

Tailgate or Toolbox safety meetings are held to keep employees informed of work-related accidents, illnesses and workplace hazards. They allow supervisors to draw on the experience of workers, and use that experience to remind all employees - especially newer ones - on the dangers of particular construction processes, tools, equipment and materials.

Cal/OSHA Safety Orders (Title 8) can be reviewed at:

<http://www.dir.ca.gov/>

[samples/search/query.htm](http://www.dir.ca.gov/samples/search/query.htm)

### **How to Run an Effective Meeting**

- Hold meetings at the start of shift or after break.
- Find a location where workers can relax or sit.
- Keep meetings brief - usually 10 to 15 minutes.
- Encourage employee participation.
- Use this guide.

### **Using this Guide for Tailgate Meetings**

This guide is both a field reference and a resource for tailgate subjects.

Supervisors should choose topics that directly relate to their projects and site tasks.

- Pick from the subjects listed on this card.
- Read the material before discussing it.
- Determine the amount of material to be presented.

### **Additional Resources**

- Review findings from safety inspections including corrective actions.
- Discuss accidents/near accidents including what/ where it happened, and prevention.
- Use equipment manuals and MSD Sheets.

