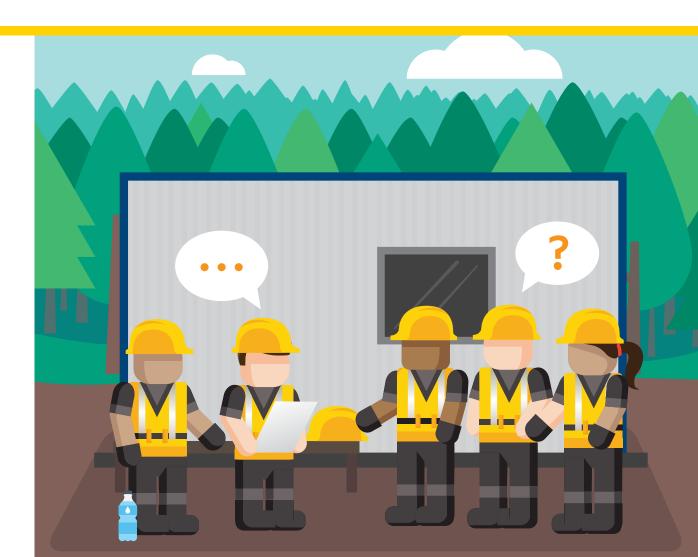


## What a tailgate meeting is for

- To discuss what happened yesterday
- To plan the day's work
- To discuss the risks and agree controls





# What a tailgate meeting is for

Holding a tailgate meeting before work each morning is the best way to set a crew up for a successful day's work.

This is why we hold tailgate meetings:

### To discuss what happened yesterday

- Talk about what went right share what worked well with the crew.
- Talk about what might have gone wrong yesterday and what should be done differently today.

#### To plan the day's work

- To make sure there are enough crew on site to do what needs to be done and do it safely.
- Talk about what visitors are expected that day, what risks they might bring, and who's going to meet, induct and supervise them.
- Agree what communications will be used, on what channels.
- If anything changes let the rest of the crew know.

### To know the risks and agree controls

- Discuss the danger zones and agree the safe retreat positions for the day.
- Remind everyone about the two tree length rule.

EVERYONE MUST COME TO THE TAILGATE MEETING – It's the only way to be sure the whole crew knows what's happening that day.